

GAMBLING COMMISSION

Documents	Detail	Type of applicant
Operator identity documents	Ownership structure diagram	All but sole trader
	Management structure	All but sole traders
	Group structure	Part of a group only
	Share certificates	Companies limited by shares
	Articles of association	Limited company only
	Certificate of incorporation	Limited company only
	Constitution	Only if they have one
	Memorandum of association	Limited company only
	Trust documents	Trust only
	Partnership agreement	Partnership only
Policy documents	Individual identity documents	Sole trader
	Policies & procedures - LCCP	All
	Customer terms & conditions	All
	Rules of play	All
	Copies of gambling licences from other jurisdictions	All if licensed elsewhere

	Policies & procedures - Remote technical standards & testing strategy policies	Remote licence applicant only
	Gambling software supply details	Remote licence applicant only
	Software supply method	Remote licence applicant only
	Operational model map	Remote licence applicant only
	System diagram for end to end process	Remote licence applicant only
	Bank statements for all account for last 6 months	All
	Business plan	All
	Audited accounts	All except sole trader if applicable
	Profit & loss projections for next 3 years	All
	Proof of funding	All
	Credit report	Overseas based only
Financial documents	Annual reports to regulators	All except sole trader if applicable
	Annual returns	All except sole trader if applicable
	Details of bonus/profit sharing schemes	All except sole trader if applicable
	List of individuals compensated over £200k in last 12 months	All except sole trader if applicable
	Insolvency/administration/liquidation report	All if applicable

	Public debt/equity offerings	All except sole trader if applicable
Key people	Personal Management Licence application and required supporting documents from each person responsible for a specified management office or Annex A personal declaration form if the applicant is a Small Scale Operator	All
	Annex A personal declaration form and supporting documents from each person who holds 10% or more shares in the applicant	All