



Application Requirements for a Licence to Promote Lottery Games

PRE-APPLICATION - DUE DILIGENCE

1. Submission of Multi-jurisdictional Personal Disclosure Form for fit and proper assessment. All shareholders of the entity are required to complete this form. Fit and proper assessments are conducted by an international third-party contracted by the Commission.
2. Only upon successful completion of the fit and proper assessment, the company is then advised it may proceed to submit an application for a licence to promote lottery games.
3. If one of the principals of the entity is determined not fit, then the company is not eligible to apply for the licence if that principal is not removed. Proof of removal, and any associated financing and other support or involvement of that unfit principal is to be submitted to the Commission.

The Application must include:

- Letter outlining;
- Business plan inclusive of financial statements and cash flow projections;
- Last Audited financial statements (if existing company);
- Certified copy of Company's Certificate of Incorporation;
- Valid TCC for the Company and its Directors;
- Certified copy of Annual Return (applicable if existing);
- Overview of the lottery games detailing the name and mechanics, rules for all games, method of selecting and notifying winners, prize structure;
- Estimated number of lottery agents that will be operating in the first year;
- For Digital lottery system, an overview of the lottery system inclusive of the Random Number Generator (RNG);
- Copies of Agreements in respect of technology services, payment providers and any others that are intended to support the company's operations;
- Independent Testing Lab such as Gaming Laboratories International (GLI) certification letter supporting the hardware and software that will be used;
- The name of the provider of the draw equipment, machines and ball sets where applicable;

- The location(s) where the draw equipment will be stored;
- The location(s) where the draws will be conducted and specific security arrangements;
- The Standard Operating Procedures (SOPs) inclusive of the game design and technical specifications;
- Detail specifications of the draw equipment;
- Sample tickets for each game displaying the following information/parameters (front and back of ticket):
 - Game name and unique identifier;
 - Game specification information for which the bet was placed;
 - Unique Validation Number;
 - Date & time issued;
 - Agent Codes/Lottery terminal identifier;
 - Security code/feature (s);
 - Prize structure;
 - Representation of fonts;
 - Procedures and specifications;
- The number of agents that will be used for at least the first year of operation along with the proposed agent locations.

The application is reviewed by the relevant members of the management team and a detailed submission prepared and presented to the Licensing and Registration sub-committee of the Board.

The sub-committee reviews the submission from management and makes a recommendation to the Board of Commissioners. The Board of Commissioners makes the final determination.

In order to commence commercial operations, the following requirements for “go live” must be satisfactorily completed:

1. Post a cash reserve/bond as determined by the Board of Commissioners;
2. Provide evidence that a dedicated trust account is opened with a reputable financial institution for the lodgment of all monies accruing from its sales for the payment of prizes and statutory liabilities;
3. Customer Acceptance Testing (CAT) testing of the lottery system including sales of tickets and back-end reporting; Test plans to be submitted and approved by the BGLC prior to CAT;
4. Establish a remote connectivity from the draw location to the Commission to enable live viewing from the Commission;

5. Establish remote, read-only, real-time connectivity to the various terminals and for accounting and audit purposes;
6. Obtain certification of all ball sets by the Bureau of Standards Jamaica prior to being commissioned into use for the games draw;
7. Conduct mock draws and rehearsals;
8. Conduct workshop on the lottery system with the Licensing and Compliance teams of the BGLC;
9. Observation of operations at lottery licensee's Head Office and Data Centre.

Requirements for Review of Information Technology System

- Detailed specifications of the lottery software/system and any other third-party systems supporting the electronic lottery system;
- Documentation of IT infrastructure, Schematics of network (LAN, WAN etc) topologies, information security, access controls and business recovery procedures, IT change management procedures;
- Capacity planning and testing;
- Independent IT System Audit Report;
- Key Service Level Agreements;
- Details on the operations of the Data Management Centre including technologies and vendor solutions to be deployed;
- List of a minimum of five (5) locations and contact names where the proposed solution is implemented. There may be a need to visit these locations to obtain additional planning and operational information from t sites.