

INSTRUCTION GUIDE

Completing the Good Standing Application – Form GGA 1

Form GGA 1 must be completed by an **Agent of a Gaming or Betting shop** applying for a Good Standing certificate.

Answer every question completely. Do not leave blank spaces.

SECTION A: BUSINESS INFORMATION

A1. Business Name: *Fill in the name exactly as it appears on the Certificate of Registration.*

A2. Business Address: *Fill in the address at which gaming activities are to be conducted including lot*

number, street address, town or village of the business.

A3. Mailing Address: *Fill in the business mailing address, if it is different from the business address.*

A4. Business Owner: *Fill in the name of the person(s) or entity whose name(s) appear on the Certificate of Registration.*

A5 – A9. Business Contact details: *Fill in the telephone and fax numbers, E-mail address and Website (if applicable) of the business.*

A10. **Business Formation:**

Business Registration – *Fill in the day, month and year the business was registered.*

Type of legal Business Entity - *Check one box, indicating the type of business entity.*

Personnel – *List names of all owners, partners and shareholders with five (5) percent or more ownership in the Business indicating what percentage of the business belongs to each. For example, if you are the sole owner, therefore, you own 100 percent of the business.*

SECTION B: PERSONAL HISTORY

B1. Details of Applicant:

First and Last Name: *Your legal first and last names, as they appear on your national ID document.*

Former/Other names: Please fill in any name that you also may have been known by, for example a former your maiden name or aliases.

Date of Birth: The day, month and year of your birth.

Place of Birth: The village or town where you were born, for example, Georgetown.

Occupation: Give a description of your current job title, for example, owner, Director, CEO etc.

Association with Entity: Give a description of your involvement in the business, for example, owner, partner, executive officer, shareholder etc.

B2. **Passport and ID Details:** The passport and ID card numbers as issued by the Issuing authorities, for example, Passport office of Guyana and Guyana Elections Commission).

Place of Issue: The village or town where your passport and ID card were issued.

Date of Issue/Expiration: The day, month and year when the passport was issued and will expire.

B3. **Physical Description:** Fill in your current height and weight, colour of eyes, hair, complexion and any distinguishing marks.

B4. **Address and Contact Information:** List all the addresses where you have lived for the last five (5) years, beginning with your present address (for example, Lot 000, ABC Street, Georgetown. From Jul/2010 to present month and year).

B5. **Details of your Spouse:** If any, list the legal last and first names, place of birth, date of birth, country of birth and country of residence of your spouse. If not applicable, **DO NOT** leave blank, fill in "N/A".

Spouse Occupation: Give a description of your spouse's current occupation. If self-employed, please indicate.

Spouse Residential Address: The complete home address of your spouse.

B6. **Details of your Father:** List the legal last and first names, place of birth, date of birth, country of birth and country of residence of your father.

B7. **Details of your Mother:** List the legal last and first names, place of birth, date of birth, country of birth and country of residence of your mother.

B8. **Employment History:** List the name of the employers you worked for during the last five (5) years including the business listed in question A1 of the application.

B9. **Details of Bank Account:** Give the name and address of the bank where the business account(s) is maintained.

Bank Account Number: List the business bank account number(s).

Period of time Account held: The period from when you opened the business account with the bank to the current period.

B10. Source of Funds and Wealth:

Gross Annual Income: *The amount of money you earned during the year.*

Source of Income: *The source from which your income has derived, for example, salary from business, property income etc.*

Total Net Worth: (i) *Itemize all you own (personal property, vehicle, savings etc.), and estimate the value of each.* (ii) *Itemize all your liabilities including all debts, for example, utility bills, loans, credit card payment etc.* To calculate your total net worth, subtract your total liabilities from your total assets. Example below:

Assets	GY\$	Liabilities	GY\$
Property	15,000,000	Mortgage loan	5,000,000
Vehicle	5,000,000	Vehicle loan	300,000
Savings	140,000	Mthly utilities Bills	30,000
Business Assets	1,500,000	Credit card p/ment	10,000
Total	21,640,000		5,340,000

Total Net Worth = GY\$21,640,000 – GY\$5,340,000 = GY\$16,300,000

B11. Confirm source(s) of Funds and Wealth: *Check the appropriate box(es), indicating the origin of your wealth. For example, Source: Active business/company*

Name of business: ABC Ltd.

Business activities: sports betting

Income earned: Profession: Business owner

Name of employer: ABC Ltd

B12. Details of Indebtedness: *Please list any sum of money that you owe to an individual, bank or business including the name and address of the person/institution, your obligation, the amount, interest rate and terms. For example, Name: Bank XYZ;*

Address: 123 John Street, Georgetown, Guyana.

Obligation: Personal loan;

Amount: GY\$100,000;

Interest rate: 13%;

Terms: 12 – 60 months.

B13. Declarations: *Please answer each question truthfully. If you answer “yes” to question (I), please list each arrest and/or conviction on an attached sheet of paper. Include the month and year of each incident and the outcome. **NOTE:** Providing false or inaccurate information can result in denial of your application.*

Individual Release Authorization and Affidavit of Truth: The forms **must** be completed for each applicant and **signed** before a Notary Public or Commissioner of Oath.

