



Our Ref: LGRB/LBA/3434/9/23

18th September 2023

ALL LICENSED GAMING OPERATORS

RE: REMINDER FOR LICENCE RENEWAL FOR THE YEAR 2024

Section 47 of the Lotteries and Gaming Act, 2016 ("the Act") provides that an applicant for renewal of a licence issued under this Act shall be made at least two (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 for renewal of licences for the year 2024. The same are attached to this letter in Annex1, 2 and 3.

Kindly ensure that you follow the timelines set by the Act and the Board as there will be no further extension of time. Please be reminded that all applications shall be received and processed via the Board's electronic licensing system.

Yours sincerely,

Denis Mudene Ngabirano

CHIEF EXECUTIVE OFFICER

DMN/Dk

Annex 1- REQUIREMENTS FOR RENEWAL OF LICENSES FOR THE YEAR ENDING 31ST DECEMBER 2024

- i) A dully filled licence **e-application form**.
- ii) Duly registered **Power of Attorney** appointing a contact person. Email and telephone of contact person.
- iii) **Certificate of Incorporation/ Registration**
- iv) **Memorandum and Articles of Association**
- v) Dully filed form of **annual returns** of a company with a Share Capital for the year 2023.
- vi) Dully filed notice of **Beneficial Owners** Particulars
- vii) Details of **head office address, location, website, and corporate structure** of the Applicant.
- viii) Copies of **Identifications of company Directors and Shareholders** and corresponding Interpol certificates of good conduct and Interpol Police clearances issued by the Directorate of Interpol and International Relations, Uganda Police Force
- ix) Copies of **work permits** for foreign directors resident in Uganda.
- x) **Tax Clearance Certificate** from Uganda Revenue Authority (URA).
- xi) **Audited books of accounts of the company for the last one year**. 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 submit proof of increment of share capital together with management accounts reflecting the increase.
- xii) **Source and proof of funding** in line with Regulation 11(2)(d) and 19(3)(a) of the Licenses.
- xiii) Name of **licensed Gambling Software provider(s)**.
- xiv) **Certificate of Registration as data collectors/ processors** from National Information and Technology Authority of Uganda (NITA-U)
- xv) **Business Plan for the year 2024** in the format of a table for:



- a) Planned investments in the year 2024
 - b) Corporate Social Responsibility program
 - c) Employee Training Program
 - d) Land based casinos should demonstrate ability to develop, maintain and promote a casino as a compelling tourist destination
- xvi) **Application for special employee licenses accompanied with**
- a) payment of prescribed fees,
 - b) copies of identification documents,
 - c) copies of work permits if foreign,
 - d) certificate and corresponding Interpol certificates of good conduct and Interpol Police clearances issued by the Directorate of Interpol and International Relations, Uganda Police Force
 - e) copies of relevant academic documents,
 - f) curriculum vitae indicating relevant experience, and
 - g) statement by gaming operator that employee is competent to discharge duties allocated

Please note that Special employees include:

- a) Chief Executive Officer
 - b) Chief of Operations
 - c) Chief of Accounts
 - d) Manager of premises (for avoidance of doubt, each premise should have a special employee)
 - e) Gaming floor Managers in case of Casinos
 - f) All persons conducting gaming and betting within a casino
 - g) Gaming staff and any staff involved in movement of cash/chips in a casino.
 - h) All persons operating, maintaining, constructing, or repairing gaming or betting equipment
- xvii) **Application for premises inspection and approval** with reference to location, prominence, and visibility of the site. 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.

- xviii) **Application of franchises** if any. All franchises must be declared to the Board for approval in line with Section 5 of the Lotteries and Gaming (Amendment) Act, 2018.
- xix) **List of gaming equipment and devices possessed** in approved format. Please note that declarations of gaming or betting equipment shall be required for each premise applied for. Equipment registration fees are required for equipment not yet registered on the Equipment and Devices Register.
- xx) **Games** made available for casinos, lotteries, gaming, betting, and rules applying to those games.
- xxi) **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.

Note: All on-line casino operators and on-line general betting operators should have interfaced with the National Central Electronic Monitoring System(NCEMS)



**Annex 2- SPECIFIC REQUIREMENTS FOR EACH CATEGORY OF LICENCE
/APPROVAL**

a. National Lottery Operating Licence

- i) Lottery Rules in line with Schedule 3 of the Lotteries and Gaming Act, 2016 and National Lottery Agreement

b. Public Lottery Operating Licence

- i) Mechanics of the Lottery
- ii) Lottery Rules in line with Schedule 3 of the Lotteries and Gaming Act, 2016
- iii) Duration of the Lottery
- iv) Beneficiaries of the charitable cause
- v) Total value of prizes

c. Promotional Competitions

- i) Description of mechanics of the Competition
- ii) Lottery Rules in line with Schedule 3 of the Lotteries and Gaming Act, 2016
- iii) Duration of the Competition
- iv) Products and services to be promoted

d. Casino Operating Licence

- (i) Certificate of Registration as an accountable person from Financial Intelligence Authority (F.I.A)
- (ii) Centralized monitoring system for monitoring gaming equipment made available in casino
- (iii) Plans, diagrams, and specifications of land-based casinos for the:
 - a) Situation within the casino of gaming or betting tables, equipment, counting rooms, cages and other facilities for the operation of the casino.



- b) Communication facilities provided for persons monitoring operations in a casino.
- c) Position and description of a surveillance system for the direct visual monitoring within the casino.
- (iv) Capacity to accommodate at least 10 tables and 30 slot machines and enough parking for land-based casinos
- (v) Demonstrate ability to develop, maintain and promote a land-based casino as a compelling tourist destination which meets prevailing market demand and industry standards and contributes to the tourism industry in Uganda.

e. Gaming Or Betting Machine General Operating Licence

- (i) Name of Manufacturer of the gaming and betting machines or devices
- (ii) Centralised monitoring system for monitoring gaming equipment made available
- (iii) Full details of gaming machines and devices including makes, manufacturer's model, country of origin, year of manufacture, colour, serial number (Approved format)

f. Gaming Or Betting Machine Technical Operating Licence

- (i) Name of Manufacturer of the gaming and betting machines or devices
- (ii) Letter of authorization from the Manufacturer to sell, lease or distribute gaming equipment in Uganda
- (iii) Centralized monitoring system for monitoring gaming equipment sold, distributed, or leased in Uganda
- (iv) Full details of gaming machines and devices including makes, manufacturer's model, country of origin, year of manufacture, colour, serial number (Approved format)

g. Gambling Software Operating Licence

- (i) Name of software used remotely or directly in connection with gaming and betting
- (ii) Manufacturer's letter of authorization to supply, install or adapt gambling software



Annex 3- GENERAL NOTICES.

- i) The Board will not receive any applications for renewal outside the set deadline of **31st October 2023.**
- ii) Operators should submit complete applications with all requirements within the prescribed timelines in line with Section 47 of the Lotteries and Gaming Act, 2016.
- iii) The Board shall conduct document verification and due diligence at its own cost in line with Section 27(3d) of the Lotteries and Gaming (Amendment) Act, 2018.
- iv) Uttering a false document shall lead to automatic disqualification or blacklisting of the Operator and/or prosecution in line with the laws of Uganda.
- v) An approved application of a principal 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.

