

# Casino Games Approval Application Form Guidance Notes

## Important Information – Please Read Before Completing and Submitting Any Application

Applications must be completed in ENGLISH and sent to the National Gaming and Casino Supervision Commission (the Commission).

All supporting documents and information must also be in English or translations provided they are certified as true copies by a lawyer, judge or chartered or certified public accountant fluent in that language.

Under Section 46 of the Law Regulating the Establishment, Operation, Function, Supervision and Control of Casinos and Related Matters of 2015 (Law), the Commission must approve all casino games used in the Republic of Cyprus Integrated Casino Resort (ICR). Regulation 24(1) of the Casino Operations and Control (General) Regulations of 2016 (Regulations) provides that the ICR operator shall not conduct a casino game or operate a gaming machine at the casino prior to the Commission's approval of the casino game or gaming machines, the rules of the casino game, the procedures, the rules for wagers and payout of winning wagers.

To be eligible to operate a casino game in the ICR, the ICR operator must therefore submit the casino game for approval of the Commission. This application form should be used for approval of casino games (i.e. table games, electronic table games and games played on gaming machines) proposed to be operated in the ICR.

Applications must include all requested supporting documents.

Note that despite any approval given by the Commission with this application, the Commission reserves the right under Section 46(3) of the Law to revoke the approval for operation of the casino game in the casino upon notice to the ICR operator.

### Who should complete this application form?

The ICR operator should complete and submit a separate form for each casino game for which approval is sought with the exception of games played on a gaming machine where approval for all the games provided on the gaming machine may be covered by a single application.

### General Information

This guidance has been written to help you complete the casino game approval application form. Please read this document carefully **before** you attempt to answer any questions.

You will be required to provide supporting documentation/evidence with your application and/or to provide certified copies if applicable.

If any of the information contained within the application changes during the period between submitting the application and the application being determined, you **must** notify the Commission immediately by telephone or e-mail.

The application **will not be considered** unless all relevant questions have been completed.

Failure to provide all relevant information, documentation or assurances or to provide further information when requested by the Commission **may result in the approval being refused**.

Failure to provide any material fact or supply of information which is untrue or misleading will result in the refusal of the application.

### What the Commission expects from applicants for approval

- Be able to demonstrate that the casino games can meet the requirements of the Law and Regulations and the Commission's requirements.
- Ensure that the operation of the casino games proposed to be used minimises the risks to the licensing objectives.
- Work with the Commission in an open and co-operative way.
- Disclose to the Commission anything which the Commission would reasonably expect to know.

### For every application, the Commission may:

- Grant approval;
- Limit the scope of approval with conditions; or
- Refuse approval where there are reasons to do so.

### What the Commission expects with respect to operation of the casino games in the ICR

The Commission expects that the casino games will be operated in a way that does not put the licensing objectives at risk. It expects that those casino games will:

- comply with the Law and Regulations; and
- be approved by the Commission.

## Completing the Form

- Please write clearly within the boxes
- Use CAPITAL LETTERS except when signing or providing an e mail address
- Leave a space between words
- Mark with a cross (X) where a cross box answer is required. Please note the applicable cross box will always be to the right of the relevant text
- If you make a mistake, please fill in the box in solid black and write the correction clearly to the right
- If there is no space to the right, write the correction as close as possible.

Name

N

G	A	M	I		G		L	T	D
---	---	---	---	--	---	--	---	---	---

- Do not use correction fluid
- Do not write over the edges of the boxes
- Do not staple attachments to the application form

If there is not enough space on the form to answer the questions, please provide the additional information on a separate A4 sheet. Please include the question number you are providing additional information for and ensure you sign and date each additional sheet. Please indicate the number of continuation sheets that you are including with your application in the box provided on the “Enclosures” page.

You are advised to keep a copy of your application for future reference.

Copies of application forms and guidance notes can be obtained from the Commission’s website [www.cgc.org.cy](http://www.cgc.org.cy).

If you have any queries, please email [licensing@cgc.org.cy](mailto:licensing@cgc.org.cy) or telephone 0357 2557 3810.

Completed application forms and supporting documentation should be sent to:

**Cyprus Gaming and Casino Supervision Commission,  
3 Thaleias Str., 1<sup>st</sup> floor, 3011 Limassol, Cyprus.**

## Section 1. Contact Details

### Question 1.

Please provide the name, address, telephone and email address of the contact person at the ICR operator who is applying for the casino game approval.

## Section 2. Type of casino game

### Question 2.

Casino games approval authorises the casino game to be used in the ICR. Please indicate by crossing the appropriate cross box the type of casino game for which you are seeking approval. For example for games played on a gaming machine cross the gaming machine box.

## Section 3. Gaming equipment to be used with the casino game

### Question 3.

This question should be completed where the casino game is played on gaming equipment for which a gaming supplier’s licence is required. Please indicate in the box provided the name, trading name if applicable, the number of the Republic of Cyprus gaming supplier licence held by the manufacturer or supplier and the effective date of that licence. Where exactly the same game is played on gaming equipment provided by more than one supplier then please use a continuation sheet to provide details of all relevant suppliers.

#### **Question 4.**

This question must be completed in respect of all casino games to be played in the casino.

All gaming equipment used in the ICR must be approved by the Commission and must have a Republic of Cyprus gaming equipment approval licence.

For the gaming equipment used in the casino game for which approval is sought, please provide in this section a brief description of that gaming equipment. This should include the type of equipment and where applicable the model name, model number and, if software, the version number. Please also provide the licence number of the Republic of Cyprus Gaming Equipment Approval licence and the effective date of that licence. Please add continuation sheets for more than one entry.

### **Section 4. Rules of Casino Game**

#### **Question 5.**

In this section, the operator must provide in detail the rules of the proposed casino game, the modes of play, the procedures and rules for wagers including the permitted minimum and maximum wagers, the payout ratios, the rules for payout of the winning wages and prizes, including the maximum size of prize, if any.

For gaming machines on which more than one casino game is intended to be played, please describe the above for each casino game.

Please provide information on whether the rules and procedures for the casino game in this application are the same as used by the ICR operator in other jurisdictions, and if so please disclose the casino game and jurisdiction.

### **Section 5. Documentation**

#### **Question 6.**

The Commission requires the following information and documentation in relation to the casino game to be able to more thoroughly assess it.

- (1) Diagrams, photographs or videos demonstrating the operation, procedures and rules of the casino game and a general overview of the casino game.
- (2) All relevant instructional and operational manuals for the casino game.
- (3) Relevant product brochures and fact sheets for the casino game.
- (4) Any casino game rules intended to be posted in the ICR or provided to casino customers.

### **Section 6. Approval in other jurisdictions**

#### **Question 7.**

The Commission requests information about approval of the casino game in other jurisdictions.

You are requested to provide information to the Commission on the name of the entity receiving the approval for the casino game, the type of licence or approval and the number of the licence, the full name and country of the issuing authority, the dates the licence or approval has been or was in effect and the reason for any cessation of the approval, if any.

### Question 8.

The Commission wishes confirmation information on whether the casino game that has been approved in other jurisdictions in question 7 substantially comply and are similar to Commission technical standards, the Law and Regulations. Tick the appropriate box and describe any variations in the technical standards and specifications.

### Question 9.

The Commission requests information about any revocations of approval for the casino game or disciplinary actions taken in relation to the casino game during the last ten years in any jurisdiction. The applicant should tick the appropriate box in relation to the details of the action and provide details of the circumstances regarding the disciplinary action.

## Section 7. Declaration

You must ensure that the declaration is read and signed by a duly authorised officer of the ICR operator.

In signing the declaration the individual is acting on behalf of the ICR operator and is responsible for ensuring the statements therein are met in full. The individual should be the holder of a casino key employee licence.

Should the information provided in the application form cease to be correct, or if there are any changes to the information provided in the application form between the date the application form was submitted and the date the application is determined, it is your responsibility to inform the Commission immediately.

## Section 8. Enclosures

This section details all the enclosures that must be provided so that the Commission can process your application. The Commission requires **all** this information as applicable to process your application. If you fail to provide this information or do not provide additional information when requested, your application will be delayed.

**Please note: Original documents should be provided. If copies are submitted they must be certified by a lawyer as being true copies. Documents must be in English or a certified translation of the document must also be provided.**

Please cross the box to indicate the required enclosures that have been attached (as applicable): Please ensure you have read the Guidance notes and are clear as to what is required.

Detailed rules for the proposed casino game, the procedures and modes of pay and the rules for wagers and the pay out of the winning wagers (See Q5)



Documentation relating to the casino game (See Q6)



Certified copies of approvals/licences for the casino game in other jurisdictions (See Q 8)



Continuation sheets - please indicate number included



--	--	--

**Remember: Your application will not be considered unless all relevant questions have been completed.**