



**NATIONAL LOTTERIES AND GAMING
REGULATORY BOARD**

Responsible Gaming

Our Ref: LGRB/LRG/A003/10/2025

3rd October 2025

To All Licenced Operators

**RE: CALL FOR APPLICATIONS RENEWAL OF THE LICENSE FOR THE YEAR
2026.**

The above subject refers.

This serves to inform you that the National Lotteries and Gaming Regulatory Board shall receive applications for renewal of licences for the year 2026 from 3rd October 2025 to 31st October 2025 in line with Section 47 of the Lotteries and Gaming Act, 2016.

All applications for licences for the year 2026 must be submitted through the e-licensing platform via www.licensing.lgrb.go.ug.

Yours Sincerely,

Bernard Winyi
Ag. CHIEF EXECUTIVE OFFICER
JBW/AA

Encl. List of Requirements for Renewal of Licences.



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Licence Renewal Requirements 2025

GENERAL NOTICES.

- Applications submitted via the NLGRB e-licensing portal (www.lgrb.go.ug).
- All Payments shall be made via the NLGRB e-licensing system.
- The Deadline for renewal applications will be October 31, 2025 (no late applications will be accepted).
- Only complete applications will be evaluated.
- False documentation will lead to automatic disqualification and prosecution.
- All applications shall be strictly processed within 60 days of receipt of application.

General Documentation Required. (All)

1. Notice of Application
2. Valid Tax Clearance Certificate
3. Valid Certificate of Good Conduct from Interpol and Police Clearance for company directors and shareholders.
4. Annual Return form for the previous year
5. Business plan including CSR for 2026
6. Employee Training Plan for 2026
7. Valid Certificate of Registration as a data collector and Processor from NITA-U
8. Games and Rules (for new games)
9. Audited Books of Accounts/Financials

Additional Documentation.

- For Casinos;
 1. Certificate of registration as an accountable person from FIA
 2. Annual Compliance Report (2025) on AML/CFT.



- For Machine Technical;
 1. Authorization from manufacturer to supply, install or adapt gaming machines.
 2. List of all registered EGMs supplied to each operator.

- For Machine General;
 1. Letter of Authorization from supplier to make available for use gaming machines

- For Software providers;
 1. Model/version of software
 2. Software developer name
 3. User manual
 4. Certification of the software,
 5. Data protection and privacy policy

Land Based Franchisees-Applications

Documentation Required.

1. Certificate of Incorporation of Franchisee
2. Memorandum and articles of association of Franchisee
3. Identification documents of directors and shareholders of the franchisee
4. Certificate of good conduct from Interpol and Police Clearance Certificate of directors and shareholders of franchisee
5. Agreement between the Franchisor and Franchisee
6. List of declared premises of franchisee
7. List of registered EGMS (must be integrated with NCEMS) of franchisee
8. Proof of payment of application fees in line with the Lotteries and Gaming (Fees) Regulations.

Key Employee Renewal Applications.

Documentation required:



1. Certificate of good conduct from Interpol and Police Clearance.
2. Valid Employment Contract/Appointment letter

Documentation required for new key employee applications.

Regulation 27 of the Lotteries and Gaming (Licensing) Regulations.

1. Valid Certificate of good conduct from Interpol and Police Clearance.
2. Employee Contract/ Letter of Appointment
3. Academic Qualifications (CPA certificate for CFOs)
4. Statement of Competence by the Operator.
5. Proof of Relevant Experience/CV

Certificate of Suitability of Premises

Requirements during pre-licensing inspection;

1. Display of Licences (Principal license, Premise and premise manager)
2. Should be situated in an existing permanent structure
3. The Rules of the games and responsible gaming messages should be displayed on a notice board
4. Premises should not be located within a 100m range of a school, market, or a place of worship,
5. Premise should be the minimum size of thirty square meters,
6. Premise should have security.
7. No minors should access the facility.
8. Premise should be located in a city, municipality, or town.
9. Accessible facilities of convenience