



**APPLICATION GUIDE FOR
CATEGORY A, CATEGORY B
AND
CATEGORY C1 SPECIAL EMPLOYEES**

(As at 31 January 2013)

Total number of pages: 8 (inclusive of cover page)

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1. Introduction

- (a) The Casino Regulatory Authority of Singapore (the “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 the CRA. The 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 A, Category B or Category C1 licence¹. This document **must** be read with the Act and the regulations made thereunder (the “Regulations”).
- (d) Unless stated otherwise or the context otherwise requires, all terms shall have the same meanings as used in the Act and the Regulations. For the avoidance of doubt, “Regulations” include but are not limited to the Casino Control (Licensing of Special Employees) Regulations 2009 (the “Licensing of Special Employees Regulations”).
- (e) The CRA reserves the right to amend this document from time to time.

¹ The process and requirements for Category C2 special employee applications are set out in a separate document called the “Application Guide for Category C2 Special Employees”.

2. Category A, Category B or Category C1 Special Employees

- (a) Details of the regulatory regime for Category A, Category B or Category C1 special employees, including who is considered a Category A, Category B or Category C1 special employee respectively, are set out in the Act and the Licensing of Special Employees Regulations. Before any application is made, please ensure that you have read and understood the obligations of an employer and a special employee under the Act and the Regulations.

3. Application Procedure

(a) Applications

An employer shall submit on behalf of its employee (“applicant”), the application for Category A, Category B or Category C1 licences to the CRA, as applicable.

(b) Enquiries

Please visit CRA website (<http://www.cra.gov.sg>), and FAQ section for responses to the frequently asked questions. Alternatively, enquiries may be addressed to the CRA at the following address and contact numbers:-

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

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

3.1 *Application Package*

- (a) An Application Package to be submitted to the CRA should comprise:-
- (i) Either —
 - (A) a Personal History Disclosure Form (“PHDF”) completed by the applicant applying for a Category A or Category B licence; or
 - (B) an Abridged Personal History Disclosure Form (“APHDF”) completed by the applicant applying for a Category C1 licence.
 - (ii) All attachments stipulated in the PHDF/APHDF.
 - (iii) A Statutory Declaration completed and signed by the applicant.
 - (iv) A Personal Release Authorisation completed and signed by the applicant.

- (v) Where available in the applicant's present country of residence² and country of citizenship, the applicant's Credit Bureau Report highlighting his credit history. The Credit Bureau Report (or its equivalent) must be dated within the 3 months preceding the date of licence application to the CRA.
- (vi) Where available, the Certificate(s) of No Criminal Conviction ("CNCC") (or its equivalent) for the applicant issued by the relevant authority in every country of citizenship and country of residence

The CNCC (or its equivalent) must be dated within the 3 months preceding the date of licence application to the CRA.

Note: An applicant who:-

- (1) is or has been a citizen of Singapore; or
- (2) has or had at any time resided in Singapore,

need not obtain any CNCC for the period that he was a citizen of Singapore or had resided in Singapore.

- (b) The CRA may request for additional documents, information and/or records considered essential for the CRA's evaluation of the application.
- (c) If a requirement under this paragraph 3.1 is not complied with, the CRA may refuse to consider the application.

² "Country of residence" means any country where the applicant has lived for a continuous period of at least 6 months.

3.2 Application Documents

- (a) The PHDF, APHDF, Statutory Declaration and Personal Release Authorisation may be obtained from the CRA website at <http://www.cra.gov.sg>.

4. Submission Process

- (a) Applicants are required to comply with the following:-
 - (i) The softcopy version of the PHDF/APHDF, with the "Form Status" reflected as "Completed-Ready for Submission", must be submitted to the CRA through the employer.
 - (ii) Documents requested in paragraphs 3.1(a)(ii) to (vi) and 3.1(b) must be submitted to the CRA in both hardcopy (2 sets) and softcopy (stored in a CD-ROM) during the applicant's interview with the CRA. The CD-ROM will not be returned to the applicant.
 - (iii) Original copies of the Statutory Declaration, Personal Release Authorisation, Credit Bureau Report (or its equivalent) and CNCC (or its equivalent) must be submitted to the CRA, with the second set labelled as "COPY".
- (b) Applicants are advised to retain a completed copy of the Application Package for their own records.

4.1 Updating of Application Documents

- (a) If a change occurs in the information provided in the application documents or in connection with the application before the application is granted or refused, the applicant shall, without delay, submit to the CRA written particulars of the change via email to 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. Evaluation Process

- (a) For the purpose of evaluating the application, the applicants may be subject to checks by the CRA with, but not limited to, the following:-
 - (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 applicants are expected to cooperate with the CRA officers in the evaluation process, including but not limited to attending an interview with the CRA, answering questions and providing any information requested. As part of the

process, applicants may have their finger prints, palm prints and photographs taken. If an applicant refuses to allow the investigation in respect of the application, the CRA may refuse to consider the application.

- (c) Applicants must not exercise any function(s) of a special employee unless a special employee licence has been issued. Prior to the issuance of the special employee licence, a certificate of competence issued by the employer is to be submitted to the CRA, certifying that the applicant is competent to exercise the function to be authorised by a Category A, Category B or Category C1 licence, as applicable.
- (d) The CRA will inform the applicant's employer of the outcome of the application. An approval will be granted when the CRA is satisfied that the applicant meets the CRA's criteria for a special employee.

6. Application Fees and Probity Investigation Deposit

- (a) The application fees payable are as specified in the Second Schedule of the Licensing of Special Employees Regulations. All fees and charges resulting from the application for a Category A, Category B or Category C1 licence shall be payable to the CRA by the employer.
- (b) Payment for the application fees shall be made by the employer via Interbank Giro or Telegraphic Transfer to the bank account of the CRA specified by the CRA in a notice to the employer. Payment must be made within 7 days from the date of CRA's notification, failing which the application will be rejected. Bank charges, if any, shall be borne by the employer.
- (c) Apart from the application fees payable, the employer will be required to bear the costs of any investigation which the CRA may conduct for the purposes of evaluating the application. The probity investigation costs may vary between applicants due to different degree of checks to be conducted. Details of the costs of investigation are set out in the Licensing of Special Employees Regulations.

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