



Who Must Complete This Application?

All gaming suppliers must use this form to apply to renew their certificate of registration.

General Information

1. Provide an answer to every question. If there is not enough room to provide a complete answer, use a separate sheet of paper and reference the applicable section.
2. SLGA will retain the information on this form only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under *The Saskatchewan Archives Act*. SLGA is required under *The Freedom of Information and Protection of Privacy Act* to protect the confidentiality of the information you provide and to use it only for the purposes for which it was collected. To access *The Freedom of Information and Protection of Privacy Act*, go to:
<http://www.publications.gov.sk.ca/details.cfm?p=527>
3. You may withdraw your application if your plans change or if you do not wish to provide information about your business. To withdraw your application, submit a written request to SLGA at the address listed on this application form. However, once an application form and all related documents are received by SLGA, they become the property of SLGA and will not be returned. Any fees you have paid will be non-refundable.
4. If you have any questions regarding the application process or any of the registration requirements, please contact:

Manager, Gaming Registrations, Gaming Integrity & Licensing Branch
Saskatchewan Liquor and Gaming Authority
Phone: (306) 787-1771
Fax: (306) 798-0052
Email: registration@slga.com

5. Mail your completed application package to the following address. Electronic information such as financial statements, annual reports, etc. can also be submitted via email to registration@slga.com. Be sure to reference which materials will be submitted electronically or are available through your website in the applicable section of the application form. The completed forms can be emailed to registration@slga.com. Please contact registration at the above for more information or visit SLGA.com to complete the forms on-line.

Gaming Integrity & Licensing Branch, Registration
Saskatchewan Liquor and Gaming Authority
P.O. Box 5054, S4P 3M3 (mailing address);
2500 Victoria Ave, S4P 3X2 (courier address);
Regina, Saskatchewan CANADA

Completed forms can be emailed to registration@slga.com.

Renewal Gaming and Non-Gaming Supplies and Services Application for Certificate of Registration

Part 1 – Business Name

Legal name:
Trade name (if applicable):
Other names you have operated under (if applicable):

Part 2 – Business Address

Head Office/Business address:			
City:	Province/State:	Country:	Zip/Postal Code:
Primary business phone:	Fax:	Customer inquiry phone:	
Email address:		Web address:	
Mailing address for the purpose of this application (if different from the Head Office/Business address):			
City:	Province/State:	Country:	Zip/Postal Code:
Telephone:		Fax:	

Part 3 – Contact Information (for the purpose of this application)

Name:			
Position:			
City:	Province/State:	Country:	Zip/Postal Code:
Direct business phone:	Fax:	Email:	

Part 4 – Business Structure

Check the appropriate box as it applies to your business:

☐ Corporation

☐ Partnership

☐ Sole proprietorship

☐ Other: _____

Part 5 – Product and/or Service Information

Describe the nature of your business (manufacturer, distributor, bingo or lottery management, testing facility, etc.). Include the specific type of product and/or services you wish to supply in Saskatchewan.

Provide the total value of gaming business, in Canadian dollars, you made in Saskatchewan in the past year. If the total value exceeded \$20,000, please remit the \$1,050 annual fee with this form.

Provide the anticipated annual value of gaming business, in Canadian dollars, for the upcoming 12 months.

If you are a **manufacturer** and will be using a distributor to market and supply to Saskatchewan, provide the name, contact information and phone number of the distributor(s).

If you are a **distributor**, provide the name, product description, contact information and phone number of the company(s) for whom you act as a distributor. Attach an appendix if necessary.

If applicable, provide the name of the gaming establishment(s) that you will be providing supplies or services to. If your application is a result of bidding on a tender from a gaming establishment, provide the tender number.

Part 6 – Gaming History

Gaming refers to activities involving lotteries, casinos, bingos, pull-tab tickets, break-open tickets, raffles and horse racing.

Since your last application, has your business applied to a gaming agency, authority or licensing body for a gaming permit, license, certificate, registration or other similar qualification?

☐ Yes – provide the information requested below ☐ No – proceed to the next question

Provide the name and address of the jurisdiction, type of qualification, date of approval and any attached conditions or stipulations. Attach an appendix if necessary.

Since your last application, has your business had a gaming permit, license, certificate, registration or other similar qualification refused, suspended, revoked or withdrawn?

☐ Yes – provide the information requested below ☐ No – proceed to the next question

Provide the name and address of the jurisdiction, the type of qualification, reason and date of action. Attach an appendix if necessary.

Since your last application, have any of your key people or officers been found unsuitable in any gaming jurisdiction?

☐ Yes – provide the information requested below ☐ No – proceed to the next question

Provide the name of the person and the reason they were found unsuitable. Attach an appendix if necessary.

Part 7 – Criminal History

Since your last application, has your business been investigated, charged or convicted of an offence (criminal, drug, gaming, customs, income tax or any offence related to a government financial assistance program) in any jurisdiction?

☐ Yes – provide the information requested below ☐ No – proceed to the next question

If 'yes', provide the details (eg. date and place of investigation, detention, arrest, charge or conviction, the description/ circumstances of the offence(s), the disposition of sentence and the name of investigating police agency or enforcement body). Attach an appendix if necessary.

Part 8 – Civil Proceedings

Since your last application, has your business had any claims made against it based in whole or in part on fraud, deceit, misrepresentation, breach of trust or similar conduct in any jurisdiction?

☐ Yes – provide the information requested below ☐ No – proceed to the next question

If 'yes', provide the details (eg. date of lawsuit; a description of the lawsuit, including court file number and the names of other parties named in the lawsuit; the outcome of lawsuit, and the name and address of court). Attach an appendix if necessary.

Part 9 – Bankruptcy

Since your last application, has your business made an assignment into bankruptcy, been petitioned into bankruptcy or filed a bankruptcy proposal?

☐ Yes – provide the information requested below ☐ No – proceed to the next question

If 'yes', provide the details (eg. the date file, reason for bankruptcy, details of bankruptcy, the date of discharge and the name of the trustee). Attach an appendix if necessary.

Part 10 – Financial and Business Agreements

Does your business have outstanding loans or financial obligations (from financial institutions, individuals or other sources) obtained for use in operating this business?

☐ Yes – provide the information requested below ☐ No – proceed to the next question

If 'yes', provide the name and address of creditors, the loan number, initial loan amount and present balance, date loan was taken out, and the date loan is due. Be sure to attach copies of any loan agreements you have outstanding. Attach an appendix if necessary.

Since your last application, has your company entered into verbal or written agreements or contracts with any casinos or other gaming associations in Saskatchewan?

☐ Yes – provide the details in the area below ☐ No – proceed to Part 11

SLGA may, at any time during the review of your application or during your period of registration, request copies of agreements or contracts entered into with any manufacturers, distributors, casinos, or other gaming associations located outside of Saskatchewan.

Part 11 – Consent to Obtain and Release Information and Declaration of Honesty

The Saskatchewan Liquor and Gaming Authority (SLGA) is required to collect personal information for the purpose of registering prospective and current gaming suppliers of gaming and non-gaming supplies and services. This information is collected under *The Alcohol and Gaming Regulation Act, 1997*. In order to comply with requirements set forth in *The Alcohol and Gaming Regulation Act, 1997* and *The Gaming Regulations, 2007*, the following consent form allows SLGA representatives to verify or investigate the information provided in this registration application. SLGA is required under *The Freedom of Information and Protection of Privacy Act* to protect the confidentiality of such information in its possession and control, and to use the information only for the purpose for which it is collected. SLGA will retain the personal information on this form only as long as it is necessary to fulfill the purposes for which it was collected and in accordance with approved mandatory retention policies and schedules established with cooperation of the Saskatchewan Archives Board under *The Saskatchewan Archives Act*.

I THE APPLICANT OR REGISTRANT HEREBY:

- (a) consent to the direct and indirect collection from any source and to the use by Saskatchewan Liquor and Gaming Authority (SLGA) of all personal, financial, business, general, or criminal information or documents that SLGA may reasonably require to determine the prerequisites under *The Alcohol and Gaming Regulation Act, 1997* and *The Gaming Regulations, 2007* to grant and maintain a certificate of registration to the applicant, namely whether the applicant (including individuals such as shareholders, officers, directors and affiliated companies, identified in connection with the applicant):
 - (i) is of good character;
 - (ii) has demonstrated financial responsibility; and
 - (iii) is capable of supplying gaming or non-gaming supplies and services that are suitable;
- (b) consent to the release by SLGA of any information authorized to be collected pursuant to clause (a), to any law enforcement agency, other gaming regulatory agency with respect to the conduct of investigations pursuant to the Acts and Regulations the gaming regulatory agency administers and any laws of Canada that are enforced by its officers or employees;
- (c) consents to the release to SLGA by all persons, including but not limited to all federal, provincial, or municipal licensing bodies and departments, police services, law enforcement agencies, the registrar in bankruptcy, Canada Revenue Agency, credit bureaus, financial institutions, professional and industry associations, former and current employers, of all personal, financial, business, general or criminal information or documents that SLGA reasonably determines it requires respecting this application;
- (d) release all persons referred to in paragraph (c) including their officers, agents and employees, from all liability respecting the release of information to SLGA pursuant to paragraph (c); and
- (e) acknowledge and understand that a photocopy of this document will have the same force and effect as the original;
- (f) understand that the consent is in effect for as long as I hold a certificate of registration and for any registration renewals;
- (g) certify that the information provided in this application is accurate, correct and true. I understand that if any of the information provided in this application is not accurate, correct and true, SLGA may deny my application or may subsequently revoke my gaming registration. I further understand that if any of the information provided in this application is fraudulent, I may be subject to prosecution under the *Criminal Code of Canada*.

I have read and understand the above statement.

First and last name (please print)

Signature (digital signatures not accepted)

Date

Gaming Supplier Terms and Conditions

The terms and conditions herein are established by the Saskatchewan Liquor and Gaming Authority (SLGA) pursuant to *The Alcohol and Gaming Regulation Act, 1997* and *The Gaming Regulations, 2007*.

1. DEFINITIONS

- (a) “**Act**” means *The Alcohol and Gaming Regulation Act, 1997*.
- (b) “**Certificate of Registration**” means a certificate of registration granted pursuant to section 146 of *The Alcohol and Gaming Regulation Act, 1997*.
- (c) “**Gaming Employee**” means, for the purpose of these terms and conditions:
 - i) persons employed by a supplier or registered supplier who have access to the gaming floor, technical services area or other secure area of a casino to which the general public does not have access or
 - ii) persons employed by a supplier or registered supplier who have access to sensitive or confidential patron and/or gaming-related information.
- (d) “**Investigation**” means an inquiry or review conducted by SLGA to determine the eligibility of a supplier to be registered or of a registered supplier to continue to be registered; and includes but is not limited to, an inquiry or review relating to the honesty and integrity and financial history of a supplier or registered supplier.
- (e) “**Key Person**” means suppliers who are individuals or partners, a person who owns 20% or more of a supplier’s business, a person who, in the opinion of SLGA, has provided direct or indirect financial to, or has a beneficial interest in the supplier, the supplier’s business or an affiliated corporation of the supplier, a person who is a member of the executive and participates in management or corporate decisions and members of a board of directors, key stakeholders, officers and senior executive (such as CEO, CFO, Executive Directors and Vice Presidents).
- (f) “**Registered Supplier**” means a person or business to whom a certificate of registration has been granted for the purpose of acting as a gaming or non-gaming supplier.
- (g) “**Regulations**” means *The Gaming Regulations, 2007*.
- (h) “**SLGA**” means the Saskatchewan Liquor and Gaming Authority.
- (i) “**Supplier**” means, for the purpose of these terms and conditions, a person or business who has applied for a certificate of registration as a gaming or non-gaming supplier.

2. NOTICE

- (a) A supplier or registered supplier must provide SLGA with written permission for SLGA to obtain any information from any person or any source it considers necessary. (Completion of Part 11 of the application form provides this permission).
- (b) A supplier or registered supplier is responsible for complying with and understanding the provisions of *The Alcohol and Gaming Regulation Act, 2007*, *The Gaming Regulations, 2007* and the terms and conditions.
- (c) A supplier or registered supplier must comply with applicable legislation, lawful policies, orders and directions of the province and its agents and conditions set out in policy established by SLGA.
- (d) A supplier or registered supplier who operates in breach of any term or condition herein may be subject to an immediate suspension or cancellation of the certificate of registration to which the breach relates.
- (e) Subsection 146(8) of *The Alcohol and Gaming Regulation Act, 1997* authorizes SLGA to amend, vary, repeal, substitute or add any terms and conditions when a certificate of registration is issued, renewed or at any time during the period of registration.

3. GENERAL CONDITIONS

- (a) A supplier or registered supplier must complete any forms SLGA considers necessary.
- (b) The information provided to SLGA must be accurate and complete.
- (c) Information requested by SLGA must be submitted within 14 days of receiving the request.
- (d) A supplier or registered must provide SLGA with access to copies of any information it considers necessary to determine whether a certificate of registration should be granted or denied. This includes giving SLGA access to any records it considers necessary, such as personal, business, financial and tax information of the supplier or any of its key persons.
- (e) A supplier or registered supplier must give SLGA access, during normal business hours, to any premises, facilities and equipment used by their business to supply their supplies or services.
- (f) A supplier or registered supplier must provide SLGA with copies of the criminal record of their business and its key people.
- (g) A supplier or registered supplier must provide SLGA with any information from any person or any source it considers necessary to determine whether the supplier, its business or any of its key people are of good character, are financially stable with a history of financial responsibility and are capable of providing supplies or services and demonstrate a level of skill, experience, knowledge, and ability necessary to supply the supplies or services for which the supplier or registered supplier is applying for or renewing their registration. SLGA may request this information at any time during a period of registration.
- (h) A supplier must register their business with the Information Services Corporation of Saskatchewan prior to conducting business in Saskatchewan.
- (i) Any person designated by SLGA to be a key person must complete a *Personal Disclosure Form*.
- (j) Any person designated by SLGA to be a gaming employee must complete a *Gaming Employee Application (Supplier Employees)*.
- (k) A supplier or registered supplier is required to reimburse SLGA all reasonable costs incurred in the due diligence review of the supplier or registered supplier and/or any of their key people.
- (l) A registered supplier may only possess one certificate of registration at a time.
- (m) A certificate of registration is valid:
 - i) for five years, unless an earlier date is indicated, and
 - ii) as long as the fees (unless waived by SLGA) are paid on annual basis no later than the deadline provided by SLGA.
- (n) A registered supplier must not, by their actions, cause a licensee to violate *The Alcohol and Gaming Regulation Act, 1997*, *The Gaming Regulations, 2007* or any term and conditions, policy or guideline set by SLGA, of a lottery or gaming event for which they are contracted to provide services.
- (o) A registered supplier may only supply the supplies and/or services identified in Part 5 of the supplier application form. Changes or additions to those supplies and/or services must be approved by SLGA prior to being offered for sale.
- (p) A registered supplier must comply with all applicable *Gaming Integrity Standards* as established by SLGA and any amendments thereto. For a list of the Gaming Integrity Standards, visit our website or phone 306-798-4320.
- (q) A registered supplier is required to collect and submit provincial sales tax to the Government of Saskatchewan, when the supplies and services supplied are taxable.
- (r) A registered supplier must continue to be of good character and maintain their suitability during their period of registration.
- (s) Registration as a gaming or non-gaming supplier does not guarantee a contractual arrangement in Saskatchewan.

- (t) No proprietary rights accumulate with registration as a gaming or non-gaming supplier.

4. CONFLICT OF INTEREST

- (a) A registered supplier shall ensure there is no conflict of interest, real or perceived, with regard to providing supplies or services for the operation or conduct and management of a lottery scheme. A conflict of interest means any situation in which a registered supplier who provides supplies or services, or any of its key people, either for himself or some other person(s), promotes or attempts to promote a private or personal interest which results or appears to result in the following:
 - i) a conflict or interference with the exercise of his duties; or
 - ii) a gain or an advantage by virtue of his position.

5. NOTIFICATION OF CHANGES

- (a) A registered supplier must notify SLGA within 7 days of any changes that might affect the suitability of the supplier, its business and/or any of its key people. Changes that must be reported include, but are not limited to, situations in which the registered supplier or any of its key people are:
 - i) being investigated in connection with or detained, arrested, charged or convicted of any criminal, drug, gaming, customs, income tax offence or any offence related to a government financial assistance program,
 - ii) being sued in a civil proceedings, based in whole or in part on fraud, deceit, misrepresentation, breach of trust or similar conduct,
 - iii) the subject of a bankruptcy proceeding or
 - iv) the subject of a gaming investigation (other than as an applicant), suspension, cancellation or any disciplinary actions or sanctions (including fines) by any regulatory body.
- (b) A registered supplier must notify SLGA within 7 days of:
 - i) changes to owners or shareholders having more than 20% interest in ownership,
 - ii) changes to officers and directors,
 - iii) changes in business location or contact person,
 - vi) changes to the nature of the supplies or services before making them available to any Saskatchewan gaming site,
 - vii) changes to the distributor used by the registered supplier to distribute their product in Saskatchewan and
 - viii) any other matter or event which the registered supplier can reasonably assume to be of consequence to SLGA.

6. CHANGE IN OWNERSHIP

- (a) A supplier registration is non-transferrable or assignable except with the consent of SLGA and may become void should the company be sold, assigned or otherwise transferred to another entity.
- (b) A registered supplier must notify SLGA within 10 days pre-closing of any of the following transactions:
 - i) any sale, assignment or transfer of 20% or more of the company's shares or units,
 - ii) any sale, assignment or transfer which results in a change in direct or indirect control of the company or
 - iii) any sale, assignment or transfer of assets of the company through which the activities authorized by the registration are carried out.

- (c) Where a registered supplier has notified SLGA that 20% or more of their business was purchased, assigned or transferred to individuals or another entity, the registered supplier must provide SLGA with the details of the transaction including, but not limited to, the following:
- i) the name of the new owner or investor involved in the purchase,
 - ii) the percentage of ownership assigned to the new owner or investor,
 - iii) the closing date of the sale,
 - iv) a copy of the purchase or sales agreement (if requested by SLGA), and
 - v) any changes to corporate structure, entity name, corporate control, reporting and influence by the new owner.