



# **APPLICATION GUIDE FOR CATEGORY C2 SPECIAL EMPLOYEE LICENCE**

(Dated 19 Jun 2019)

*Total number of pages: 9 (inclusive of cover page)*

## Application Guide for Category C2 Special Employee Licence

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## 1. Introduction

- (a) The Casino Regulatory Authority of Singapore (“CRA”) is the regulatory authority responsible for supervising and regulating the casino gaming industry in Singapore.
- (b) Special employees are required under the Casino Control Act (Cap. 33A) (the “Act”) to be licensed by CRA. CRA’s regulatory regime recognises the different roles which special employees may undertake in a casino, and sets out different categories of special employees being Category A, Category B, Category C1 and Category C2 respectively.
- (c) This document outlines the process and requirements for an application for a Category C2 special employee licence (“Category C2 Licence”)<sup>1</sup>. This document must be read with the Act and the regulations made thereunder (the “Regulations”). For the avoidance of doubt, Regulations include but are not limited to the Casino Control (Licensing of Special Employees) Regulations 2009 (the “Special Employees Regulations”).
- (d) Before any application is made, please ensure that you have read and understand the obligations of a Special Employee Licence holder under the Act and Regulations.
- (e) Unless stated otherwise or the context otherwise requires, all terms shall have the same meanings as used in the Act and the Regulations.
- (f) CRA reserves the right to amend this document from time to time.

## 2. Category C2 Special Employees

Details of the regulatory regime for Category C2 special employees, including who is considered a Category C2 Special Employee, are set out in the Act and the Special Employees Regulations.

## 3. Application Procedure

### (a) Applications

An applicant or any person on behalf of an applicant shall submit the application for Category C2 Licence to CRA at the following address: -

Casino Regulatory Authority of Singapore  
Licensing Division  
PSA Building  
460 Alexandra Road #12-01  
Singapore 119963

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<sup>1</sup> The process and requirements for Category A, Category B and Category C1 special employee licence applications are set out in a separate document called the “Application Guide for Category A, Category B and Category C1 Special Employee Licence”.

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### Enquiries

Please visit CRA website ( <http://www.cra.gov.sg> ), and the “FAQs” section for responses to the frequently asked questions. Alternatively, enquiries may be made to CRA at the following contacts: -

Telephone No : (65) 6501 7000  
Fax No : (65) 6273 0917  
Email Address : [licensing@cra.gov.sg](mailto:licensing@cra.gov.sg)

- (b) The Applicant must submit an Application Package that contains the documents specified in paragraph 3.1.
- (c) Any attachment included as part of the Application Package must be written in or translated into the English language. Translated documents are to be endorsed by the original person who signed off the document or by a certified translator.
- (d) CRA may request for additional disclosures, documents, information and/or records for the purpose of CRA’s investigation of the application.

### **3.1 Application Package**

- (a) An Application Package to be submitted to CRA should comprise the following: -
  - (i) An Abridged Personal History Disclosure Form (“APHDF”) completed by the applicant. In particular, when filling in the APHDF, the following should be selected in the Summary of Application page:
    - (1) Under Type of Application
      - Select “New”; and
      - Select “Category C2 Special Employee Licence”.

Type of Application

- (2) Under Name of Entity
  - Select the casino operator (“Marina Bay Sands Pte Ltd” or “Resorts World at Sentosa Pte Ltd”) in which the C2 Special Employee will be providing technical services.

#### **CORPORATE INFORMATION OF EMPLOYER/ASSOCIATE**

Name of Entity	<input type="text" value="Marina Bay Sands Pte Ltd"/>	Business Registration Number Type	<input type="text"/>
UEN / Business Registration Number	<input type="text" value="Resorts World at Sentosa Pte Ltd"/> <input type="text" value="NIL"/>	Country of Incorporation	<input type="text"/>
Application ID (if applicable)	<input type="text"/>	Licence ID (if applicable)	<input type="text"/>

- (ii) All attachments stipulated in APHDF.
- (iii) A Personal Release Authorisation completed and signed by the applicant.

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- (iv) The applicant's Credit Bureau Report highlighting his credit history from his country of citizenship and from his present country of residence where he has lived for a continuous period of at least 6 months. The Credit Bureau Report (or its equivalent) must be dated within the 3 months preceding the date of licence application to CRA.
  - (v) The applicant's Certificate(s) of No Criminal Conviction ("CNCC") or its equivalent, where applicable, from the following countries (other than Singapore) and must be dated within 3 months preceding the date of licence application to CRA:-
    - (1) Country of citizenship; and
    - (2) Country of residence where the applicant has resided for a continuous period of at least 6 months since the age of 18 years or the last 15 years, whichever is shorter.
  - (vi) The applicant's latest three months' pay slips preceding the date of licence application to CRA.
  - (vii) A Letter of Endorsement from the Marina Bay Sands Pte Ltd or the Resorts World at Sentosa Pte Ltd, endorsing the applicant's application for Category C2 licence. (Please refer to **Annex A**).
  - (viii) A Certificate of Competence issued by the relevant casino operator, who endorsed the application, certifying that the applicant is competent to exercise the function to be authorised by the Category C2 Licence. This will be submitted by the casino operator directly to CRA.
- (b) The APHDF and Personal Release Authorisation form can be obtained from CRA's website (<http://www.cra.gov.sg>) under the "Licenses & Approvals" section.
  - (c) If a requirement under this section is not complied with, CRA may refuse to consider the application.

### 4. Submission Process

- (a) The applicant is required to comply with the following: -
  - (i) The Application Package must be submitted to CRA either by despatch or by post.
  - (ii) The softcopy of the requested documents in paragraph 3(a)(i) to 3(a)(vi) shall be stored in a CD-ROM or DVD and must be submitted to CRA. Softcopies should be saved as individual files in the PDF format.
  - (iii) Original copies of the following documents are to be submitted:-
    - (1) Personal Release Authorisation;
    - (2) Credit Bureau Report (or its equivalent, where applicable);
    - (3) CNCC (or its equivalent)

- (iv) For the detailed steps to be taken before submission of the APHDFs, please refer to Section 3 of the forms.
  - (v) Please note that once the APHDFs have been prepared for submission by clicking on “Prepare Form Submission” under the Form Preparation section, they can no longer be printed out in full. If the applicant wishes to print a hardcopy for his own retention, he must do so before preparing the form for submission. Alternatively, he can save a copy of the form at this juncture (with a different filename from the copy to be submitted).
  - (vi) The applicant or person who applies on behalf of the applicant is to note that proof of posting does not equate to proof of receipt by CRA.
- (b) The applicant is to note that the Application Package and other relevant documents submitted for the purpose of CRA’s investigation of the application will not be returned under any circumstances. The applicant is advised to retain a completed copy of the Application Package for his own records.

#### **4.1 Updating of Application Documents**

If a change occurs in the information provided in the application documents or in connection with the application while pending the outcome of the application, the applicant shall, without delay, submit to CRA written particulars of the change via email to [licensing@cra.gov.sg](mailto:licensing@cra.gov.sg), together with the new version of the application documents affected by the change. The modes of submission for the amended application documents are as per paragraph 4(a).

### **5. Investigation Process**

- (a) For the purpose of evaluating the application, the applicant may be subject to checks by CRA with but not limited to the following entities in Singapore and other countries: -
- (i) Law enforcement agencies.
  - (ii) Gaming and/or casino regulatory bodies.
  - (iii) Corporate and securities regulatory bodies.
  - (iv) Revenue authorities and other relevant agencies.
  - (v) Financial Institutions.
  - (vi) Courts.
- (b) The applicant is expected to fully cooperate with CRA officers in the investigation process, including but not limited to attending an interview with CRA, answering questions truthfully and providing any information requested. Any partial or non-disclosure of the required information and failure to respond to document/information requests within the stipulated periods may lead to CRA drawing an adverse inference against the applicant and constitute grounds for CRA to refuse to consider or reject the application.
- (c) As part of the investigation process, the applicant’s finger prints, palm prints and photographs may be taken and stored by CRA officers. If the applicant fails to or refuses

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to allow CRA officers to take his finger prints, palm prints and photographs, CRA may refuse to consider the application.

- (d) The applicant can only exercise the function of a special employee after a special employee licence has been issued.
- (e) CRA will inform the applicant of the outcome of the application. An approval will be granted if CRA is satisfied that the applicant meets the suitability criteria under section 85(1) of the Act.

### **6. Application Fees and Probity Investigation Cost**

- (a) The application fees payable are as specified in the Second Schedule of the Special Employees Regulations. All fees and charges resulting from the application for a Category C2 Licence shall be payable to CRA.
- (b) The application fee must be paid via Interbank Funds Transfer or Telegraphic Transfer to the bank account of CRA. Please note that Intra Bank Transfer and FAST Transfer transactions are instant while Non-Instant Funds Transfers transactions will take three additional business days. The Funds Transfer Transaction ID for the particular application(s) shall be provided when the application(s) is/are made to the Authority.
- (c) Apart from the application fee payable, the applicant or the person applying on behalf of the applicant will be required to bear the costs of any investigation which CRA may conduct for the purposes of evaluating the application. The probity investigation costs may vary between applicants due to different degrees of checks to be conducted. Details of the costs of investigation are set out in the Special Employees Regulations. CRA will notify the applicant or the person applying on behalf of the applicant when and how to make payment.
- (d) All bank charges shall be borne by the applicant or the person applying on behalf of the applicant.

**End of Page**

[Casino Operator's Letterhead]

Date

Casino Regulatory Authority of Singapore  
Licensing Division  
PSA Building  
460 Alexandra Road #12-01  
Singapore 119963

Dear Sir

**Letter of Endorsement for Application for Category C2 Special Employee Licence**

[Marina Bay Sands Pte Ltd/Resorts World at Sentosa Pte Ltd\*] endorses and has no objection to the application(s) for Category C2 Special Employee Licence ("Category C2 Licence") submitted for the following applicant(s): -

- a) [list of name(s) of the applicant(s)], [NRIC/FIN numbers/Country UIN];
- b) [list of name(s) of the applicant(s)], [NRIC/FIN numbers/Country UIN]; and
- c) [list of name(s) of the applicant(s)], [NRIC/FIN numbers/Country UIN]

for the purpose of discharging [technical support services relating to the maintenance, rectification or repair of gaming equipment / technical support services relating to the maintenance, rectification or repair of surveillance installations, devices or equipment\*] within the casino premises of [Marina Bay Sands Pte Ltd/Resorts World at Sentosa Pte Ltd\*].

2 [Marina Bay Sands Pte Ltd/Resorts World at Sentosa Pte Ltd\*]

- a) has in place and will maintain procedures and controls to expeditiously verify:
  - (i) the identity of any person who represents himself as a Category C2 Licence holder;
  - (ii) that such person is a holder of a valid Category C2 Licence which allows him to perform the function authorised by his licence at [Marina Bay Sands Pte Ltd/Resorts World at Sentosa Pte Ltd\*]; and
  - (iii) the legitimacy of the visit by such person (including checking against its records whether such person was scheduled to be at the casino)

prior to allowing access to the casino premises; and

- b) will take all reasonable measures to ensure that the Category C2 Licence holders do not carry out unauthorised or illegal activities within the casino premises.



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Yours faithfully

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For and on behalf of Marina Bay Sands Pte Ltd/Resorts World at Sentosa Pte Ltd\*

Name:

Designation:

SEL No:

\*Please delete whichever is not applicable