



INSTRUCTION GUIDE

Completing the Good Standing Application – Form GGA 1

Form GGA 1 must be completed by an **Agent of a Lottery 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. Trading Name: Fill in the name under which the business operates, if different from the registered business name

A3. Business Address: Fill in the address at which Lottery or Gambling and Betting activities are to be conducted including lot number, street address, town or village of the business.

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

A5 – A8. Business Contact details: Fill in the telephone and fax numbers, E-mail address and Website (if applicable) of the business.

A9. Business Formation:

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

Place of Registration – Fill in the city/town and country the business was registered.

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

Business Owner(s) – Fill in the name of the person(s) whose name(s) appear on the Certificate of Registration, *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: Fill in your legal first and last names, as they appear on your national ID document.

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

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

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

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. *This information can be found on the back of the ID card.*

B4. Residential Address: List all the addresses where you have lived for the last five (5) years, beginning with your present address (*Example, Lot 000, ABC Street, Georgetown. From Jan/20XX to Present month and year.*).

B5. Details of your Spouse: If any, list the legal last and first names, date of birth, place and 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. Details of Children: List the legal last and first names, place of birth, date of birth, country of birth and country of residence of your children.

B9. Details of Brothers and Sisters: List the legal last and first names, place of birth, date of birth, country of birth and country of residence of your siblings.

B10. Employment information: List the name of the employers you worked for during the last five (5) years including the business listed in question A1, *for example, From Jan/20XX to Dec/20XX, sole proprietor, ABC Ltd, Georgetown, Variety store.*

B11. 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.

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