



## Warning:

---

It is the responsibility of the individual providing disclosure on the Personal Disclosure Form to notify the Registrar of Alcohol, Gaming and Racing in writing within 5 days of any material changes to the information supplied on any application or attachment.

The provision of false, incomplete or misleading information, or the omission of information on any application or documents submitted to the Registrar, or the failure to notify the Registrar of Alcohol, Gaming and Racing of any material changes to this information which occur following an application being filed, may result in the refusal, suspension or revocation of registration.

## Instructions:

---

### Complete this form if you are:

#### a) An individual who is applying for registration as a:

- Category 1 Gaming Assistant; or
- Category 2 Gaming Assistant.

#### b) Any of the following individuals associated with a supplier or operator that is applying for registration:

- A sole proprietor (in the case of an applicant that is a sole proprietor);
- All partners (in the case of an applicant that is a partnership);
- An officer or director of an applicant corporation and/or any parent or holding corporations;
- A shareholder holding 5% or more of any shares of an applicant corporation;
- A trustee and beneficiary of any trusts that hold any shares or interest in an applicant and/or its parent or holding corporations; or
- A principal employee, defined as:
  - a. An individual who needs ongoing access to a sensitive area\* of an Ontario gaming site on behalf of the applicant;
  - b. An individual who negotiates or sets prices on behalf of the applicant with an operator of an Ontario gaming site;

- c. An individual who has signing authority related to the applicant's business dealings with an Ontario gaming site; or
- d. An individual who has or will have ultimate decision-making authority over the applicant's day-to-day business dealings with an operator of an Ontario gaming site.

\* "Sensitive area" is any area that requires strict access controls to secure the gaming site and/or safeguard gaming integrity or assets. Individuals who work with or service gaming equipment would also be considered to be accessing a "sensitive area".

**c) An individual who performs any of the following functions as part of a trade union:**

- a. Negotiates or administers a collective agreement which governs the wages, hours, working conditions or conditions of employment of any registered gaming assistant in Ontario;
- b. Grievance representation;
- c. Solicits, collects or receives any dues, assessments, levies, fines, contributions or other charges within Ontario for or on behalf of the trade union from any registered gaming assistant in Ontario;
- d. Acts as an officer, member of the governing body, business agent or in any other policy-making or supervisory position in the trade union; or
- e. For compensation, advises, represents or provides other assistance to a trade union concerning any registered gaming assistant in Ontario with respect to those activities listed in a), c) and/or d) above.

**d) Any of the following individuals associated with a seller that is applying for registration:**

- A sole proprietor (in the case of an applicant that is a sole proprietorship);
- All partners (in the case of an applicant that is a partnership);
- An officer, director or shareholder (in the case of an applicant that is a corporation);
- A member (in the case of an applicant that is an association or an organization), who have or will have decision-making authority and/or supervisory responsibility with respect to the sale of break open tickets and/or OLG products.

## **Attachments**

---

Where the space provided is insufficient to complete your response, attach a separate sheet of paper identifying the name of the person providing disclosure and label each answer with the appropriate question number and title.

## Helpful Tips

---

A separate *Personal Disclosure Form* must be submitted for **each** individual listed in Section 9 of the *Application for Registration as a Seller* and **each** individual applying for registration as a Category 1 or Category 2 Gaming Assistant.

Answer in full all questions and sections on the required forms, unless indicated otherwise, and ensure you include all supporting documents and details to avoid any delays in the processing of your application for registration.

Clarification has been provided below for certain sections of the *Personal Disclosure Application Form*. These are questions that sometimes require some clarification.

## Section 2 – Identification

---

Examples of acceptable forms of ID include:

- Ontario Driver's Licence with a photograph
- Canadian Citizenship card with a photograph
- Photo card issued under the Photo Card Act
- Canadian Passport
- LCBO BYID photo card
- Canadian Armed Forces Identification Card
- Permanent Resident Card (Canadian)
- Secure Indian Status Card (Canadian).

## Section 3a – Addresses – Current Residence

---

Provide a list of residence(s) for the last four years on a separate sheet, if needed.

**Section 3b – Addresses – Mailing Address:** Mailing address is where you want your mail delivered to (if different from current).

## Section 4 - Application Details

---

This section is not applicable if applying for registration as a Seller, Category 1 Gaming Assistant or Category 2 Gaming Assistant.

## Section 5 - Personal History

---

- For **new** applicants, please provide information for the past ten years.
- For **renewal** applicants, please provide information for the past four years.

*Note:* All dates of employment and/or unemployment (including education, parental leave, etc.) must be included.

## Where do I submit my application?

---

Mail or deliver your completed application and supporting documents to:

**Alcohol and Gaming Commission of Ontario**  
Licensing and Registration  
90 SHEPPARD AVENUE EAST  
SUITE 200  
TORONTO ON M2N 0A4

**Please keep a copy of your forms and any attachments for your records.**

Do not fax or submit photocopies of any forms or documents that require a signature, unless instructed by the AGCO. Original ink signatures are required for all forms.

## Important

---

Applicants are required to be aware of their responsibilities under the *Gaming Control Act*, 1992 and its Regulations. Copies of the Act and Regulations are available on our website, ([www.agco.on.ca](http://www.agco.on.ca)), from e-laws (<https://www.ontario.ca/laws>) or by calling ServiceOntario Publications at 1 800 668-9938.

## Questions or Concerns

---

If you have any questions or concerns, please contact AGCO Customer Service during regular business hours at **416 326-8700** (in the GTA) or **1 800 522-2876** (toll-free in Ontario). You can also find helpful information on our website ([www.agco.on.ca](http://www.agco.on.ca)).