



INSTRUCTION GUIDE

Completing the Business Entity Disclosure Application – Form GGA 2

Form GGA 2 must be completed by an Individual or Company applying for a Gaming or Betting Shop License from the Guyana Revenue Authority (GRA).

Answer every question completely. Do not leave blank spaces.

SECTION A: BUSINESS ENTITY INFORMATION

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

A2. Trading Name: *Fill in the name under which the business operates, if different from the registered business name.*

A3. Registered Office Address: *Fill in the address that appears on the COR, Certificate of Incorporation or Memorandum of Association documents.*

A4. Business Address: *Fill in the address at which gambling and betting activities are to be conducted including lot number, street address, town or village of the business.*

A5. Mailing Address: *Fill in the business mailing address, if it is different from the business address.*

A6 – A9. Business Contact details: *Fill in the telephone and fax numbers, E-mail address and Website (if applicable) of the business.*

A10. Nature of Business: *Explain the overall activity(ies) that the business engages in on a daily basis.*

A11. Authorized representative contact details: *Fill in the name, occupation, telephone and mobile numbers, personal E-mail address for the authorized officer or employee in relation to the application.*

A12. Business Formation:

Business Incorporation/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.*

Personnel – *List names, address and nationality of each shareholders in the Business indicating what percentage of the business belongs to, and the type of shares held by each. For example, if you are the sole owner, therefore, you own 100 percent of the business.*

Previous Business Names and Addresses (if applicable): *Give details in the prescribed format, if the business has changed its name or address in the last ten years.*



A13. Ownership Representation: Give details in the prescribed format of all parents, holding subsidiary and any other business related to the business entity.

SECTION B: PERSONNEL INFORMATION

B1. Current Personnel: List the legal last and first names, aliases, place of birth, date of birth, country of birth and gender of all current personnel with twenty-five (25%) percent or more voting or ownership interest in the Business Entity.

Occupation: Give a description of each associate occupation.

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

Residential Address: Provide the complete permanent residential address of each associate, indicating the period lived at the address.

B2. Previous Personnel: List the legal last and first names, aliases, place of birth, date of birth, country of birth, occupation, previous involvement in the business and residential address of all personnel with twenty-five (25%) percent or more voting or ownership who has resigned or been removed from the Business Entity during the past 5 years.

B3. Current Directors/Officers: Give details in the prescribed format, of all current directors and officers of the Business Entity.

B4. Previous Directors/Officers: Give details in the prescribed format, of all directors and officers who has resigned or been removed from the Business Entity during the past 5 years.

B5. Appointed Audit Firm: Fill in the name of business, address and contact number for the auditor appointed by the owner or Board of Directors.

B6. Legal Advisor/Consultants: Fill in the name(s) of business, address(es) and contact number(s) for the company and/or individuals who provide legal counsel and consultation services to the business.

SECTION C: COMPENSATION OF OFFICERS

C1 - C2. Compensation: Give details in the prescribed format, of all directors/officers' compensation of GY\$15,000,000 and above per annum.

SECTION D: FINANCIAL DETAILS

D1. Business Bank Account: Fill in the name and full address of the bank, the name the bank account in under, the bank account number and the date the bank account was opened to current period.



D2. 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.*

D3. Statement of Investments: *Please provide a brief description of any investment and/or financial interests, which the Business Entity has in another business(es). For example, partnership, shares, stock ownership etc.*

SECTION E: LITIGATION

*Give full details in the prescribed format of any criminal, regulatory or civil actions taken by or against the Business Entity, its officers or any of its subsidiaries in the past ten (10) years. Please list **all** cases without exception, including pending cases.*

SECTION F: GAMING AND BETTING LICENSES

F1. Current Gaming License(s): *Please provide, in the prescribed format, all Gaming and Betting Licenses currently held in Guyana and from any other jurisdiction(s). For example, Casino, Premises etc.*

F2. Previous Gaming-related License(s): *Please provide, in the prescribed format, all Gaming related Licenses previously held in Guyana and from any other jurisdiction(s).*

F3. Pending Gaming-related License application: *Please provide, in the prescribed format, details of all Gaming related License applications currently being processed/pending in Guyana and any other jurisdiction(s).*

SECTION G: DECLARATIONS

G1 – G13: 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 may result in denial of your application.

Entity Affidavit of Truth, Entity Release Authorization and Entity Waiver of Liability: The forms must be completed by an authorized officer of the Entity and signed before a Notary Public, Commissioner of Oath or Justice of Peace (JP).