

BGLO

BETTING GAMING
& LOTTERIES COMMISSION



**APPLYING FOR
LICENCES TO OPERATE
GAMING MACHINES
& PRESCRIBED
PREMISES**

LICENCE APPLICATIONS

Licences issued by the BGLC for Gaming Machines and Prescribed Premises are valid for one (1) year from April 1st to March 31st of the following year.

Documents required for applications for Gaming Machine & Prescribed Premises licences

- ❑ Completed licence application form.
- ❑ Applications for Gaming Machines:
 - Form A to be used by individuals and sole traders.
 - Form B to be used by companies.
- ❑ Applications for Prescribed Premises:
 - Form C to be used by individuals and sole traders.
 - Form C to be used by companies.
- ❑ Original receipt(s) from TAJ.
- ❑ Valid government identification - Passport, Driver's Licence or Voter's ID.
- ❑ Rent/lease agreement or rent receipt for premises.
- ❑ Certified copy of the company's incorporation documents.
- ❑ Certified particulars of directors.
- ❑ Certified copy of company's annual returns.
- ❑ Proof of ownership of Gaming Machines.
 - For local machines – proof of purchase from licensed Technical Service Provider.

Obligations of a Licensee Operating Gaming Machines

- ❑ Display licence where it is clearly visible to patrons.
- ❑ Display sign stating that persons under 18 years are not permitted to game.
- ❑ Place licence disc on gaming machine.
- ❑ Display Notice of payout percentage in respect of slot machines and, where applicable, maximum payout (local machines) where it is visible to patrons.
- ❑ Ensure all gaming machines are licenced.
- ❑ Get BGLC approval before moving machines to another location.
- ❑ Be in good standing with payment of fees and taxes.

Operators of Slot machines are required to:

- ❑ Conduct meter reading of each machine on the 1st of the month and on every occasion there is a de-commission/commission/instant repairs of slot machines.
- ❑ Complete Schedule 1 of the GTO1 Return in order to do monthly declaration and payment of the Gross Profit Levy (GPT).
- ❑ Within 3 days of reading - Submit completed Schedule 1 to TAJ. Upload at www.jamaicatax.gov.jm. Submit a copy to BGLC.
- ❑ By 7th of the month - File returns (Form GTO1) and make payment.
- ❑ Maintain records of meter readings for audit inspections by TAJ and BGLC.

Obligations of a Licensee of Prescribed Premises

- ❑ Display licence where it is clearly visible to patrons.
- ❑ Display sign stating that persons under 18 years are not permitted to game.
- ❑ Ensure all gaming machines are licenced.
- ❑ Get BGLC approval before transfer of licence.
- ❑ Be in good standing with payment of the premises levy and fees.
- ❑ Get BGLC approval to alter or modify the premises.

Levies & Fees for Gaming Machines & Prescribed Premises

Payments for Gaming Machines Licences and Prescribed Premises are due to both BGLC and Tax Administration Jamaica (TAJ). Submit TAJ receipts to BGLC with the Licence Application.

Type of Licence/Service	Fees Payable to BGLC	Fees Payable to TAJ
Gaming Machine (Slots)	\$4,000	Gross Profit Tax (monthly)
Locally Manufactured Gaming Machine	\$4,000	\$5,000 p.a. (Tax Code 229)
Gaming Machine Identification Disc	\$1,000	n/a
Prescribed Premises	\$1,000 p.a.	\$2,500 p.a. (Tax Code 265)

Gaming Machine fees are per machine, per year.

Prescribed Premises fees are per premises, per year.

BGLC fees may be paid at our office or any branch of Scotiabank, a/c # 50575-000077313

Gaming Machine Operators are required to file and pay 7.5% Gross Profit Tax (GPT) to TAJ by the 7th of each month.

File GPT returns using form GT01.



LICENCE RENEWALS

Applications to renew licenses must be submitted to the Commission before March 31st.

Penalties for Late Payments:

Penalties will apply for license renewal payments made after April 1st.

Payment made:	Penalty <i>% of Licence Fee for each machine</i>
After April 1 st and before July 1 st	15%
From July 1 st and before October 1 st	30%
From October 1 st and before April 1 st of the following year	45%
From April 1 st of the following year	60%

Due Diligence Investigation is required for every 1st time application for licence, and then every 5 years thereafter.

All applicants will undergo an interview at the BGLC as part of the Due Diligence process.

Requirements are:

- Completed Personal Declaration Form II or III
- Fee of \$5,000 to BGLC
- Current Police Record
- Three (3) References
- Two (2) certified photographs





FOR INFORMATION & ASSISTANCE CONTACT:

Betting, Gaming & Lotteries Commission
78CEF Hagley Park Road, Kingston 10
Tel: (876) 630-1353 Fax: (876) 758-7594

Email: info@bglc.gov.jm

Web: www.bglc.gov.jm



Betting, Gaming and Lotteries Commission



@BGLCJamaica



Betting Gaming & Lotteries Commission

