



Gaming Policy and Enforcement Branch

INFORMATION AND INSTRUCTIONS FOR APPLICANTS COMPLETING THE DISCLOSURE FORM FOR ANCILLARY SERVICES PROVIDERS

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, senior employees 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 must be submitted to GPEB each year on or before the registration anniversary date (usually the date registration was approved by GPEB) for the term of registration.

Payment methods: Wire transfer, money order or company cheque

Wire transfers- please contact gaming.registration@gov.bc.ca for instructions and banking details.

Alternate Payment Methods: If paying by money order or cheque, please make it payable to the "**Minister of Finance**" in **Canadian funds**. Do **NOT** submit 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?

Additional registration information is available on [GPEB Website](#).

WHAT IF I HAVE FURTHER QUESTIONS?

If you have questions about the disclosure documents or the registration process, contact the Licensing, 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.

Read each question carefully. Submitting the application gives the GPEB authority to investigate your answers. If you do not fully disclose, leave out any important information or answer incorrectly, your application may be denied.

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. (**NOTE:** The signee on this document must submit with the application a scanned colour copy of a **valid** government-issued ID issued to them that includes their full legal name, date of birth, signature and photograph, such as a driver's licence or passport.).

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.

WHERE DO I SEND THE COMPLETED FORMS AND FEES?

The Disclosure Form and supporting documents are to be submitted electronically, on a flash drive or via a file-sharing service. To submit the disclosure form(s) and supporting documents using GPEB's FTPS site, contact the Corporate Registration Unit at gaming.registration@gov.bc.ca and request a temporary FTPS account.

Should the disclosure forms and supporting documents be submitted as physical copies, applicants/registrants will be charged \$150/hour for the time GPEB staff spend on scanning the documentation.

Documents should be in English. If any document is in a language other than English, the applicant should provide GPEB with a copy of the original document as well as an English version translated by a certified translator.

Attachments should be properly named and provided as separate files per the Attachment Checklist included in the disclosure. Not respecting the naming convention and/or submitting the documentation as a single file will create additional delays and costs in processing the application.

The disclosure submission, flash drive (if applicable) and/or registration fee payment are to be sent to:

MAIL/COURIER:
Gaming Policy and Enforcement Branch
Corporate Registration Unit
220 - 4370 Dominion Street Burnaby BC V5G 4L7

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 up to five years.

CHANGE OF INFORMATION

If any of the information supplied changes subsequent to the submission of this disclosure form, you must immediately submit the changes in writing to gaming.registration@gov.bc.ca.

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 of Privacy Act (BC)*.

You may direct questions about the collection and use of this information by email (gaming.registration@gov.bc.ca) to the Director of Corporate Registration, GPEB.

CONFIDENTIAL

GPEB USE ONLY	<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL
Amount Received: \$ _____ (CAD)	CREG File # _____
Payment: <input type="checkbox"/> cheque <input type="checkbox"/> money order	GBC ID # _____
<input type="checkbox"/> wire transfer	Application # _____
Date (dd-mmm-yyyy): _____	Registration Class _____
Receipt # _____	

ANCILLARY SERVICES DISCLOSURE FORM



GAMING POLICY AND ENFORCEMENT BRANCH

**LICENSING, 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
Title/Position		Business Facsimile
Corporate Name		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 <i>Attachment 3</i>.)</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.
- Attach and mark as *Attachment 4 c.*
- Information has not changed since last filing with GPEB (filing not required).

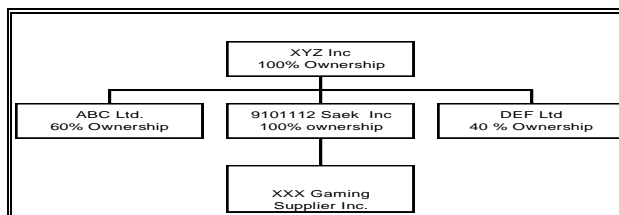
GOODS AND SERVICES

- d. (i) 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. If additional space is required, please attach and mark as *Attachment 4 d.(i)*

(ii) Describe the goods and services that you are, or will be, providing in British Columbia. If additional space is required, please attach and mark as *Attachment 4 d.(ii)*.

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.



- Attach and 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.
- Attach and mark as *Attachment 4 f.*

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. ▶ Provide the following details and mark as indicated below:

- i. A list of other companies, business organizations, and other entities or individuals which hold any financial or legal interest in the applicant company, its parent, subsidiaries and affiliates. Mark as *Attachment 5 a.i.*
- ii. 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. Mark as *Attachment 5 a.ii.*
- iii. 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 of any shareholders holding 5% or more of shares. Mark as *Attachment 5 a.iii.*
- iv. Current share register(s) for the applicant company, its parent, including any holding companies of the applicant, its parent or subsidiaries. Mark as *Attachment 5.a.iv.*

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 Protection of Privacy Act*, (BC) 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 _____ DULY SWEAR OR AFFIRM AND DECLARE that I am voluntarily executing this form of consent and understand the nature and purpose of this document.

SIGNED at _____

on this _____ day of _____, 20 _____.

Signature of Company President / Owner / Designate

NOTE: The signee on this document must submit a scanned colour copy of a **valid** government-issued ID issued to them that includes their full legal name, date of birth, signature and photograph, such as a driver's licence or passport.

FOR GPEB USE ONLY	
THIS REQUEST IS PRESENTED TO: _____ (Regulatory Agency or Law Enforcement Agency)	
BY: _____ Authorized Agent of the GAMING POLICY AND ENFORCEMENT BRANCH	ON: _____ (date)

DECLARATION

I, _____, (Company President / Owner / Designate) duly swear or affirm 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 with full knowledge.

Company President / Owner / Designate Signature

Effective (yyyy-mm-dd)

NOTE: The signee on this document must submit a scanned colour copy of a valid government-issued ID issued to them that includes their full legal name, date of birth, signature and photograph, such as a driver's licence or passport.

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.

- Attachment 4 a.:** Corporate names along with addresses under which the applicant company has conducted business for the last ten (10) years.
- Attachment 4 b. and c.:** Certificate of Incorporation, 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)
- Attachment 4 d.(i) and (ii):** Outline of goods and services offered and specifically what is, or will be, provided in British Columbia.
- Attachment 4 e.:** A business relationship diagram 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.
- Attachment 4 f.:** A personnel organization chart indicating the hierarchical structure of the applicant company and its subsidiaries.
- Attachment 5 a.i.:** A list of other companies, business organizations, and other entities or individuals which hold any financial or legal interest in the applicant company, its parent, subsidiaries and affiliates.
- Attachment 5 a.ii.:** 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.
- Attachment 5 a.iii.:** 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 of any shareholders holding 5% or more of shares.
- Attachment 5 a.iv.:** Current share register(s) for the applicant company, its parent, including any holding companies of the applicant, its parent or subsidiaries.
- Pages 5 and 6:** The signee on this document must submit a scanned colour copy of a **valid** government-issued ID issued to them that includes their full legal name, date of birth, signature and photograph, such as a driver's licence or passport.
- \$250.00 application fee** (wire transfer, money order or company cheque). Do **NOT** submit cash.