



# LOTTERIES AND GAMING REGULATORY BOARD

Responsible Gaming

**Our Ref: LGRB/ICD/1360/9/2021**

30<sup>th</sup> September 2021

**To All Operators**

**RE: REMINDER FOR LICENCE RENEWAL FOR THE YEAR 2022**

Section 47 of the Lotteries and Gaming Act, 2016 provides that an applicant for renewal of a licence issued under this Act shall be made at least 2 months before the expiry of the licence.

The purpose of this Letter is to remind you of the above provision as well as provide requirements and timelines for renewal of licences for the year 2022. The same are attached to this Letter.

Kindly ensure that you follow the timelines set by the Board as there will be no further extension of time.

Take note that:

- 1) No application shall be received with missing requirements.
- 2) Requirements 3,10,8 & 11 in Annexure C

I thank you.

Juliet Namuli

**Ag. CHIEF EXECUTIVE OFFICER**

JN/NM

## Annexure "A"

### LICENSING GUIDELINES FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2022

#### LICENSING TIMETABLE

ITEM	START DATE	END DATE
Submission of Applications for renewal of Licences for the year 2021	1 <sup>st</sup> October, 2021	31 <sup>st</sup> October, 2021
Review of Applications by the Lotteries and Gaming Regulatory Board. <b>Activities</b> <ul style="list-style-type: none"><li>• Advertising of applications in newspapers of wide circulation</li><li>• Receipt of objections and comments from the public</li><li>• Investigation and inquiry into application</li><li>• Countrywide Inspection of Premises</li><li>• Due diligence and verification of supporting documents</li><li>• Review of applications by respective Committees, Management and Board of Directors</li></ul>	1 <sup>st</sup> November 2021	12 <sup>th</sup> December 2021
Payment of Licence fees and submission of Bank Guarantees	20 <sup>th</sup> December, 2021	24 <sup>th</sup> December, 2021
Issuance of Principal Licences, Certificates of suitability of premises and Special Employee Licences for the year 2022	27 <sup>th</sup> December 2021	31 <sup>st</sup> December 2021

  
1/10/21



## **Annexure "B"**

### **1. REQUIREMENTS FOR RENEWAL OF LICENCES FOR THE YEAR ENDING 31<sup>ST</sup> DECEMBER 2022**

- i) A dully filled licence APPLICATION FORM (Downloaded from [www.ngb.go.ug](http://www.ngb.go.ug))
- ii) Cover letter addressed to the National Lotteries and Gaming Regulatory Board clearly outlining the licence/licences applied for and the category of games and respective rules run by operator. If the applicant requires more than one licence, the different categories of licences applied for must be clearly stated in the cover letter.
- iii) Duly registered Power of Attorney authorizing an individual to act on behalf of an applicant during the licensing process.
- iv) Memorandum and Articles of Association (If amended)
- v) Dully filed form of annual returns of a company with a Share Capital for the year 2021.
- vi) Details of company Directors and Shareholders (if amended) and corresponding Interpol clearances.
- vii) Work permits for foreign directors and foreign special employees. Police clearances for Ugandan special employees.
- viii) Tax Clearance Certificate from Uganda Revenue Authority in respect of renewing a licence(s).
- ix) Audited books of accounts of the company for the last one year.

#### *Please note*

In line with Section 39 of the Lotteries and Gaming Act and Regulation 3 of the Minimum Capital Requirements Regulations S.I No. 8 of 2017, the amount of minimum capital required shall be the minimum capital unimpaired by losses for a specified category of licence. Operators with capital impaired by losses must



Handwritten signature and date: 1/10/21

submit proof of increment of share capital together with management accounts reflecting the increase.

**x) Business Plan for the year 2022 highlighting**

- a) Planned investments in the year 2022
- b) Corporate Social Responsibility program (refer to approved format)
- c) Projected employment generation and Training Program
- d) Proposed implementation schedule

**xi) Application for special employee licences (dully filled form 13)**

*Special employees include:*

- a) Chief Executive Officer
- b) Chief of Operations
- c) Chief of Accounts
- d) Gaming staff and any staff involved in movement of cash/chips in a casino.
- e) Manager of premises for gaming and betting
- f) Technicians of Gaming equipment and devices
- g) Gaming Floor Managers for Casinos

**xii) Application for premises inspection and approval (In approved format)**

*Please note:*

- a) The application for premises inspection and approvals should be accompanied with proof of payment of the prescribed fees establishing a branch of a casino or any other gaming or betting activity.
- b) All franchises must be declared to the Board for approval in line with Section 5 of the Lotteries and Gaming (Amendment) Act, 2018.

A handwritten signature in black ink, consisting of a stylized 'S' and 'B' intertwined, with the date '1/10/21' written below it.



**xiii) List of gaming equipment and devices possessed (details in approved format).**

Declarations of gaming or betting equipment shall be required for each premise applied for.

**xiv) Details of Gaming Software Provider (in attached approved format)**

Details of suppliers of Gambling Software or Odds Providers or Casino Management Software Suppliers as the case may be.

**xv) Proof of payment of applicable fees:**

- a) Application fees if new applicant for licence category
- b) Inspection and approval fees for premises
- c) Application fees for special employees
- d) Equipment registration fees (for equipment not yet registered on the Equipment and Devices Register).

**xvi) Notice of Application**

Upon receipt of the application the Board shall issue a notice of application (Form 10) to the applicant to advertise in a newspaper of wide circulation in line with Regulation 12 and 21 of the Licensing Regulations.

**xvii) Licence fees and Security Bond**

Upon approval of the application, the Board shall inform successful applicants to pay licensing fees and take out respective bank guarantees in line with Gaming and Betting (Fees) Regulations and Section 40 of the Lotteries and Gaming Act, 2016 respectively.



1/10/20

**xiii) List of gaming equipment and devices possessed (details in approved format).**

Declarations of gaming or betting equipment shall be required for each premise applied for.

**xiv) Details of Gaming Software Provider (in attached approved format)**

Details of suppliers of Gambling Software or Odds Providers or Casino Management Software Suppliers as the case may be.

**xv) Proof of payment of applicable fees:**

- a) Application fees if new applicant for licence category
- b) Inspection and approval fees for premises
- c) Application fees for special employees
- d) Equipment registration fees (for equipment not yet registered on the Equipment and Devices Register).

**xvi) Notice of Application**

Upon receipt of the application the Board shall issue a notice of application (Form 10) to the applicant to advertise in a newspaper of wide circulation in line with Regulation 12 and 21 of the Licensing Regulations.

**xvii) Licence fees and Security Bond**

Upon approval of the application, the Board shall inform successful applicants to pay licensing fees and take out respective bank guarantees in line with Gaming and Betting (Fees) Regulations and Section 40 of the Lotteries and Gaming Act, 2016 respectively.

  
1/10/21



## Annexure "C"

### CHECKLIST FOR LICENSING REQUIREMENTS AT SUBMISSION


SN	Requirement
1	Dully filled licence Application form
2	Cover letter addressed to LGRB clearly outlining the licence(s) applied for and mode of operation
3	Duly registered Power of Attorney authorizing an individual to act on behalf of an applicant
4	Certified Memorandum and Articles of Association (if amended)
5	Certified Form of Annual Returns
6	Details of company Directors and Shareholders and corresponding Interpol clearances. Work permits for Directors and Shareholders if foreign. <i>(Proof of application for Interpol clearances and work permits if not yet issued)</i>
7	Tax Clearance Certificate from Uganda Revenue Authority <i>(Proof of application if not yet issued)</i>
8	Audited Books of Accounts for the last one year
9	Business plan for the year 2022 including a CSR program and employee training program
10	Application for special employee licences in dully filled form 13 and proof of payment of prescribed fees
11	Application for premises inspection and approval (In approved format attached) with proof of payment of prescribed fees
12	Details of suppliers of Gambling Software or Odds Providers or Casino Management Software Suppliers as the case maybe
13	List of equipment and devices possessed (details in approved format attached here to)

  
1/10/21

## **Annexure "D"**

### **GENERAL NOTICES.**

- a) The Board encourages local content in the Gaming sector and applicants with local content in ownership and employment shall be prioritised.
- b) The Board will not receive any applicants for renewal outside the set deadline of **31<sup>st</sup> October 2021**
- c) The Board shall conduct document verification and due diligence at its own cost.
- d) Uttering false document shall lead to automatic disqualification or de-licensing of the operator and prosecution in line with the laws of Uganda.
- e) Applications for renewals will not be accepted from operators who have not paid all relevant licensing and premises inspection fees for 2020 and 2021. Such operators should clear all arrears or enter separate payment plans with the Board.
- i) An approved application of licence shall attract a bank guarantee in line with Section 40, Regulation 30 and Schedule 2 of the Lotteries and Gaming Act and Licensing Regulations respectively.

  
1/10/21





PREMISES DETAILS											
Operator Name	Premise Name	Location of Premise	Plot No./Building Name	Town Council	Municipality	District	Region	Premise Licence	Size of Premise	Equipment in the Premise	NUMBER OF Gaming devices
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											

  
1/10/21