



**WHO MUST COMPLETE THIS FORM?**

Gaming facility owner(s) that provide gaming services as a lessor (landlord). In the case of corporations, a senior official with responsibility for the facility must complete this form and Appendix A. GPEB may, in its sole discretion, determine that other senior officials or employees of the landlord must provide an application.

**WHAT ARE THE COSTS?**

REGISTRATION CLASS	APPLICATION FEE * and ANNUAL REGISTRATION FEE**
Gaming Lessor (landlord)	\$ 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](http://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](mailto: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, of 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 Landlord Disclosure Form and Appendix A) electronically.**

## WHERE DO I SEND THE COMPLETED FORMS AND FEES?

### BY COURIER:

Gaming Policy and Enforcement Branch  
Registration and Certification Division  
910 Government St, 3<sup>rd</sup> 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**

<b>FOR OFFICE USE ONLY</b>  Amount Received            \$ _____ .00  Currency <input type="checkbox"/> CAD <input type="checkbox"/> USD  <input type="checkbox"/> Other: _____  Date (YYMMDD)                    _____  Receipt #                            _____	<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL  CREG File #                        _____  GBC ID #                            _____  Application #                      _____  Registration Class                _____  Registration Code                 _____
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**LANDLORD 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)	
<b>NAME OF THE PERSON TO BE CONTACTED IN REFERENCE TO THIS LANDLORD DISCLOSURE FORM</b>		
<b>Surname</b>	<b>First Name</b>	<b>Business Telephone</b>
<b>Corporate Name</b>		<b>Business Facsimile</b>
<b>Title/Position</b>		<b>Email Address</b>

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 GAMING FACILITY INFORMATION	
<p>a. The company is applying for registration as a gaming lessor (landlord) for (check applicable box below).</p> <p><input type="checkbox"/> A race track for horse racing</p> <p><input type="checkbox"/> A horse racing teletheatre</p> <p><input type="checkbox"/> A permanent bingo facility</p> <p><input type="checkbox"/> A permanent facility for casino gaming</p> <p><input type="checkbox"/> A Community Gaming Centre</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>b. Gaming facility lessee: _____ (operator's legal name)</p>	
<p>c. Facility name: _____ (doing business as)</p>	
<p>d. Facility address: _____ (street address)</p> <p>_____ (city) _____ (postal code)</p>	
<p>(If additional space is required, please attach and mark as Attachment 2.)</p>	

**3****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 3 a.)
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**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 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)

**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 3 c.
- Information has not changed since last filing with GPEB (filing not required).

**4****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 4 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 legal 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.

**NOTE:** All individuals listed above, and the individual completing this Landlord Disclosure Form, must complete a Criminal Record Consent Form (see Appendix A). In some circumstances, GPEB may vary this requirement.

- b. The property where the gaming facility (identified in Question 2) is located, is:

**Owned.** Attach the following and mark as Attachment 4 b.(i):

Identify the mortgage holder and the terms of the mortgage, a copy of the contract and/or a copy of the deed if the property is owned in fee simple.

If the applicant company has purchased the property within two (2) calendar years of the date of this application, provide a copy of the sale agreement.

**Rented.** Attach the following and mark as Attachment 4 b.(ii):

A copy of the rental or lease agreement and a list of the names, addresses and telephone numbers of all property owners.

**On First Nations Reserve.** Attach the following and mark as Attachment 4 b.(iii):

A full description of the business arrangement for the property.

**Other** (explain and attach supporting documents and mark as Attachment 4 b.(iv)): \_\_\_\_\_

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**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

A separate Criminal Record Consent Form must be completed by the person completing the disclosure form and each individual having a financial or legal interest in the applicant company (per Section 4). Please photocopy this form as necessary.

<b>CRIMINAL RECORD CONSENT FORM</b>				
(Send the completed form directly to this office for processing)				
<b>FULL NAME OF APPLICANT</b>			<input type="checkbox"/> Male <input type="checkbox"/> Female	
Surname		All Given Names		Maiden Names
Other Names Used – Present /Past		Date of Birth (yyyy-mm-dd)		Place of Birth
Racial Origin	Height	Weight	Hair Color	Eye Color
Driver's Licence Number		Province/State	SIN/SSN or National ID number	
<b>HOME ADDRESS</b>				
Apt/Suite/Unit Number, Street or RR# and Lot, Concession, Township			Home Telephone	
City	Province/State	Postal/Zip Code	Work Telephone	
<p><b>Note: Applicants residing outside of Canada must provide a Police Certificate from their country of residence confirming a criminal record does not exist. If a criminal record does exist, a copy must be provided.</b></p>				
<p>I, _____ (print name in full), hereby authorize:</p> <ol style="list-style-type: none"> <li>The Gaming Policy and Enforcement Branch (GPEB) to investigate my suitability for registration in the gaming industry pursuant to Part 7 and 8 of the Gaming Control Act and Gaming Control Regulation. I understand that GPEB is required to protect the confidentiality and privacy of personal information provided in accordance with The Freedom of Information and Protection of Privacy Act (British Columbia).</li> <li>Any City, Municipal or Provincial Police department or public body, including GPEB, pursuant to Section 33 of the Freedom of Information and Protection of Privacy Act (British Columbia), and the Royal Canadian Mounted Police pursuant to Section 8(1) of the Privacy Act of Canada, to release any and all personal information and records, (including convictions, non convictions and charges regardless of disposition) retained by them in their files, including Police Information Portal (PIP) (databases) PROS, PRIME, and any others accessed through the IQT query as well as PIRS and CPIC or other Police or Court Information indices and databases including the internet that are necessary for GPEB to perform registration and enforcement responsibilities under the Gaming Control Act.</li> <li>Any organization pursuant to Section 6 (2)(a) of the Personal Information Protection Act (British Columbia), to disclose my personal information to GPEB in order for GPEB to conduct a background investigation in accordance with the Gaming Control Act.</li> <li>GPEB and any police departments, public bodies or organizations noted in paragraphs 2 and 3 above to utilize this consent to conduct any future background checks and/or release any documents necessary to continue registration or to approve any subsequent applications, including electronic applications, submitted to renew registration.</li> </ol>				
_____			_____	
DATE			SIGNATURE OF APPLICANT	
<b>For GPEB Use Only</b>				
<input type="checkbox"/> CPIC <input type="checkbox"/> CNI <input type="checkbox"/> INTERPOL <input type="checkbox"/> PIRS <input type="checkbox"/> ED1 <input type="checkbox"/> ED2 <input type="checkbox"/> OTHER FED <input type="checkbox"/> OTHER DIVISIONS <input type="checkbox"/> EQUIFAX <input type="checkbox"/> OTHER DATA BASES				
Signature		GBC ID #		Date



## LANDLORD 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 Landlord Disclosure Form and Appendix A) 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 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.
- A Criminal Record Consent Form (Appendix A) completed by each individual having 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.