



Alcohol and Gaming Commission of Ontario

Operator Application Guide

FEBRUARY 2019



AGCO

Alcohol and Gaming
Commission of Ontario

Alcohol and Gaming Commission of Ontario

90 Sheppard Avenue East

Suite 200

Toronto ON M2N 0A4

Fax: 416-326-8711

Tel: 416-326-8700 or 1-800-522-2876 toll free in Ontario

Website: www.agco.ca

© Queen's Printer for Ontario, 2019

Disponible en français

The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for conducting eligibility assessments and registering Gaming Assistants, Operators, Sellers, Suppliers and Trade Unions who work in or supply the lottery, commercial and charitable gaming sectors in Ontario.

This Guide contains detailed information to assist you in applying for registration as one of the following:

- Operator – Commercial
- Operator – Charitable – 4 or more events per week
- Operator – Charitable – 3 or less events per week

Responsibilities of a Registrant

For complete details about your legal responsibilities as a Registrant, refer to the *Gaming Control Act, 1992* and its regulations, copies of which are available online at **e-Laws** or by contacting Publications Ontario at 416-326-5300 or toll-free at 1-800-668-9938.

Fees and payment

If applicable, registration fees are to be submitted with the application.

- Please refer to the AGCO's Application Fee Schedule at **www.agco.ca** for the applicable fee.
- When using online services, all payments under \$30,000 must be made by Visa, MasterCard, Interac Online, Visa Debit or MasterCard Debit. (**Note:** The Bank of Montreal no longer offers the *Interac* online payment service. For more information, please contact your BMO branch or the telephone number on the back of your card. For a list of participating Financial Institutions, please visit the **[Interac Online for Consumers](#)** website.)
- Payments of \$30,000 or more must be made by money wire transfer or electronic funds transfer. Please note that cheques and cash are not accepted as forms of payment when using iAGCO online services. For more information please refer to the **[Money Wire Transfer and Electronic Funds Transfer](#)** page on the AGCO website.
- All application fees must be received by the AGCO before an application will be processed.

Note: In addition to the application for registration fee, the Registrar may require the applicant to pay the reasonable costs of an investigation prior to processing of the application.

All registration fees are non-refundable.

Warning:

Do not misrepresent or omit any material fact(s). Each statement made in your application is subject to verification.

It is a serious offence to knowingly provide false information on the forms and on any attachments.

The provision of false, incomplete, or misleading information or the omission of information on the forms or in the documents submitted with your application, or the failure to notify the Registrar of any material changes to this information which occur after this application is filed, may also result in the refusal, suspension or revocation of your Registration.

If you require assistance with your application, please contact AGCO Customer Service at 416-326-8700 or 1-800-522-2876.

When is registration as an Operator required?

A registration as an Operator is required in the following circumstances:

a) Operator – Commercial

An entity that operates a commercial gaming site (e.g. casino, slot machine facility).

Note: If you intend to operate more than one commercial gaming site, you are required to submit a separate application for each site.

b) Operator – Charitable – 4 or more events per week

An entity that operates a charitable gaming site (e.g. bingo hall) for **4 or more events in a 7-day period** in Ontario.

c) Operator – Charitable – 3 or less events per week

An entity that operates a charitable gaming site (e.g. bingo hall) for **3 or less events in a 7-day period in Ontario**.

Required information

In order to begin processing your application, you must complete/submit the following:

- **Operator Application**
- **Personal Disclosure** for individuals identified below
- **Entity Disclosure** (if applicable)
- Registration fee
- Supporting documents (if applicable)

Definitions

Entity: Includes any corporation, partnership, limited partnership, sole proprietorship, trust, joint venture or other form of business association.

Affiliate: An organization that directly or indirectly, through one or more intermediaries, controls, is controlled by or is under common control with another organization.

Subsidiary: A corporation controlled by another corporation.

Shareholder: An individual or entity that holds ownership through shares in a corporation.

Note: For the purposes of this application, the Registrar requires disclosure from the holders of 5% or more of any shares of an applicant corporation.

Principal Employee:

- An individual who negotiates or sets prices on behalf of the applicant with an operator of an Ontario gaming site;
- An individual who has signing authority related to the applicant's business dealings with an Ontario gaming site; or,
- 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.

Entity Disclosure

Entity Disclosure* must be completed by the following entities:

- An applicant that is a corporation (whether profit or not for profit) or a trust;
- A corporate shareholder (including any parent or holding corporation) holding 5% or more of any shares of an applicant corporation; and
- A corporation or a trust with an interest in an applicant entity (e.g. through a partnership, joint venture, association).

Note: Do not complete Entity Disclosure for corporations affiliated to the applicant through common ownership and/or subsidiaries of the applicant corporation unless requested by the Registrar.

Personal Disclosure

Personal Disclosure* must be completed by the following individuals associated with an applicant entity:

- A sole proprietor (in the case of an applicant who is a sole proprietor);
- A partner (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; and
- A principal employee of an applicant.

*For more information, please refer to the **Personal and Entity Disclosure Requirements Guide** available at www.agco.ca.

Declaration

The declaration must be completed by an individual who has signing authority (i.e. authority to bind) on behalf of the business entity (applicant) named in the application.

Questions

If you have any questions, 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.ca).