



APPLICATION FOR

**APPROVAL OF AN INTERNAL CONTROL SYSTEM**

[INSERT LICENSEE'S OR CERTIFICATE HOLDER'S NAME]

## **APPLICATION SUMMARY**

- (1) **Applicant's Name:** [Click here to enter text.](#)
- (2) **Nominated principal contact person:** [Click here to enter text.](#)
- Tel: [Click here to enter text.](#)
- Email: [Click here to enter text.](#)
- Fax: [Click here to enter text.](#)
- (3) **Intended hosting provider:** [Click here to enter text.](#)
- (4) **Intended system supplier:** [Click here to enter text.](#)
- (5) **ICS Version No:** [Click here to enter text.](#)
- (6) **Website URL:** [Click here to enter text.](#)
- (7) **eGambling to be offered:** [Click here to enter text.](#)
- (8) **Proposed go-live date:** [Click here to enter a date.](#)
- (9) **External auditors:** [Click here to enter text.](#)

Immediately after the pages required by paragraph 1, the substance of an application for approval of an eGambling licensee's or Category 2 associate certificate holder's proposed internal control system shall be set out in accordance with the following list of contents —

### **SECTION 1: CORPORATE STRUCTURE AND STAFFING**

- 1.1 Corporate Structure
- 1.2 Related Gambling Experience and Exposure
- 1.3 Organisational Structure
- 1.4 Job Descriptions
- 1.5 Staff Probity
- 1.6 Staff Training
- 1.7 Compliance Officer
- 1.8 Money Laundering and Terrorist Financing
- 1.9 External Consultants and Associates
- 1.10 Due Diligence on Foreign Business Associates
- 1.11 Internal Audit Function
- 1.12 Premises
- 1.13 Disaster Recovery

## **SECTION 2 : ACCOUNTING SYSTEMS**

- 2.1 Accounting Policies
- 2.2 Chart of Accounts
- 2.3 Internal Accounting Controls
- 2.4 Management Accounts
- 2.5 Budgets
- 2.6 External Audit
- 2.7 Accounting Software
- 2.8 Record retention policy
- 2.9 Bank Accounts
- 2.10 Bad Debts
- 2.11 Agency Arrangements
- 2.12 Asset Classification and Control
- 2.13 Jackpot accounting
- 2.14 Registers

## **SECTION 3 : CUSTOMER REGISTRATION, VERIFICATION, BANKING AND MANAGEMENT**

- 3.1 Terms Governing Customer Accounts
- 3.2 Customer Verification and Identification
- 3.3 Customer Funds on Account
- 3.4 Closing Accounts
- 3.5 Customers at Risk
- 3.6 Accepting Wagers
- 3.7 Customer Complaints
- 3.8 Registers

## **SECTION 4 : eGAMBLING**

- 4.1 Hosting Premises
- 4.2 Alderney Branding
- 4.3 Random Number Generator (RNG) Requirements
- 4.4 Customer Game Session
- 4.5 Malfunction and Non-Responsive Games
- 4.6 Foreign Business Associates (connecting to external gaming systems)
- 4.7 eGambling requirements
- 4.8 Game Design
- 4.9 Requirements for Games against the House (not P2P)
- 4.10 Game Artwork (Information Displayed)
- 4.11 Spinning Wheel (Reel) Requirements
- 4.12 Positioning, Size, Colour and Shape
- 4.13 Substitutes
- 4.14 Winning Patterns
- 4.15 Features
- 4.16 Keno and Bingo Artwork Requirements
- 4.17 Card Game Artwork Requirements
- 4.18 Gamble Option Artwork Standards
- 4.19 Roulette
- 4.20 Dice Games
- 4.21 Simulated Wagering
- 4.22 Scratch Ticket
- 4.23 Video Poker

- 4.24 Blackjack
- 4.25 Live Gambling Studio Control Guidelines and Standards
- 4.26 Event Based Wagering
- 4.27 Other Games
- 4.28 Peer to Peer (P2P) Games
- 4.29 Jackpots and Promotional Jackpots
- 4.30 Registers

## **SECTION 5 : COMPUTER CONTROLS**

- 5.1 System Operations
- 5.2 Security
- 5.3 Software Development, Testing, Maintenance and Approval
- 5.4 Equipment
- 5.5 Network
- 5.6 Domain Name System (DNS) Requirements
- 5.7 Communication
- 5.8 Database and Information
- 5.9 External Wagering Systems
- 5.10 Registers”.

At the end of an application for approval of an eGambling licensee’s or Category 2 associate certificate holder’s proposed internal control system, following the substance of the application as required by the list set out in paragraph 2, the following page shall be included as the final sheet of the application document —

## **DECLARATION**

I have been duly authorised by the applicant to make this application on its behalf (see certified true copy of Minute attached).

I declare that the information contained in this application is true and accurate to the best of my knowledge, information and belief and that, if any of the information contained in or appended to this application is discovered to be false, I may be liable to prosecution.

Signature: \_\_\_\_\_

Name (*print*): [Click here to enter text.](#)

Date: [Click here to enter a date.](#)

The original completed application form and any attachments appended should be bound as a single document and, together with one digital copy, should be forwarded to:

Director  
Alderney Gambling Control Commission  
St. Anne’s House  
Queen Elizabeth II Street  
ALDERNEY  
GY9 3TB  
via United Kingdom.