



Applicant Disclosure

Gaming Licence/Registration/Approval Application

Alberta Gaming, Liquor and Cannabis (AGLC) will issue a licence/registration/approval after a thorough investigation of the Applicant, including but not limited to the Applicant's background, associates and financial history. Full disclosure is required from the Applicant.

The granting of a licence/registration/approval is a privilege not a right. The burden of proving eligibility is at all times the responsibility of the Applicant.

A licence or registration is automatically cancelled on a sale, assignment or transfer that results in a change of control in the ownership structure (owner, financial interest, and share structure) of the Applicant. **A sale, assignment or transfer** of a portion of a business that does not result in a change in control must be reported to AGLC and must be approved prior to the transaction taking place.

Any proposed change must be approved and a due diligence investigation conducted by AGLC. Please notify AGLC *prior to* the transaction taking place.

Read the Instructions carefully – it contains important information that is required for the Applicant and any associated persons to complete their portion of the application package.

Digital Signatures - AGLC accepts handwritten signatures and digital signatures using a digital ID. A digital ID proves your identity and contains your name and email address, the name of the organization that issued it, a serial number, and an expiration date.

Submit the completed Due Diligence application form electronically via SecureWeb. Please contact us for electronic submission instructions at duediligence@aglc.ca.

All information and documents provided as part of this application package become the property of AGLC and will not be returned. **Keep a copy of all disclosures for your records.** You may be contacted for further information, documents or clarification.

For further information please contact Due Diligence at duediligence@aglc.ca or the investigators assigned to the investigation.

INSTRUCTIONS

A. TERMS / DEFINITIONS

1. **AGLC** – Alberta Gaming, Liquor and Cannabis.
2. **Applicant** – Individual, corporation or other entity applying for a licence, registration or approval.
3. **Associated Applicant** – Any corporate entity that is or will be a(n)
 - i. Owner of the **Applicant**,
 - ii. Partner (in a partnership),
 - iii. Parent or holding company,
 - iv. Promoter of the Applicant,
 - v. Shareholder directly or indirectly controlling 10% or more of the shares in the **Applicant**, or
 - vi. Any corporation or corporate entity with a direct or indirect financial interest of 10% or more in the **Applicant**.
4. **Associated Person(s)** –
 - i. Persons associated with each other, namely,
 - a) persons related to each other, or
 - b) persons not related to each other, but not dealing with each other at arm's length.
 - ii. One of the persons controls, directly or indirectly in any manner whatever, the other.
 - iii. Both persons are controlled, directly or indirectly in any manner whatever, by the same person or group of persons.
 - iv. Any person that has a financial interest in the Applicant, the Applicant's business or in the facility or premises to which a facility licence relates.
5. **Control** –
 - i. Power to direct.
 - ii. Any direct or indirect influence which, if exercised, would result in control in fact of the corporation whether directly through the ownership structure, or indirectly through a trust, a contract, ownership of shares, stocks, equities or securities of another body corporate or otherwise.
 - iii. The ability to appoint, elect or cause the appointment or election of a majority of the directors of the body corporate, whether or not that ability is exercised.
 - iv. Any owner, shareholder or other person related to an Associated Applicant that has direct or indirect control of 10% or more of the **Applicant**.
 - v. AGLC must be notified of any change in ownership of 10% or more in the Applicant or an Associated Applicant prior to the change taking place.
6. **Controlling Interest** – the holding by an individual, group or corporate entity a majority of a business, giving the holder a means of exercising control.
7. **Director** –
 - i. Those individuals acting collectively to whom the duty of managing the general affairs of the company is delegated by the shareholders. Their duty is to conduct the business of the company for the greatest benefit of the shareholders.
 - ii. Any individual acting in a capacity similar to that of director of a company.
 - iii. A trustee, officer, member of an executive committee and any individual occupying a similar position.
8. **Due Diligence Investigation** –
 - i. A background investigation conducted by AGLC to determine the eligibility of an Applicant for licence/registration/approval

to hold a licence/registration/approval, or to continue to hold a licence/registration/approval.

- ii. This includes but is not limited to an inquiry or investigation relating to the honesty and integrity, financial history or competence of any of the following

- a) The Applicant,
- b) The Associated Applicant,
- c) The Personal Applicant,
- d) Any other person with connections to the Applicant, the Associated Applicant and/or the Personal Applicant.

9. Financial Interest – Includes any direct, indirect or contingent interest

- i. Whether as owner, partial or otherwise, of an interest, beneficial owner, owner of shares or owner through trusteeship, investment or otherwise, or
- ii. In management, whether by management agreement, partnership agreement or other agreement, or
- iii. Because of having loaned or advanced or caused to be loaned or advanced money or anything of value, with or without security, or
- iv. Any individual or corporate entity related to an Applicant or Associated Applicant that holds a direct or indirect financial interest of 10% or more in the Applicant.

10. Gaming – Includes all types of gaming/gambling e.g., bingo, casino, raffle or lottery, gaming terminal/slot machine, junket operation, horse racing, dog racing, pari-mutuel operation, sports betting, internet gaming, and the distribution or manufacture of any type of gaming supply.

11. GSP – Gaming Service Provider.

12. GSP Approval – Authorization issued by AGLC to a person approved to provide gaming services to AGLC Licensees.

13. Gaming Supplier – Any entity that makes, sells, advertises or distributes gaming supplies either

directly or indirectly to any licensed gaming facility and/or charity in Alberta.

NOTE: It is a contravention of the *Gaming, Liquor and Cannabis Act* (Alberta) to **make, sell, advertise or distribute** gaming supplies directly or indirectly in Alberta unless registered as a gaming supplier in Alberta.

14. Gaming Supplies – Supplies, equipment and devices designed to be used in a gaming activity, does not include normal office supplies.

NOTE: It is a contravention of the *Gaming, Liquor and Cannabis Act* (Alberta) to **purchase** gaming supplies for use in Alberta from a company that is not registered to deal in gaming supplies in Alberta.

15. GTPS – Gaming Terminal Parts Supplier.

16. GTPS Approval – Authorization issued by AGLC to a person approved to provide gaming terminal parts to AGLC.

17. Gaming Worker Supplier –

- i. Any person that is paid directly or indirectly to provide gaming workers to assist a gaming licensee in the conduct or management of a gaming activity or in the operation of a gaming facility.
- ii. If a gaming worker is paid for their services through a separate corporate entity, this entity must be registered as a gaming worker supplier. Contact AGLC for application forms.

18. GEC - Gaming Entertainment Centre - a Class A Minors Prohibited licensed premise with 15 to 49 VLTs installed.

19. Key Employee –

- i. Individual(s) that exercise influence or control over day to day operations or decision-making of a registrant or licensee.
- ii. Individuals employed in senior management positions such as CEO, CFO, controller, senior compliance officer, or any other individual who performs functions for a company similar to those normally

performed by an individual occupying any of these offices.

iii. For a facility licensee, this includes facility staff that are designated as key employees, and may include but is not limited to

- a) Head Games Manager,
- b) Casino Manager,
- c) Casino Head Slot Manager,
- d) REC Head Slot Manager,
- e) Casino Director or Manager of Security,
- f) REC Director or Manager of Security.

iv. Any other person holding a position as determined by AGLC.

20. Licence/Registration/Approval – Includes an agreement, permit, certificate, finding of suitability, qualification or other authorization issued under the laws of a jurisdiction other than Alberta that, in AGLC’s opinion, is similar to a licence/registration/approval under the *Gaming, Liquor and Cannabis Act* (Alberta).

21. Officer –

- i. An individual employed in connection with the administration and management of a department.
- ii. The chairman and vice-chairman of the board of directors, the president, vice-president, secretary, assistant secretary, treasurer, assistant treasurer, general manager and any other individual designated an officer by by-law or resolution of the directors, and any other individual who performs functions for a company similar to those normally performed by an individual occupying any of those offices.
- iii. The chairman, president, vice-president, secretary, treasurer, comptroller, general counsel, general manager, managing director or any other individual who performs functions for a corporation similar to those normally performed by an individual occupying any such office.

22. Owner – Majority shareholder, controlling shareholder, general partner, senior partner and proprietor.

23. Partner (in a partnership) – A member of a partnership.

24. Partner – A reference to a partner of an individual includes a man or woman who although not legally married to the individual, has lived and cohabited with the individual as their partner. Includes a spouse, common-law spouse or individual connected to the personal Applicant by virtue of an adult interdependent relationship.

NOTE: All Personal Applicants are required to provide disclosure of their partner’s financial and criminal history. Criminal record checks and financial checks will be conducted on all partners.

25. Person(s) – Extends beyond the individual and includes public bodies, corporations, partnerships, business ventures, societies, companies, or any other business entity.

26. Personal Applicant - Individual completing the Personal Applicant Disclosure that has control over, or a financial interest in, the Applicant or an Associated Applicant, including but not limited to any individual that is or will be a(n)

- i. Owner,
- ii. Partner (in a partnership),
- iii. Promoter,
- iv. Shareholder directly or indirectly controlling 10% or more of the shares in the **Applicant**,
- v. Any individual with a direct or indirect financial interest of 10% or more in the **Applicant**,
- vi. Director,
- vii. Officer,
- viii. Key employee,
- ix. Registered Gaming Worker designated as a key employee.

27. Promoter – Any individual, corporation or other entity who

- i. Acting alone or in concert with one or more other individuals or corporate entities, directly or indirectly takes the initiative in founding, organizing or substantially reorganizing a business; or
- ii. In connection with the founding, organization or substantial reorganization of the business, directly or indirectly receives, in consideration of services or property or both, 10% or more of a class of shares or 10% or more of the proceeds from the sale of a class of shares.

28. Registered Gaming Worker –

- i. Means a person registered with AGLC and who assists a facility licensee in the operation of a licensed facility.
- ii. A facility owner, shareholder, investor, etc. may be registered as a gaming worker.
- iii. No person may act as a gaming worker unless registered by AGLC.
- iv. A registered gaming worker must be
 - a) At least 18 years of age.
 - b) A Canadian citizen or landed immigrant, or a citizen of a foreign country who has received a work visa from federal authorities to work as a gaming worker.
 - c) If the registered gaming worker is paid for their services through a corporate entity, this entity must be registered as a gaming worker supplier.

B. DEPOSIT

1. **Unless otherwise advised**, the Applicant must pay the costs of the due diligence investigation conducted by AGLC on the Applicant, the Applicant's employees and associates, and persons with connections to the Applicant.
DOES NOT APPLY TO GEC, GSP OR GTPS.
2. Applicants are to submit an initial deposit of \$10,000 CAD (or an amount as otherwise

directed), with the completed application package.

- i. Additional funds may be required. The investigation will not proceed until the requested funds are received by AGLC.
 - ii. Additional funds may be requested at any time during the course of the investigation.
3. An accounting of costs will be provided to the Applicant at the conclusion of the investigation. Further funds may be required; any excess funds will be refunded.
 4. Costs may include, but are not limited to
 - i. Cost of checks conducted and reports and documents obtained.
 - ii. Travel costs, including transportation, food and lodging.
 - iii. An hourly charge for AGLC staff assigned to the due diligence investigation.
 - iv. Costs associated with any person contracted by AGLC to perform specific requirements of the due diligence investigation.
 5. The investigation will not commence until the full amount of the requested deposit is received.
 6. Please contact duediligence@aglc.ca for electronic funds transfer or wire transfer instructions.

C. DISTRIBUTING THE APPLICATION PACKAGE

1. The Licence/Registration/Approval Application package, including Personal disclosure forms, is available on the AGLC website at aglc.ca (refer to Gaming/Gaming Registrations) or contact Due Diligence by e-mail at duediligence@aglc.ca to request a copy.
2. It is the Applicant's responsibility to ensure that
 - i. All Associated Applicants and personal applicants are provided sufficient copies of the appropriate disclosure forms, and

- ii. All disclosure forms are completed in full and submitted to AGLC **on or before the date requested**.

D. COMPLETING THE DISCLOSURE APPLICATIONS

1. Personal Applicants and Associated Applicants are only required to complete **one** disclosure form, even though it may be related to both the Applicant and an Associated Applicant(s) – for example, if the person is a shareholder in both the Applicant and the Associated Applicant
 - i. Identify on page 1 “Personal Information” or “Associated Applicant Identity” the Applicant and all Associated Applicants involved.
 - ii. If a question is applicable to the Applicant and one or more Associated Applicants, answers and information must be provided for all associated persons. Additional space may be required.
2. For a facility licence, if a management company is retained, this company must become registered to provide gaming workers. Costs associated with registering this person are the responsibility of the licensee.
3. AGLC may request disclosure from other persons associated to the Applicant.
4. The registration expiry date of registered gaming workers occupying a designated key employee position will coincide with the expiry date of the facility licensee. Registrations are updated yearly, along with the facility licensee’s yearly update.

Should the registered gaming worker leave the employ of the facility licensee, AGLC must be notified immediately.
5. An answer must be provided for every question – do not leave blank spaces.
 - i. If a question does not apply, write “Does not Apply” or “N/A”.
 - ii. If there is nothing to disclose, write “None”.

6. All disclosures must be legible – type or print clearly. Illegible disclosures will be not be processed.
7. The disclosure may not be modified in any way. Modified disclosures will not be processed.
8. Incomplete disclosures will not be processed.
9. If additional space is required, either make additional copies of the page, or use additional paper and attach it to the appropriate page.
10. All attachments must be clearly labelled as “Attachment 1, Attachment 2, Attachment 3,” etc. The attachment number must then be noted **in the space provided beside** the applicable question.
11. All attachments must be an accurate copy of the original.
12. The Applicant owner, president or officer must complete and sign* the “Corporate Declaration” declaring that the information provided is true, accurate and complete, and that all requested documentation is provided.

**AGLC accepts handwritten and digital signatures using a digital ID*

13. The Applicant owner, president, officer **OR** an individual designated by the Applicant’s owner, president or officer (Company Representative) must sign*/initial the appropriate disclosure as follows:
 - i. Initial and date each page to verify all statements made are accurate, all material facts are included, and all requested information and documentation are provided.
 - ii. Sign the “Consent to Release Information”.

**AGLC accepts handwritten and digital signatures using a digital ID*

E. DENIAL, CANCELLATION OF A LICENCE OR REGISTRATION

1. A licence/registration is automatically cancelled on a sale, assignment or transfer that results in a change of control in the ownership structure

(owner, financial interest, and share structure) of the Applicant or Associated Applicant.

Any proposed change must be reported and approved, and a due diligence investigation conducted, by AGLC.

2. AGLC may refuse to issue or may cancel a licence/registration/approval if the Applicant or any associated person (including but not limited to an owner, investor, shareholder, director, officer, key employee, or partner of any individual owner, investor shareholder, director, officer, key employee or other person associated to the Applicant)
 - i. Is a person who has not acted or may not act in accordance with the law, with honesty and integrity or in the public interest, having regard to the past conduct of the person.
 - ii. Is a person whose character, financial history or competence would be a detriment to the integrity or lawful conduct of gaming activities in Alberta.
 - iii. Fails to pass a records check.
 - iv. Has, within the five year period prior to the submission of the application, contravened
 - a) the *Gaming, Liquor and Cannabis Act* (Alberta) or Regulation, or
 - b) a condition imposed on a licence or registration issued or made under the *Gaming, Liquor and Cannabis Act* (Alberta).
 - v. Is a person whose background, reputation and associations may result in adverse publicity for the gaming industry in Alberta.
 - vi. Fails to meet any deadlines for submission of the deposit, disclosures, information or other documents to AGLC.
 - vii. Fails to complete all disclosures in full, modifies any question on any disclosure, makes statements that are not accurate or does not disclose all material facts.
 - viii. Fails to initial each page or sign the disclosures where required.

- ix. Fails to disclose all persons associated to the Applicant, or all persons associated to the Applicant that are required or requested to complete a disclosure application but do not do so.
- x. Buys, sells, purchases or distributes gaming supplies from a person that is not registered with AGLC.
- xi. Fails to notify AGLC of any change in ownership, financial interest, share structure, or a change to any individual director, officer or key employee in the Applicant or Associated Applicant.

F. IMPORTANT INFORMATION

1. All information and documents provided as part of this application package
 - i. Become the property of AGLC and will not be returned.
 - ii. Are confidential and will be treated as such.
 - iii. Are for AGLC's use to determine the Applicant's eligibility for a licence/registration/approval.
 - iv. Will be verified through an investigative process – further information, documents or clarification may be requested.
 - v. May be shared or exchanged with other agencies in order to evaluate the Applicant's eligibility for a licence/registration/approval.
2. The Gaming, Liquor and Cannabis Regulation (Alberta) requires
 - i. All entities licensed/registered with AGLC to be incorporated under the *Business Corporations Act* (Alberta), *Companies Act* (Alberta), *Societies Act* (Alberta), or *Partnership Act* (Alberta), or other similar Act or Legislation.
 - ii. If located outside of Alberta, Applicants must be extra-provincially registered in Alberta. Information can be obtained from
 - a) Any Alberta Registries Office.

- b) The Internet at www.servicealberta.ca.
- c) An attorney.

G. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (ALBERTA) (FOIP)

1. The information collected in this application is used in determining the eligibility of the Applicant for licence/registration/approval.
2. The specific legal authority for the collection of this information is the *Gaming, Liquor and Cannabis Act* (Alberta) and the *Gaming, Liquor and Cannabis Regulation* (Alberta) and FOIP Section 33 (a) & (c).
3. All application packages shall be kept confidential and shall only be released in accordance with the
 - i. Consent to Release Information.

- ii. *Freedom of Information and Protection of Privacy Act* (FOIP Act) (Alberta).
4. The FOIP Act defines personal information as “recorded information about an identifiable individual”, such as the individual’s
 - i. Name, address or telephone number.
 - ii. Age, gender, marital or family status.
 - iii. Any identifying number or other symbol.
 - iv. Financial, criminal or employment history.
5. Inquiries regarding the collection of this information should be directed to Due Diligence at duediligence@aglc.ca.
6. Disclosure documents are classified “Protected B” and are handled as such. Details of these processes can be found [here](#).

CORPORATE DOCUMENT CHECKLIST | GAMING APPLICANT - Due Diligence Investigation

This document must be completed and submitted with your application as **the cover page**. Gather your documents in the order of the checklist and check each item. For important information and details, please refer to the Instructions section of the disclosure form or contact the Due Diligence Unit at duediligence@aglc.ca.

If your application package is missing any of the applicable information, signatures or documents listed in this checklist, your application will not be processed.

I have attached/enclosed the following items:

- DEPOSIT of **\$10,000** CAD (unless otherwise advised)

FORMS LIST: the following forms must be completed, signed and dated:

- Applicant Disclosure Form (5553) *including* Corporate Declaration and Consent to Release Information

DOCUMENTS LIST:

Provide an accurate photocopy of the original appropriate document(s) below. All documents in a language other than English must be translated. Provide both a photocopy of the original document and the translation in English.

- Certificate and Articles of Incorporation
- Alberta extra-provincial registration, if necessary
- Share register(s) or share certificate(s)
- Memorandum of Association (if applicable)
- Unanimous Shareholder Agreement (if applicable)
- Partnership Agreement (if applicable)
- Registration under *Canada Corporations Act* (if applicable)
- Current ownership structure chart showing all direct/indirect ownership relationships
- Current organizational chart showing the reporting structure and full names and titles of all key employees
- Financial statements for the last three years including all notes to financial statements
- The most recent year-to-date in-house financial statements
- Corporate income tax returns including all schedules for each jurisdiction in which the Applicant is required to file
- Notices of Assessment/Reassessment from Canada Revenue Agency (or similar tax authority)
- Credit Bureau report if the Applicant is operating in jurisdictions outside of Canada or the United States
- For publicly traded companies: current non-objecting beneficial owners (NOBO) list or equivalent, for companies trading in and outside of Canada and a Securities Register
- If applying for a Casino Facility Licence, Racing Entertainment Centre Facility Licence or Gaming Entertainment Centre, provide a current operating cash flow and capital expenditure budget

If any of the above documents are not attached, please provide an explanation:

-
- Have all questions been answered?
 - Have all pages been initialed and dated?
 - Have the Corporate Declaration and Consent to Release Information been signed?

TO AVOID DELAYS, the applicants are strongly encouraged to

- use fillable PDF forms
- submit the complete package electronically by Secure File Transfer Protocol (SFTP)
- pay with an electronic funds transfer

Please contact the Due Diligence unit at duediligence@aglc.ca for electronic submission or mailing instructions.

APPLICANT IDENTITY

1. Applicant Corporate Information:

Legal Name	
Trade Name/Operating Name	
First Time Applicant	AGLC Registration/Licence Number
<input type="checkbox"/> No <input type="checkbox"/> Yes	
Applying for	
<input type="checkbox"/> Casino Facility Licence <input type="checkbox"/> Racing Entertainment Centre <input type="checkbox"/> VLT Gaming Entertainment Centre <input type="checkbox"/> Gaming Service Provider Approval	<input type="checkbox"/> Registration to Deal in Gaming Terminals <input type="checkbox"/> Registration to Deal in Gaming Supplies <input type="checkbox"/> Registration to Provide Gaming Workers <input type="checkbox"/> Gaming Terminal Parts Supplier Approval

2. Is the Applicant known by any other name

No Yes - List all names the Applicant is known by. List all names used for previous ten years.

3. It is the Applicant’s responsibility to pay the costs of the due diligence investigation. **Unless otherwise directed**, a deposit of \$10,000 CAD is required. **See “Instructions - DEPOSIT” for further information.**

Cheque for the initial deposit:Attachment# _____

Contact Due Diligence at duediligence@aglc.ca for EFT or Wire Transfer information

4. Business Address:

Business Street Address <input type="checkbox"/> Own <input type="checkbox"/> Rent			
City	Province/State	Postal/Zip Code	Country
Telephone Number		Website	
Mailing Address <input type="checkbox"/> Same as business address			
City	Province/State	Postal/Zip Code	Country
Telephone Number		Website	

5. Company Representative to contact regarding **all matters**:

Name		Position
Date of Birth (YYYY/MM/DD)	Telephone Number	Email Address

6. Provide a brief history and general description of the nature of the Applicant’s business.

7. Applicant is a:

<input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (if other – please specify below)
Date and Jurisdiction of Incorporation:

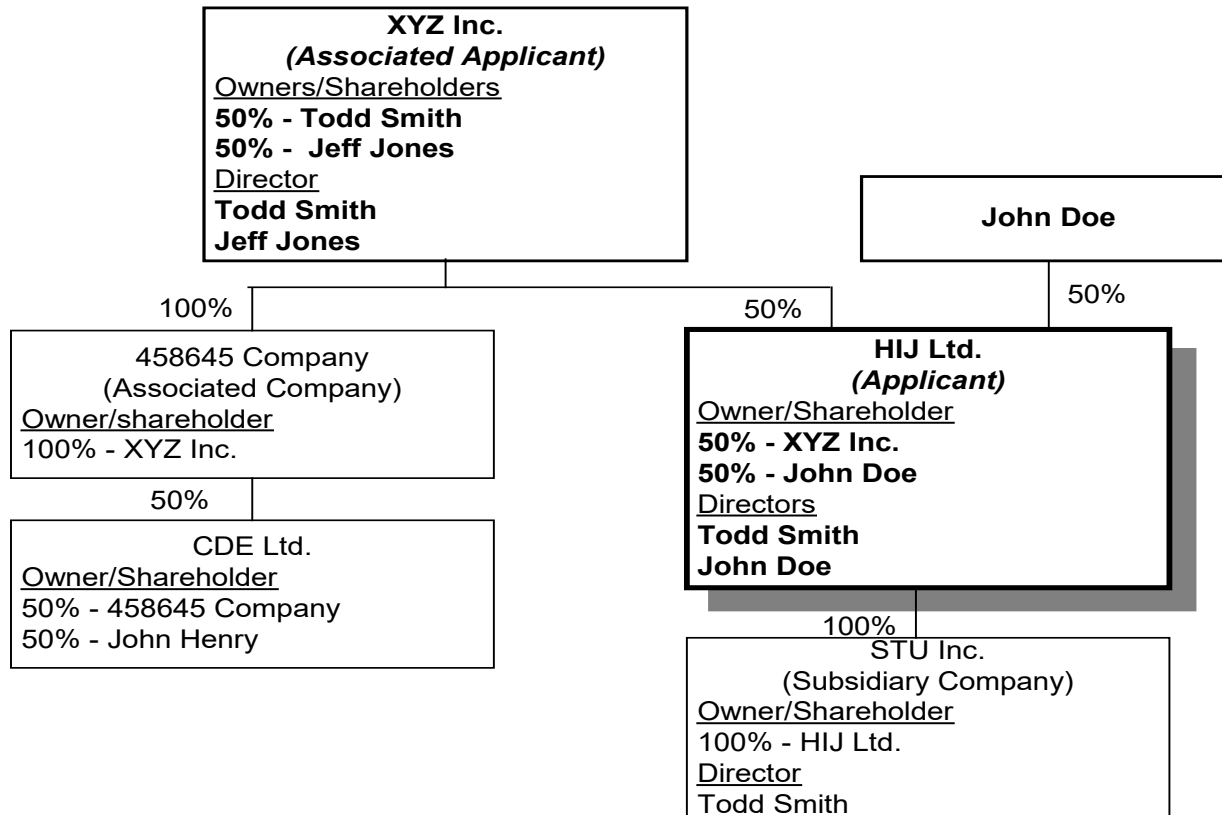
8. Provide a true copy of the appropriate document(s) below. We will only accept a photocopy of an original document if it is legible and signed by the president/owner to certify that it is a true copy of the original.

	Document Attached?	Attachment #
i. Certificate and Articles of Incorporation	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
ii. Alberta Extra-Provincial Registration	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
iii. Share Register(s) or Share Certificate(s)	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
iv. Memorandum of Association	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
v. Unanimous Shareholders Agreement	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
vi. Partnership Agreement	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
vii. Registration under <i>Canada Corporations Act</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
viii. Other - specify	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____

CORPORATE STRUCTURE

9. Attach a **current** ownership chart showing all direct/indirect ownership relationships (see example below).
 Indicate percentage of ownership for each person and include: Attachment #: _____

- i. The Applicant;
- ii. All owners, investors, parent or holding companies and shareholders – for publicly traded companies only, identify shareholders where requested on following pages;
- iii. If not the Applicant, the corporation’s relationship to the Applicant; and
- iv. Subsidiary companies.



10. List all **current** owners, shareholders (investors, promoters, parent or holding companies), and partners (in a partnership). For **Institutional Investors****, see below.

- i. Personal or Associated Applicant Disclosures must be provided.
- ii. Disclosures are not required for shareholders/partners holding less than 10%; **however, these must be listed** and disclosures may be requested at a later date.

Shareholder or Partner Name	Position or Relationship to Applicant	Actual Cost of Acquisition	Actual Value of Acquisition	% of Ownership	Number of Shares/Units Held	Disclosure Submitted (Yes/No)

**** Institutional Investors** - Financial Institutions having acquired 10% or more but less than 15% of the outstanding units, also referred to as “Purchased Units”, or in combination of acquiring such units with those already held, increases their holding to **10% or more but less than 15%** of the Purchased Units or shares of any corporation or trust holding directly or indirectly, a licence/registration/approval in the province of Alberta.

A separate letter must be submitted by the Institutional Investor describing the investment/fund (i.e. fund structure; confirm that the shares are held for investment purposes only; no involvement in or influence over the day to day operations of the applicant or its executive; no representation on the Board of Directors). The letter will be reviewed and determined if acceptable by the Due Diligence Unit. Further disclosure may be required.

NB: Any person having acquired 15% or more of the outstanding units or in combination of acquiring units with those already held, increases their holdings to 15% or more, are subject to due diligence by AGLC.

11. Provide a description of the share/unit structure, including the rights and privileges for each different class of shares/units. Indicate if the shares/units are subject to any restrictions under any agreement either jointly or severally. Provide a **current** description. Attach a copy of all agreements.

Share/Unit Type	Terms	Rights & Privileges/Restrictions	Agreement/Description Attachment #

12. List all **current** directors and officers and provide all the necessary details.

Personal Disclosures must be provided for all individuals listed.

Name	Position or Relationship to Applicant	Individual & Position Reporting to

13. **Attach** a current organizational chart showing the reporting structure and full names of all key employees:Attachment # _____

14. Total current number of employees: _____

15. List all other corporations currently associated with the Applicant including all subsidiary companies and those the Applicant has a financial, organizational or managerial interest in. Disclosures may be required. Note any changes from previous disclosures.

Name of Corporation	Relationship to the Applicant	Nature & Extent of Financial/Organizational/Managerial Interest	Contact Name & Telephone Number	Gaming Involvement (Yes/No)

BUSINESS ASSETS

16. List all properties the Applicant **currently** owns, rents or leases. For assets that are:
- Owned, provide a copy of the Certificate of Title.
 - a. If financed, provide details of the terms of the mortgage/loan and attach a copy of all agreements/contracts.
 - Rented or leased assets, provide a copy of the rental/lease agreement.
 - Located on First Nation’s land, describe fully the business arrangement for the property.

Property Location (address & legal description)	Property Type (head office, warehouse, distribution facility, etc.)	Owned or Leased	Name, Contact Name & Telephone Number of Mortgage Holder/Property Owner (provide details of mortgage, lease, etc.)	Agreement, Contract, Title Attachment(s) #

GAMING LICENCES

17. Has the Applicant **ever** made application for or held any gaming licence/registration/approval to participate in any form or type of gaming related operation in any other jurisdiction? Do not include publicly traded corporations in which less than 10% of stock is held.

No Yes – **Check (☑) one**

Name & Address of Regulatory Agency	Contact Name & Telephone Number	Licence/Registration/Approval Type	Date of Initial Licence/Registration/Approval	Term of Licence/Registration/Approval

18. If the answer is yes to any of the following questions, include a narrative explaining the answer (include as an attachment):

- i. Has the Applicant ever withdrawn or abandoned an application for a gaming licence/registration/approval in any jurisdiction?
 No Yes Attachment #: _____
- ii. Has the Applicant ever had a gaming licence/registration/approval refused or denied, or been found unsuitable to hold a licence/registration/approval?
 No Yes Attachment #: _____
- iii. Has the Applicant ever been the subject of any disciplinary actions from a gaming regulatory body? (Include sanctions, fines, warnings and suspensions).
 No Yes Attachment #: _____
- iv. Has the Applicant ever been the subject of any disciplinary actions from a **non-gaming** regulatory body? (Include sanctions, fines, warnings and suspensions).
 No Yes Attachment #: _____

CRIMINAL / LITIGATION / DISCIPLINARY INFORMATION

IMPORTANT INFORMATION:

Failure to provide full disclosure will be taken into account in assessing the **Applicant's** character, honesty and integrity and may result in the Applicant being denied a licence/registration/approval.

- A. An Applicant may not be eligible for licence/registration/approval if the character, financial history or competence of the Applicant or any associated person (including but not limited to an owner, shareholder, director, officer, key employee, or partner of any individual shareholder, director, officer or key employee) poses a threat to the integrity of gaming.
- B. Enquiries will be made to determine if the Applicant or any associated person has ever been charged with or convicted of, or is subject to pending charges for a criminal, regulatory, civil or other statutory offence.
- C. The Applicant and all associated persons must provide full disclosure of all criminal and civil proceedings on the appropriate disclosures.
- D. Failure to disclose any such involvement will be taken into account when assessing the Applicant's eligibility for licence/registration/approval.
- E. The particulars of any offence or claim and the sentence or penalty imposed will be reviewed to determine whether a conviction or charge affects the Applicant's eligibility for licence/registration/approval.

INSTRUCTIONS

1. Answer "**Yes**" and provide all information **even if**
 - i. The charges were dismissed or subsequently downgraded to a lesser charge.
 - ii. The Applicant was not convicted.
 - iii. The investigation, charges or offences happened in another jurisdiction.

If answering **yes**, ensure you check () the appropriate box and list all incidents as requested.

2. Answer "**No**" if any records relating to a charge or conviction have been expunged or otherwise officially sealed by a court or government agency.

DEFINITIONS

Charge – Includes any indictment, information, summons or other notice of the alleged commission of a criminal offence.

Arrest – Includes any detaining, holding or taking into custody by any law enforcement authority to answer for the alleged performance of any offence.

Offence – Includes all offences, regardless of the seriousness, under any federal, provincial or municipal statute, or violations of probation or any other court order.

19. Has the Applicant ever been investigated for, charged with or convicted of a criminal offence or other violation of any statute, regulation or code?

No Yes – Check one

Date	Nature of Investigation, Charge or Conviction	Disposition and Sentence	Enforcement Agency Name and Location

20. Has the Applicant ever been a defendant or plaintiff in *any* civil action or lawsuit including collection, debt, bankruptcy, insolvency or liquidation matters?

No Yes – Check one

Date of Order, Judgment or Decree	Docket/File Number	Name, Location of Court, Details	Name and Address of Trustee

21. Has the Applicant ever dismissed or asked for the resignation of an officer, director or key employee due to criminal, integrity or other similar activities?

No Yes – Check one

Date	Name of Employee	Circumstances and Outcome

22. Has the Applicant ever been engaged in any type of unlawful gambling or gaming enterprise or been linked to any individual or corporation engaged in any way with an illegal gambling or gaming operation?

No Yes – Check one

Date	Type of Illegal Gaming	Name of Individual or Corporation	Circumstances and Outcome

FINANCIAL INFORMATION

INSTRUCTIONS Ensure all questions are answered and all requested documents are provided.

23. Financial Statements – attach financial statements for the last three years or those not provided with a previous disclosure... Attachment # _____

NOTE: For facility licensees,

1. Facility licensees must provide audited financial statements.
2. Financial information for the facility must be separated from all other business segment financial information.
3. In case of multiple facilities, financial information by facility must be provided

24. Attach the most recent year-to-date in-house financial statements. Include details of shareholder loans, detailed transactions between inter-company accounts for all companies, and detailed expense schedules including management fees and executive remuneration. Provide pro-forma financial statements for the current fiscal year. Attachment # _____

25. Attach copies of completed income tax returns for each jurisdiction in which the Applicant is required to file. Include all schedules, information slips and notices of assessment/reassessment. Attach returns filed for the last three (3) years. Attachment # _____

26. If the Applicant is operating in jurisdictions outside of Canada or the United States, provide a credit bureau report completed within the last month, for each jurisdiction. Attachment # _____

27. Is the Applicant a publicly traded company?

No Yes, provide – **Check (☑) one**

Stock Symbol	Exchange

i. A copy of the current non-objecting beneficial owners (NOBO) list, or equivalent, for companies trading in and outside of Canada
 Attachment # _____

ii. A copy of the securities register Attachment # _____

iii. Are stocks traded over the counter? No Yes – **Check (☑) one**

28. Stock offerings to the public or otherwise. List all current stock offerings and those made in the last three years. Attach most recent copy of record of outstanding stock certificates

Stock	Terms	Date	Attachment #

29. List all financial institutions in which the Applicant **currently** has business accounts.

Name of Financial Institution	Contact Name and Telephone Number	Account Type	Account Number

30. List all current sources of funds (including loans) used to meet all financial obligations, or used for facility expansion. Provide copies of all contracts/agreements not previously submitted or that have been amended. Include security schedules, cash flow and debt service plan and lenders' commitment letters for all credit facilities.

Date of Loan	Source of Funds Lender Name, Contact Name & Telephone Number	Reason for Loan and Type of Loan	Amount Borrowed	Amount Outstanding	Interest Rate & Term	Attachment #

31. Has the Applicant had any other indebtedness, including but not limited to loans, mortgages, trust deeds, pledges or security devices and funds owed to any level of government for past due taxes, fees, or other obligations? If yes, list all **current** indebtedness; include fines, penalties, fees and investigative costs owed to other jurisdictions.

No Yes – **Check (☑) one**

Lender Name & Address	Security Pledged/Collateral	Amount Borrowed	Amount Outstanding	Interest Rate	Term	Reason

32. Has the Applicant loaned money, equipment or assets to any individual or corporation entity in the last three years? If yes, list all **current** loans. Attach copies of all agreements not previously submitted.

No Yes – **Check (☑) one**

Person's/Corporation's Name, Contact Name and Telephone Number	Date Loaned	Amount or Asset Loaned	Status	Reason	Attachment #

SPECIAL REQUIREMENTS — CASINO FACILITY LICENCE

If applying for a Casino Facility Licence provide the following:

1. **For a first time Applicant only** – prior to completing this application contact AGLC for information on the application process for new licensed casino facilities. Refer to Casino Terms & Conditions and Operating Guidelines (CTCOG) for details.
2. Attach **current** operating cash flow and capital expenditure budgets and pro forma financial statements. Attachment #: _____
3. Shareholders’ minute book. Attach minute book covering the last two (2) years. Attachment #: _____
4. Board of Directors/Executive Meeting minute book. Attach minute book covering the last two (2) years. Attachment #: _____
5. Provide the name of any management company (if applicable). Company must be registered as a gaming worker supplier with the AGLC.

Management Company Name & Address	Contact Name & Telephone Number

6. List all sources of gaming supplies purchased in the past year:

Gaming Supplier Name & Address	Contact Name & Telephone Number	Product Purchased

SPECIAL REQUIREMENTS — RACING ENTERTAINMENT CENTRE

If applying for a Racing Entertainment Centre (REC) Facility Licence provide the following:

1. **For a first time Applicant only** – prior to completing this application contact AGLC for information on the application process for new licensed REC facilities. Refer to REC Terms & Conditions and Operating Guidelines (RECTCOG) for details.
2. Attach **current** operating cash flow and capital expenditure budgets and pro forma financial statements. Attachment #: _____
3. Shareholders’ minute book. Attach minute book covering the last two (2) years. Attachment #: _____
4. Board of Directors/Executive Meeting minute book. Attach minute book covering the last two (2) years. Attachment #: _____
5. Provide the name of any management company (if applicable). Company must be registered as a gaming worker supplier with the AGLC.

Management Company Name & Address	Contact Name & Telephone Number

6. List all sources of gaming supplies purchased in the past year:

Gaming Supplier Name & Address	Contact Name & Telephone Number	Product Purchased

SPECIAL REQUIREMENTS — REGISTRATION TO DEAL IN GAMING TERMINALS

If applying for a Registration to Deal in Gaming Terminals, provide the following:

1. Distributors of your product in Alberta.

Applicant is the distributor

Distributor Name and Address	Contact Name & Telephone Number

2. Manufacturers of your product and/or components for your product.

Applicant is the manufacturer

Manufacturer Name and Address	Contact Name & Telephone Number	Describe Product or Component Provided.

3. Provide details of background checks conducted on employees with access to secure areas within Alberta casinos and RECs. Refer to CTCOG or RECTCOG for details.

Not Applicable

SPECIAL REQUIREMENTS — REGISTRATION TO DEAL IN GAMING SUPPLIES

If applying for a Registration to Deal in Gaming Supplies provide the following:

1. A **current** list of all gaming supplies distributed or sold in Alberta, or manufactured for sale in Alberta.

Gaming Supply	Manufacturer

2. List all clients in Alberta that gaming supplies have been provided to in the past five years.

Client Name	Currently Supplying Y/N	Client Name	Currently Supplying Y/N

Special Requirements — Registration to Deal in Gaming Supplies – Continued

3. List all distributors of your gaming supplies in Alberta.

Applicant is the distributor

Distributor Name & Address	Contact Name & Telephone Number

4. List all manufacturers of your gaming supplies distributed to Alberta clients.

Applicant is the manufacturer

Manufacturer Name & Address	Contact Name & Telephone Number	Product or Component Provided

Special Requirements — Registration to Deal in Gaming Supplies – Continued

5. Provide details of background checks conducted on employees with access to secure areas within Alberta casinos and RECs. Refer to CTCOG or RECTCOG or details.

Not Applicable

6. Provide details of background inquiries conducted by the applicant into companies that you distribute products on behalf of.

Not Applicable

SPECIAL REQUIREMENTS — REGISTRATION TO PROVIDE GAMING WORKERS

If applying for a Registration to Provide Gaming Workers, list all gaming workers provided (both registered and unregistered with the AGLC) and the clients they are provided to. Include a copy of all agreements not provided with a previous disclosure.

Gaming Worker Name and Registration Number (if applicable)	Client Name and Contact Name & Telephone Number	Agreement Attached as Attachment #

SPECIAL REQUIREMENTS — GAMING ENTERTAINMENT CENTRE (GEC)

If applying for a Gaming Entertainment Centre (GEC) provide the following:

1. Attach **current** operating cash flow and capital expenditure budgets and pro forma financial statements. Attachment #: _____

SPECIAL REQUIREMENTS — GAMING SERVICE PROVIDERS

If applying for an Approval to supply gaming services, provide the following:

1. A **current** list of all gaming services provided in Alberta.

Gaming Service

2. List all clients in Alberta that gaming services have been provided to in the past five years.

Client Name	Currently Supplying Y/N	Client Name	Currently Supplying Y/N

SPECIAL REQUIREMENTS — GAMING TERMINAL PARTS SUPPLIER

If applying for an Approval to supply Gaming Terminal Parts, provide the following:

1. A **current** list of all gaming terminal parts to be distributed or sold in Alberta, or manufactured for sale in Alberta

Gaming Terminal Part	Manufacturer

2. List all distributors of your gaming terminal parts in Alberta.

Applicant is the distributor

Distributor Name & Address	Contact Name & Telephone Number

3. List all manufacturers of your gaming terminal parts distributed to Alberta clients.

Applicant is the manufacturer

Manufacturer Name & Address	Contact Name & Telephone Number	Product or Component Provided

CORPORATE DECLARATION

COMPANY OWNER, PRESIDENT OR OFFICER COMPLETING OR REVIEWING DISCLOSURE APPLICATION

Name _____ Position _____

Telephone _____ Email _____

Address _____

I, _____
(*PRINT Company Owner, President or Officer Name*)

Do solemnly declare that

1. I have prepared this Disclosure on behalf of _____
(Applicant name) and have read the Applicant Disclosure and have verified all information contained therein.
2. I have provided an answer to or reviewed every question on this Disclosure, declaring that the information provided is true, accurate and complete to the best of my knowledge.
3. I confirm that all required Disclosures and other documentation have been provided.
4. Any document accompanying this Disclosure that is not an original document, is a true copy of the original document.
5. I have executed the Disclosure with the knowledge that it is an official document and that failure to disclose or provide complete and accurate information on any portion of it may result in the Applicant being rejected for licence/registration/approval by AGLC. I am further aware that later discovery of an omission or misrepresentation may be grounds for any finding of suitability to be suspended or revoked.

I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

DATED at the city of _____ in the province/state of _____

this _____ day of _____, 20_____.

Applicant Owner, President or Officer Signature

**AGLC accepts handwritten signatures and digital signatures using a digital ID*

CONSENT TO RELEASE INFORMATION

Applicant's Name _____

Alberta Gaming, Liquor and Cannabis ("AGLC") is required to conduct background checks and collect information to determine the eligibility of Applicants for licences, registrations and approvals pursuant to the *Gaming, Liquor and Cannabis Act*, R.S.A. 2000, c.G-1. This consent form will allow AGLC to verify and investigate the information provided by the Applicant in the Applicant Disclosure application form. AGLC authority to collect personal information from third party sources is section 34(1)(a)(i) and(ii) of the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c.F-25 (FOIP) pursuant to section 9 and 9.1 of the *Gaming, Liquor and Cannabis Regulation*. AGLC is required under the *FOIP Act* to protect the confidentiality of personal information and to use and disclose the information only for the purpose for which it was collected.

1. I hereby authorize AGLC to verify all information provided in the Applicant Disclosure form to which this consent form is attached (the "Applicant Disclosure").
2. I executed the Applicant Disclosure with the knowledge that it is an official document and that failure to disclose or provide complete and accurate information on any portion of it may result in the Applicant being rejected for licence/registration by AGLC. I am further aware that later discovery of an omission or misrepresentation may be grounds for any licence/registration to be suspended or revoked.
3. For the purposes of this Consent to Release Information, I acknowledge that the Applicant has, or has had, an interest in any company or person if it currently has or has previously had any interest by way of ownership, financial or management.
4. I authorize AGLC to share or exchange the information I have provided only with those persons listed in clause 5, 6 or 7 below and only for the purposes of verifying or confirming the accuracy of the information.
5. I hereby authorize and request the following persons to whom this consent form is presented,
 - i) Canadian Customs and Revenue Agency, or the United States Internal Revenue Service, or other equivalent foreign taxing authority;
 - ii) any financial institutions, foreign or domestic, including banks, credit unions, trust companies, investment dealers or brokerage houses; or
 - iii) credit reporting agencies, foreign or domestic,

to release information to AGLC and permit AGLC to review and obtain copies of any and all documents, records or correspondence, including but not limited to, past loan information, notes signed or co-signed by me, account records of any type, passbooks, safety deposit records, and general ledger folios or entries, that are necessary to verify my total income, sources of income, assets and liabilities.

6. I hereby authorize and request the following persons to whom this consent form is presented,

- i) any law enforcement agency, police service or sheriff's office, foreign or domestic;
- ii) any regulatory, licensing or administrative body foreign or domestic; or
- iii) any federal, provincial, state, or municipal government, foreign or domestic,

to release information to AGLC and permit AGLC to review and obtain copies of any and all documents, records or correspondence, that are necessary to determining the Applicant's eligibility for a licence/registration, or whether or not the Applicant may be a detriment to the integrity or lawful conduct of gaming, by verifying whether or not

- iv) The Applicant has acted, or is alleged to have acted, or any company in which the Applicant has an interest in has acted, or is alleged to have acted in any manner not in accordance with federal, provincial, state, or municipal law;
- v) Any kind of gaming or facility licence of which the Applicant held an interest in was refused, cancelled or suspended in any other jurisdiction;
- vi) The Applicant, or any licensee of which the Applicant held an interest in, received any fines or other sanctions in another jurisdiction pursuant to any gaming, securities, financial or criminal legislation or policy; or
- vii) The Applicant has connections, business or personal, with other individuals or corporations who may have acted, or who are alleged to have acted in any manner not in accordance with federal, provincial, state or municipal law or who have been subject to any investigations referred to in vi) above.

7. I hereby authorize and request all law enforcement agencies, foreign or domestic, to whom this consent form is presented that have documents related to or concerning the Applicant to provide those documents to AGLC that are necessary for the purpose of conducting a criminal records check.

8. I acknowledge that the Applicant shall not be entitled to make any claim against a party to whom this consent form is presented in respect of the release of information or documents in good faith to AGLC.

Dated this _____ day of _____, A.D., 20 _____

Company Owner, President or Authorized
Representative Signature

PRINTED Title

**AGLC accepts handwritten signatures and digital signatures using a digital ID*