



# **APPLICATION GUIDE FOR CATEGORY C2 SPECIAL EMPLOYEES**

(As at 31 January 2013)

*Total number of pages: 10 (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 C2 special employee licence<sup>1</sup>. 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.

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

## 2. Category C2 Special Employees

- (a) 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 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 C2 special employee licence to the CRA at the following address:-

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

### (b) Enquiries

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

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

### 3.1 *Application Package*

- (a) The employer shall ensure that the Application Package of the applicant to be submitted to the CRA should comprise:-
- (i) An Abridged Personal History Disclosure Form ("APHDF") completed by the applicant.
  - (ii) All attachments stipulated in the 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 residence<sup>2</sup> and country of citizenship, the applicant's Credit Bureau Report highlighting his

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

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.

- (vii) A certificate of competence issued by the employer certifying that the applicant is competent to exercise the function to be authorised by the Category C2 special employee licence.
  - (viii) A letter from the Marina Bay Sands Pte Ltd and/or the Resorts World at Sentosa Pte Ltd, endorsing the applicant's application for Category C2 special employee licence (Please refer to Annex A).
- (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.

### **3.2 Application Documents**

- (a) The 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 Application Package must be submitted to the CRA in both hardcopy (2 sets) and softcopy (stored in a CD-ROM). The CD-ROM will not be returned to the applicant.
  - (ii) The "Form Status" of the softcopy version of the APHDF to be submitted to the CRA must be reflected as "Completed-Ready For Submission".

- (iii) Original copies of the Statutory Declaration, Personal Release Authorisation, Credit Bureau Report (or its equivalent), CNCC (or its equivalent) and Certificate of Competency from the employer must be submitted to the CRA, with the second set labelled as "COPY".
  - (iv) The Application Package must be submitted to the CRA either by despatch or by post.
  - (v) The employer and applicant are to note that proof of posting does not equate to proof of receipt by the CRA.
- (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](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. 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. The applicant and the employer will be informed by the CRA 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 Category C2 special employee.

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

- (a) All fees and charges resulting from the application for a Category C2 special employee licence shall be payable to the CRA by the employer of the applicant. The application fees payable are as specified in the Second Schedule of the Licensing of Special Employees Regulations.
- (b) Upon receipt of an application, the CRA shall issue a notification via email to the employer for the payment of the application fee. The application fee must be paid to the CRA within 7 days from the date of notification, failing which the application will be rejected.
- (c) The application fee must be paid by Interbank Giro or Telegraphic Transfer to the bank account of the CRA as set out in the CRA's notification provided to the employer. All bank charges shall be borne by the employer.
- (d) Apart from the application fee 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. Details of the costs of investigation are set out in the Licensing of Special Employees Regulations. CRA will notify the employer when and how to make payment.
- (e) The probity investigation costs may vary between applicants due to different degrees of checks to be conducted. Bank charges, if any, shall be borne by the employer.

**End of Page**

[Company's letterhead]

Date

The 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 Licences submitted by \_\_\_\_\_ [name of vendor] in respect of their employees:-

a) [list of names of the said employees], [NRIC/FIN numbers]

for the purpose of discharging \_\_\_\_\_ [state special employee function] within the casino premises of [Marina Bay Sands Pte Ltd/Resorts World at Sentosa Pte Ltd], as part of \_\_\_\_\_ [name of vendor's] contract for service with [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 special employee licence holder;

(ii) that such person is a holder of a valid Category C2 special employee 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 special employee licence holders do not carry out unauthorised or illegal activities within the casino premises.

Yours faithfully



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Signature

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

Name:

Designation:

\*Please delete whichever is not applicable