



WHO MUST COMPLETE THIS FORM?

This Ancillary Services Disclosure Form must be completed by applicants that routinely provide services in casino gaming facilities, commercial bingo halls and community gaming centres, including but not limited to the following services:

- Building maintenance
- Equipment maintenance
- Janitorial
- Retail (includes uniform makers)
- Concession sales of food or other product or services
- Promotional services (comprised of marketing, advertising or other promotional services).

NOTE: Personal Disclosure Forms may also be required from senior officials and/or equity holders.

WHAT ARE THE COSTS?

REGISTRATION CLASS	APPLICATION FEE * and ANNUAL REGISTRATION FEE**
Ancillary Services Provider	\$ 250.00

* The Application Fee is required to initiate a new or renewal application.

** The Annual Registration Fee is a yearly fee equal to the application fee paid by the applicant and is required to maintain registration. It is remitted to GPEB each year on or before the registration anniversary date (the date registration was approved by GPEB) for the term of registration. Annual fees do not apply to Associates of a registrant.

- Remit fees (money order or certified cheque) payable to: **Minister of Finance in Canadian Funds**. Do **NOT** remit cash.
- Additional funds may be required to cover any special investigation, auditing or administrative costs considered necessary by GPEB to ensure a thorough and complete background investigation of the applicant or registrant.

WHERE CAN I GET MORE INFORMATION?

The attached **LINK** will access the Gaming Control Act, the Gaming Control Regulation and related information: www.gaming.gov.bc.ca

WHAT IF I HAVE FURTHER QUESTIONS?

If you have questions about the disclosure documents or the registration process, contact the Registration and Certification Division at (250) 356-0663 or by email at gaming.registration@gov.bc.ca.

RESPONSES

Print or type your responses. Answer all questions fully and truthfully. If a question does not apply to you, state Not Applicable or N/A. If more space is required or if the requested information exists in another format, cross reference the attachment to the relevant question. For example, print Attachment 4 on the attachment and state See Attachment 4 beside Question 4.

Read each question carefully. Submitting the application gives GPEB authority to investigate your answers. If you do not fully disclose, leave out any important information or answer incorrectly, your application may be refused. If it is determined after you have been registered that your answers on this application were false, incomplete or misleading, or you failed to notify GPEB of any material change to this information which occurs after the application has been filed, your registration may be cancelled.

You are seeking the granting of a privilege and the burden of proving suitability for a favourable determination is at all times on you. You must accept any risk of adverse publicity, embarrassment, criticism or other action, or financial loss, which may result from action with respect to an application, and expressly waive any claim for damages as a result thereof.

After completing the forms, ensure you have signed all required forms and have included the application fee. **Retain a copy of your application and all submitted documents for your records.** Be prepared to bring your copy to any personal interviews that are conducted.

NOTE: In an effort to reduce paper, space and postage costs, applicants are encouraged to submit their supporting documentation (excluding the Ancillary Services Disclosure Form) electronically.

WHERE DO I SEND THE COMPLETED FORMS AND FEES?

BY COURIER:

Gaming Policy and Enforcement Branch
Registration and Certification Division
910 Government St, 3rd Floor
Victoria BC V8W 1X3 Canada
Telephone: (250) 356-0663

BY MAIL:

Gaming Policy and Enforcement Branch
Registration and Certification Division
PO Box 9202, Stn Prov Govt
Victoria BC V8W 9J1 Canada

WHAT HAPPENS ONCE I SUBMIT MY APPLICATION?

All information and documents provided as part of this disclosure become the property of GPEB and will not be returned.

An application may not be withdrawn without the written permission of GPEB. Application fees are not refundable.

Expect a GPEB investigator to contact you. You may be required to provide other information in addition to what is requested in this application package.

Successful applicants will receive a letter of registration and a copy of the Conditions of Registration from the Director of Corporate Registration. Registration may be approved for a term of up to five years.

CHANGE OF INFORMATION

If any information supplied changes subsequent to the submission of this disclosure form, you must immediately submit the changes in writing.

HOW WILL THE INFORMATION IN THE APPLICATION BE USED?

Except as provided in the Consent to Release of Corporate Information form, all information provided in this application, including attachments and supporting documents, shall be kept confidential in accordance with the Freedom of Information and Protection and Privacy Act (BC).

You may direct questions about the collection and use of this information to the Director of Corporate Registration, GPEB.

CONFIDENTIAL

FOR OFFICE USE ONLY		<input type="checkbox"/> NEW	<input type="checkbox"/> RENEWAL
Amount Received	\$ _____ .00	CREG File #	_____
Currency	<input type="checkbox"/> CAD <input type="checkbox"/> USD	GBC ID #	_____
	<input type="checkbox"/> Other: _____	Application #	_____
Date (YYMMDD)	_____	Registration Class	_____
Receipt #	_____	Registration Code	_____

ANCILLARY SERVICES DISCLOSURE FORM



**GAMING POLICY AND ENFORCEMENT BRANCH
REGISTRATION AND CERTIFICATION DIVISION**

Date Application Completed: (yyyy-mm-dd)	Has this entity previously been registered to participate in the gaming or horse racing sectors in British Columbia? <input type="checkbox"/> No <input type="checkbox"/> Yes, Registration Expiry Date: _____ (yyyy-mm-dd)	
NAME OF THE PERSON TO BE CONTACTED IN REFERENCE TO THIS DISCLOSURE FORM		
Surname	First Name	Business Telephone
Corporate Name		Business Facsimile
Title/Position		Email Address

1 CORPORATE INFORMATION			
NAME AND ADDRESS OF APPLICANT COMPANY			
Legal Name		Date Established/Incorporated (yyyy-mm-dd)	Corporation/Tax/Society Number
Tradestyle/Business Name/Operating as		Fiscal Year End (mm-dd)	
Corporate Address			
Suite/Unit/Floor	Street Name	Telephone Number	Facsimile Number
City	Province/State	Country	Postal/Zip Code
Company Email Address and Web Site			
Registered Office Address (address to which legal notice can be served) if different from above address			
Suite/Unit/Floor	Street Name	Telephone Number	Facsimile Number
City	Province/State	Country	Postal/Zip Code

2 CLASSES OF REGISTRATION	
<p>The applicant is applying for registration as an ancillary services provider of the following service(s) at a gaming facility (check all boxes that apply).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Building maintenance <input type="checkbox"/> Equipment maintenance <input type="checkbox"/> Janitorial <input type="checkbox"/> Retail (includes uniform makers) <input type="checkbox"/> Concession sales of food or other product or services <input type="checkbox"/> Promotional services (comprised of marketing, advertising or other promotional services). <input type="checkbox"/> Other (specify) _____ 	

3 GAMING FACILITY INFORMATION	
<p>a. The applicant is/will be providing services at the following (check all boxes that apply).</p> <ul style="list-style-type: none"> <input type="checkbox"/> A permanent bingo facility <input type="checkbox"/> A permanent facility for casino gaming <input type="checkbox"/> A Community Gaming Centre <input type="checkbox"/> Other (specify) _____ 	
<p>b. Gaming services provider: _____ (operator's legal name)</p>	
<p>c. Facility name: _____ (doing business as)</p>	
<p>d. Facility address: _____ (street address) (city)</p>	
<p>(If additional space is required, please attach and mark as Attachment 3.)</p>	

4 CORPORATE STRUCTURE

CORPORATE NAMES

- a. Has the applicant company conducted business under a different name in the last ten (10) years?
- No.
- Yes. If yes, provide a list of all other names and addresses under which the applicant company has conducted business as for the last ten (10) years. (If additional space is required, please attach and mark as Attachment 4 a.)
-

BUSINESS STRUCTURE

- b. Check the appropriate box that best describes the applicant company's business structure.

- Corporation Sole Proprietor Partnership
- Limited Partnership Joint Venture Other (specify): _____

NOTE: Applicant corporations incorporated in another jurisdiction are required to obtain and maintain registration in British Columbia as an extraprovincial company within the meaning of the British Columbia Business Corporations Act in order to be eligible for registration as a gaming services provider.(s.59 GCA)

BUSINESS STRUCTURE ATTACHMENTS

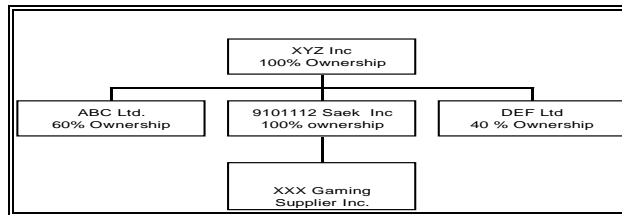
- c. Provide the Certificate and Articles of Incorporation, Charter, By-laws and resolutions, partnership, shareholders and trust agreements and any other basic documentation, including any periodic updates or amending agreements. List all jurisdictions in which the applicant company is incorporated.
- Attached and marked as Attachment 4 c.
- Information has not changed since last filing with GPEB (filing not required).

GOODS AND SERVICES

- d. Provide a brief history of the company, general outline of the goods and services offered and the experience and capacity of the company to provide such goods and services.
- Attached and marked as Attachment 4 d.
- Information has not changed since last filing with GPEB (filing not required).

BUSINESS RELATIONSHIP CHART

- e. Provide a business relationship diagram (per example below) depicting the direct and indirect business relationships between the applicant, its parent, subsidiaries, associate and holding companies, any interest holder of 5% or more and related corporations or business entities. Mark as Attachment 4 e.



PERSONNEL ORGANIZATION CHART

- f. Provide a Personnel Organization Chart indicating the hierarchical structure (Chair, Officers, Directors and Senior Employees) of the applicant company and its subsidiaries. Mark as Attachment 4 f.

5 CORPORATE INTEREST HOLDERS

- a. Are there other companies, business organizations, entities or individuals holding any financial or legal interest in the applicant company, its parent, subsidiaries and affiliates?

No.

Yes. If yes, attach the following and mark as Attachment 5 a.:

A list of other companies, business organizations, and other entities or individuals holding any financial or legal interest in the applicant company, its parent, subsidiaries and affiliates.

A list of companies that hold any liens or other interests caused by the applicant company's debt and any agreements relating to these interests.

A description of share structure including the number of shares authorized and issued, the rights and privileges attached to different classes of shares, shareholders and share percentages.

CONSENT TO RELEASE OF CORPORATE INFORMATION

This Consent Granted By: _____
[Applicant Company's Name]

WHEREAS:

I, THE UNDERSIGNED am a duly authorized officer of the Corporation named above which has made application to the **GAMING POLICY AND ENFORCEMENT BRANCH** to participate in regulated gaming activities conducted in the Province of British Columbia, Canada, pursuant to registrations issued by the GAMING POLICY AND ENFORCEMENT BRANCH.

The GAMING POLICY AND ENFORCEMENT BRANCH, as a requirement of the Corporation's application, has requested and the Corporation has agreed to execute this consent to Release of Corporate Information for the following purposes:

- A. To evaluate the financial, business regulatory and criminal history of the Corporation for suitability to participate in the gaming industry.
- B. To share information gathered with other gaming regulatory authorities in jurisdictions having agreements to share such information with the GAMING POLICY AND ENFORCEMENT BRANCH or the Province of British Columbia; and
- C. To share information gathered with other law enforcement agencies for gaming related investigations or clearances.

The Corporation agrees that the GAMING POLICY AND ENFORCEMENT BRANCH and its authorized agents may collect and receive information relating to or concerning the Corporation from any or all of the following sources worldwide: international, national, provincial, state, county or municipal law enforcement or security agencies, police services, licensing bodies, sheriff's offices, all government ministries or regulatory agencies, banks, trust companies, brokerage houses, credit bureaus, professional or industry associations or regulators, and former or current customers of clients, and/or any other bodies or entities that may hold information relevant to the background investigation.

The Corporation has been informed that the GAMING POLICY AND ENFORCEMENT BRANCH is required to protect the confidentiality and privacy of information in its possession in accordance with the terms of the Freedom of Information and Privacy Act, (British Columbia) and to use information only for the purposes for which it was collected or for consistent purposes, and except as otherwise consented to herein the Corporation requests that the information collected relating to or concerning the Corporation be protected by the GAMING POLICY AND ENFORCEMENT BRANCH and kept confidential and private.

I, THE UNDERSIGNED:

1. Declare that I am a duly authorized officer of the Corporation with authority to execute and deliver this Consent for and on behalf of the Corporation.
2. On behalf of the Corporation, authorize and direct all persons or parties to whom this consent is presented and that have in their possession or control information or documents relating to or concerning the Corporation or its affairs to provide such information to the GAMING POLICY AND ENFORCEMENT BRANCH and to permit the inspection, copying and removal of copies of such documents by the GAMING POLICY AND ENFORCEMENT BRANCH or its authorized agents, whether or not such information or documents are confidential or might otherwise be protected from disclosure.
3. Without limiting the generality of the authority granted herein, on the behalf of the Corporation, confirm that this authority and direction extends to and includes any and all documents, correspondence and records, including those of any financial institution, including past loan information, notes signed or co-signed by the Corporation, account records of any type, passbooks, safe deposit records, and general ledger folios or entries.
4. Affirm that the GAMING POLICY AND ENFORCEMENT BRANCH may insert on this document the name of any person or entity to whom this consent is presented, together with the name of any person they authorize to deliver this consent.
5. Grant the GAMING POLICY AND ENFORCEMENT BRANCH and its authorized agents full power and authority to exercise any and all powers, and to do all such acts and things as may be required on the Corporation's behalf or in the Corporation's name to cause delivery to them of the information or documents provided to be disclosed to them by this consent, and the Corporation releases and agrees to hold harmless any person or entity complying with this authority and direction from any liability to me whatsoever in connection with such disclosure.

On behalf of the Corporation, consent to the release of any information or copies of any documents provided in accordance with this consent to any other law enforcement agency, or to any other gaming regulatory agency that have agreements to share information with the GAMING POLICY AND ENFORCEMENT BRANCH or the Province of British Columbia.

I _____ BEING DULY SWORN OR AFFIRMED, DECLARE that I am voluntarily executing this form of consent and understand the nature and purpose of this document.

SWORN BEFORE ME at _____)

this _____ day of _____, 201_____)

Commissioner for taking Affidavits and/or Oaths or Notary Public

Signature of Company President/ Owner

FOR GPEB USE ONLY

THIS REQUEST IS PRESENTED TO: _____
(Regulatory Agency or Law Enforcement Agency)

BY: _____ ON: _____
Authorized Agent of the GAMING POLICY AND ENFORCEMENT BRANCH (date)

DECLARATION

I, _____, (company president/owner/designate) being duly sworn or affirmed, depose and say that I am authorized to complete this application, that I have reviewed the application, read the attachments of this application and that they are true and correct to the best of my knowledge and belief. Further, this statement is executed with the knowledge that misrepresentation or failure to disclose any information required by this application is sufficient cause for the rejection by the Gaming Policy and Enforcement Branch of any application. Further, I am aware that later discovery of an omission or misrepresentation made in the above application, attached statements, documents, information and diagrams may be grounds for a determination of ineligibility or cancellation of any existing or future registration that may be granted. Further, that I am voluntarily submitting this declaration under oath with full knowledge.

Company President/Owner/Designate Signature

Declaration sworn before me this

(SEAL)

_____ day of _____, 201 _____

at _____
City Province/State

Commissioner for taking Affidavits and/or Oaths
or Notary Public

ANCILLARY SERVICES DISCLOSURE ATTACHMENTS - CHECKLIST

As a general guideline, attaching the following documents (if applicable) will assist in the completion of the registration process. Each document will be identified with an Attachment Number and cross referenced to the appropriate question.

NOTE: In an effort to reduce paper, space and postage costs, applicants are encouraged to submit their supporting documentation (excluding the Ancillary Services Disclosure Form) electronically.

- Articles of Incorporation, Partnership, Shareholders and/or Trust Agreements, Constitution or Charter, By-laws and Resolutions and a list of all jurisdictions in which the applicant company is incorporated.
(NOTE: Applicant corporations incorporated in another jurisdiction are required to obtain and maintain registration in British Columbia as an extra-provincial company within the meaning of the British Columbia Business Corporations Act in order to be eligible for registration as a gaming services provider. (s.59 GCA))
- A brief history of the company, a general outline of the goods and services offered by the company and the company's experience and capacity to provide such goods or services.
- A list of all businesses in which the applicant has a financial, organizational or managerial interest (including holding companies), the nature of the interest and a copy of any agreements relating to those interests.
- A description of share structure, the rights and privileges attached to different classes of shares, the percentage of share holdings anyone with a financial interest in the applicant company.
- \$250.00 application fee (money order or certified cheque) payable to: **Minister of Finance in Canadian Funds**. Do **NOT** remit cash.