



APPLICATION GUIDE FOR CATEGORY C2 SPECIAL EMPLOYEE LICENCE

(Effective from 1 May 2018)

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

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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 the 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”)¹. 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 the CRA at the following address:-

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

¹ 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”.

(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 contacts:-

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 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 Re	<input type="text" value="Resorts World at Sentosa Pte Ltd"/>	Country of Incorporation	<input type="text"/>
Application ID (if applicable)	<input type="text" value="NIL"/>	Licence ID (if applicable)	<input type="text"/>

- (ii) All attachments stipulated in APHDF.
- (iii) The applicant’s latest three months’ pay slips preceding the date of licence application to CRA.
- (iv) A Statutory Declaration completed and signed by the applicant. This form may be obtained from CRA’s website at <http://www.cra.gov.sg>. The statutory declaration must be made on or after the date of completion of the APHDF. Please note that the date indicated in paragraph 2 of the Statutory Declaration should be the same date as the Last Updated Date in the APHDF.
- (v) A Personal Release Authorisation completed and signed by the applicant. This form may be obtained from CRA’s website at <http://www.cra.gov.sg>.

- (vi) 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 the CRA.
 - (vii) The applicant's Certificate(s) of No Criminal Conviction ("CNCC") (or its equivalent), where applicable, from the following countries and must be dated within 3 months preceding the date of licence application to CRA: -
 - (1) The country of citizenship (other than Singapore); and
 - (2) The country of residence (other than Singapore) where the applicant has resided for a continuous period of at least 6 months since the age of 18 years or over the last 15 years, whichever is lesser.
 - (viii) A Letter of Endorsement ("LOE") 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).
 - (ix) A certificate of competence ("COC") 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) 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.

4. Submission Process

- (a) Applicants are required to comply with the following:-
- (i) The Application Package must be submitted to the CRA either by despatch or by post. The hardcopy originals and CD-ROM/DVD will not be returned to the applicant.
 - (ii) The original hardcopy for the Statutory Declaration, Personal Release Authorisation, Credit Bureau Report (or its equivalent, where applicable), CNCC (or its equivalent, where applicable) must be submitted to the CRA.
 - (iii) The softcopy of the requested documents in paragraph 3(a)(i) to 3(a)(viii) shall be stored in a CD-ROM or DVD and must be submitted to the CRA.
 - (iv) The "Form Status" of the softcopy version of the APHDF must be reflected as "Completed-Ready For Submission" to encrypt the information before submitting the softcopy of the APHDF to CRA.

- (b) Applicants are advised to retain a completed copy of the Application Package for their own records.
- (c) 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 the CRA.

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).
- (b) It is mandatory for applicant to provide a fresh Statutory Declaration to CRA on each submission of amended APHDF and any document accompanying the APHDF that is not an original document.

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 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. 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, 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 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 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 C2 Licence shall be payable to the 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. All bank charges shall be borne by the applicant or the person applying on behalf of the applicant.
- (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 the CRA may conduct for the purposes of evaluating the application. 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) 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 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.

Yours faithfully

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