



**Manitoba Gaming  
Control Commission**

800-215 Garry Street  
Winnipeg, MB R3C 3P3

Telephone: (204) 954-9400  
Toll Free: 1-800-782-0363  
www.mgcc.mb.ca

## INFORMATION AND INSTRUCTIONS

### GAMING SUPPLIER

#### WHO MUST COMPLETE THIS APPLICATION?

This package provides information, instructions, and forms for all applicants who wish to be registered with the Manitoba Gaming Control Commission (MGCC) as a Gaming Supplier. The application is in two parts.

Part I requests information regarding the business entity and must be completed by authorized personnel on behalf of the applicant.

Part II consists of a Personal Disclosure Form which must be completed by each key person of the applicant. Key persons are defined as follows:

- a) all officers and directors of the applicant;
- b) all partners, whether general, limited or otherwise;
- c) all individual shareholders having 5% or more shares
- d) all executive employees of the applicant having the power or control to exercise influence over decisions involving gaming, accounting, personnel, internal audit, or security; and
- e) all persons having the authority to enter into contracts or to formulate management policy on behalf of the applicant.

#### POLICY AND PROCEDURE

The term "Supplier" is defined in The Gaming Control Act. It includes any business entity or association of persons that (a) makes, sells, advertises or distributes gaming supplies, or (b) provides a gaming service, directly or indirectly, to the Manitoba Lotteries Corporation or to a licensing authority, gaming operator or licence holder.

The MGCC must determine whether the applicant supplier meets the requirements of registration. In order to do so, the MGCC will conduct any investigation necessary into the character and financial history of the applicant and its key persons to evaluate eligibility.

**Should registration be granted, the registration shall be valid only for the period stated on the registration certificate. It is an offence under the Gaming Control Act to provide product or service without being registered.**

#### COMPLETION OF FORMS

- a) You must answer every question on the application. If a particular question does not apply, state N/A. If there is not enough space for an answer, attach a separate sheet, referring to the question number.
- b) Incomplete or improperly completed forms will be returned and may delay the processing of the application.
- c) All attachments must be clearly labeled referring to question number and title.
- d) All Consent Forms and Authorization Forms must be signed and dated.
- e) Make a copy of the completed application form (Information and Instructions, Part I, and Part II) and attachments for your records.
- f) ***Do not fax completed forms as faxed copies are not acceptable.***
- g) Seal the completed registration application and documents in an envelope marked "Confidential."
- h) Mail or deliver the package to:  
Manitoba Gaming Control Commission  
800-215 Garry St.  
Winnipeg, Manitoba R3C 3P3  
ATTENTION: Registration Officer

**WARNING: It is a serious offence to knowingly provide false information on this application and any attachments. Do not misrepresent or omit any material fact(s) as every statement made is subject to verification. The provision of false, incomplete or misleading information or the omission of information on this application or any attachments, or the failure to notify the Manitoba Gaming Control Commission of any material changes to this information which occur following the application being filed may result in the refusal, suspension, or revocation of the registration.**

## **FEES**

**Registration Fees** – **must** accompany the application. Registration fees are assessed on a yearly basis and must be remitted as requested. Registration fees are based on type of product or service. These classes are identified on our website – [www.mgcc.mb.ca](http://www.mgcc.mb.ca) – under Supplier Registration.

Suppliers of Gaming Services		Annual Fee
1	Gaming Management Services to a Gaming Operator	\$5000
2	Gaming Management Services to a licence holder	\$150
Suppliers of Gaming Suppliers		
1	Video Lottery Terminal	\$5000
2(a)	Electronic Gaming Machine (includes Slot Machine)	\$5000
2(b)	Lottery Ticket Terminal	\$5000
2(c)	Gaming Table	\$150
3	Gaming Paper & Products	\$5000
4	Security & Surveillance Systems	\$5000
5	Gaming Equipment	\$500
6	Ticket Sales and Verification Devices	\$500

**Investigative Fees** – the applicant is responsible for the payment of all investigation expenses associated with the application. Upon receipt of the application, the MGCC will supply an estimate of investigation expenses, due immediately. Once the investigation has concluded, unused investigation fees will be refunded or further fees invoiced. Recurring investigative fees will also be assessed on a yearly basis.

## **INFORMATION / DOCUMENTS REQUIRED**

### **1. Business documentation as applicable:**

- a) Registration of business name
- b) Registration to carry on business in Manitoba
- c) Partnership Agreement or Partnership Registration
- d) Trust Agreement
- e) Shareholders' Agreement
- f) Most recent Annual Corporate Return
- g) Articles/Certificate of Incorporation
- h) Charter and/or By-laws
- i) Any periodic updates or amending agreements

### **2. Organizational Structure**

Attach a schematic diagram depicting the relationship between all parent, controlling, subsidiary and affiliated companies.

### **3. Financial Statements**

Provide copies of audited (if available) financial statements for the last three (3) years. These shall include statements of any affiliated companies.

### **4. Annual Reports**

Provide copies of all annual reports submitted to shareholders/partners, and annual filings with stock exchanges and security commissions for the past three (3) years.

### **5. Key Persons**

Provide a list of all key persons associated with applicant business, including full names and their positions. This should include a list of key persons for all affiliated companies as well.

### **6. Other Licences/Registrations**

Provide copies of all Licences/Registrations under any gaming control legislation issued to the applicant in any other jurisdiction.

## **INFORMATION AND ASSISTANCE**

If you require any information or assistance in completing this application, or clarification of the Terms and Conditions, please contact:

**Manitoba Gaming Control Commission  
Registration Officer**

**Telephone: 1-800-782-0363 or 204-954-9457**

**Fax: 204-954-9451 or 1-866-265-0067.**

[www.mgcc.mb.ca](http://www.mgcc.mb.ca)

### **FIPPA DISCLAIMER FOR COLLECTING PERSONAL INFORMATION**

Any personal information that you provide to the Manitoba Gaming Control Commission is collected in compliance with The Freedom of Information and Protection of Privacy Act (FIPPA). The personal information that you provide will be used only for the purpose(s) for which it is collected, and not in any other way without your consent.