



# INSTRUCTION GUIDE

Completing the Renewal Good Standing Application – Form GGA 5

**Form GGA 5** must be completed by a **Retailer of a Lottery, Gaming or Betting shop** applying for a Renewal of 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 conducted including lot number, street address, town or village of the business.*

**A3. Business Owner:** *Fill in the name of the person(s) or entity whose name(s) appear on the Certificate of Registration.*

**A4. Business Contact details:** *If your telephone and fax numbers or E-mail address changed during the past 12 months, fill in the details. If no changes, please check No .*

**A5. Business Registration** – *If there has been any change of Owner or a Partner in the business during the past 12 months, please provide the details. For example, name(s) of new owner or partner. If no change, please check No .*

**A6. Business Litigation** – *If there has been any pending legal matter against the business, please provide the details in the form provided. If there is no pending legal matter, please check No .*

## **SECTION B: PERSONAL HISTORY**

**B1. Details of Applicant:**

**First and Last Name:** *Your legal first and last names, as they appear on your Identity document(s).*



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

**Date of Birth:** Fill in the day, month and year of your birth.

**Place of Birth:** Fill in the village or town where you were born, for example, Georgetown.

**B2. Contact and Occupation Information:** If there has been any change in your contact details or occupation during the past 12 months, please provide the details. If no change, please check No .

**B3. Passport and ID Details:** Fill in the Passport or ID card numbers as issued by the Issuing authorities, for example, Passport office of Guyana and Guyana Elections Commission.

**Place of Issue:** Fill in where your passport and ID card were issued.

**Date of Issue/Expiration:** Fill in the day, month and year when the passport or ID was issued and will expire.

**B4. Residential Address Information:** If there has been any change in your residential address during the past 12 months, please provide the details. If no change, please check No .

**B5. Income Tax Details:** If you missed filing your Income Tax, **DO NOT** leave blank, please provide a written explanation giving reason(s) for not filing your Income tax with the GRA.

**B6. 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, Justice of Peace or Commissioner of Oath. (Sample Attached)

**NOTE:** Providing false or inaccurate information may result in denial of your application.