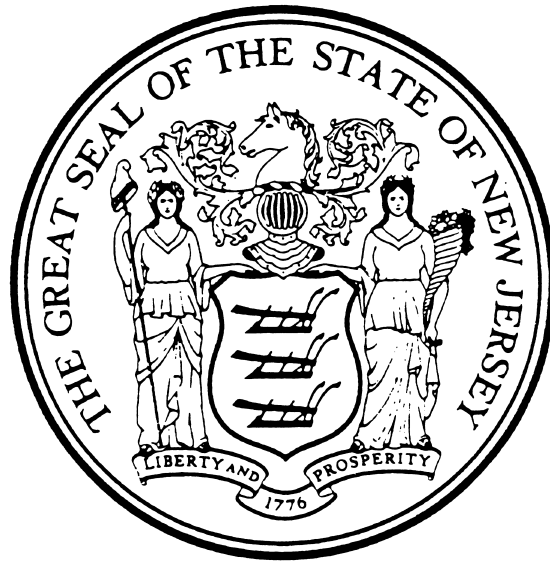


STATE OF NEW JERSEY
Division of Gaming Enforcement



**INSTRUCTIONS FOR FILING AN APPLICATION FOR AN
ANCILLARY CASINO SERVICE INDUSTRY ENTERPRISE
LICENSE**

Ancillary Casino Service
Industry Enterprise License

These instructions are applicable to any enterprise that proposes to provide goods or services ancillary to casino or gaming activity to any casino license applicant or casino licensee in New Jersey. This includes any enterprise offering junket services which employs or otherwise engages the services of a junket representative in connection with a junket to a casino license applicant or licensed casino, regardless of whether or not those activities occur within the State of New Jersey and such other entity that is required to file an application, pursuant to the provisions of *N.J.S.A. 5:12-92a(3)* and *N.J.S.A. 5:12-92c(4)*. Enterprises filing this application will be able to begin conducting business with Atlantic City casinos or casino applicants upon notification from the Division that a completed application has been filed.

The original and one copy of all forms and attachments shall be sent to the Division, with the appropriate fee at the following address:

New Jersey Division of Gaming Enforcement
Service Industry Licensing Bureau (SILB), Intake Unit
1300 Atlantic Avenue, 3rd Floor
Atlantic City, New Jersey 08401

If the photocopy of this form is not clear, the application will not be accepted. For ancillary casino service industry enterprises filing an application for licensure, **the required minimum application fee is \$2,000 for all enterprises, payable to the CASINO CONTROL FUND** (see *N.J.A.C. 13:69A-9.8A* on pages 2 and 3). Payment may be made by check, money order or credit card. Once your application is accepted, it becomes the property of the Division and may not be withdrawn without the permission of the Division. Should the Division grant your license, resubmissions will be required not later than every five years thereafter.

INSTRUCTIONS

I. APPLICATION FORMS:

- A. The forms that make up an application for an ancillary casino service industry enterprise license (Ancillary-CSIE), are as follows:
1. BUSINESS ENTITY DISCLOSURE FORM – ANCILLARY CASINO SERVICE INDUSTRY ENTERPRISE LICENSES (for applicant entity and any applicable holding or intermediary company).
 2. PERSONAL HISTORY DISCLOSURE FORM – ANCILLARY CASINO SERVICE INDUSTRY ENTERPRISE

All individuals listed under Item 7 of the BED-ANCILLARY CSIE shall complete the Personal History Disclosure Form – Ancillary CSIE. Be sure to include a photograph, tax returns and other attachments as required by these forms.

Note: Please note that all persons submitting for qualification must be fingerprinted in accordance with *N.J.A.C. 13:69A-7.7(a)*. See the instructions in the forms for further information.

3. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION OBLIGATIONS FORM

All enterprises applying for the initial issuance or retention of an Ancillary-CSIE license must acknowledge basic equal employment and business opportunity obligations as conveyed in paragraphs one through four of the Equal Opportunity and Affirmative Action Obligations form. In addition, enterprises that employ 50 or more employees in the State of New Jersey must also acknowledge paragraphs five through nine of the form.

II. COPIES:

An original and one copy of all forms noted above, **including copies of all appendices and attachments**, must be included as part of the application package.

III. GENERAL:

- A. Make extra copies of the enclosed forms for your use, as needed.
- B. Be sure to include the filing fee with your application submission.
- C. All forms must be properly **signed and notarized** as required.
- D. All copies must be legible.
- E. All attachments to forms must be copied and properly identified with the corresponding item number clearly noted on the front of each attachment.

If you have any questions regarding the enclosed forms or the information required to complete this application, please contact the Division's Service Industry Enterprise License Bureau – Intake Unit at (609) 441-3007.

IV. FEES:

- A. *N.J.A.C. 13:69A-9.8A* – ANCILLARY CASINO SERVICE INDUSTRY ENTERPRISE LICENSE FEE
 - 1. In accordance with Subsections 92a(3) and -c(4) of the Act, all ancillary casino service industry enterprises offering goods and services ancillary to gaming shall establish their good character honesty and integrity by clear and convincing evidence and shall provide such financial information as may be required by the division. Such a license shall be issued with subsequent resubmissions not later than every five years thereafter. In accordance with Subsection 92a(3) of the Act, junket

enterprises, junket representatives and any person employed by a junket enterprise or junket representative in a managerial or supervisory position, all non-casino applicants or licensees required to hold a casino hotel alcoholic beverage license, lessors of casino property not required to hold a casino license and licensors of authorized games shall meet this standard.

2. In order to recover the cost of the investigation and consideration of license applications by enterprises engaged in these industries, the initial license application and issuance fee for a Subsection 92a(3) Ancillary-CSIE license, shall be assessed as follows:
 - a) A minimum application charge of \$2,000 shall be due at the time of application;
 - b) An additional application charge of \$2,000 shall be due when the total number of hours of Division professional staff time expended on matters directly related to the applicant exceeds 333 hours;
 - c) An additional application charge of \$2,000 shall be due when the total number of hours of Division professional staff time expended on matters directly related to the application exceeds 667 hours;
 - d) An additional application charge, at an hourly rate to be set by the Division, in accordance with *N.J.A.C. 13:69A-9.4(e)*, shall be due and payable upon demand by the Division for each hour of Division professional staff time that is expended on matters directly related to the applicant that is in excess of 1,000 total hours; and
 - e) Payment for all unusual or out-of-pocket expenses incurred by the Division for matters directly related to the processing and investigation of the application.
3. In order to recover costs for monitoring compliance with the Act and the regulations, and for assuring the continued fitness of enterprises licensed as Ancillary-CSIEs, the application fee for the retention of an Ancillary-CSIE license shall be assessed in accordance with 2 above.
4. Any enterprise required to apply for the issuance or retention of an Ancillary-CSIE license may request an installment plan for payment of the application fee in 2 a) above, in accordance with the following schedule:
 - a) Upon filing of the application, an initial installment payment equal to one-fourth of the application fee and an additional fee of \$100 for the cost of processing such payment plan; and

- b) Three subsequent installment payments, each equal to one-fourth of the application fee, to be paid within 90 days, 180 days and 270 days from the date that the application is filed.

B. N.J.A.C. 13:69A-9.19 – OBLIGATION TO PAY FEES; NONREFUNDABLE NATURE OF FEES; CREDITS

- 1. Any fee obligation arising in accordance with the Act and this subchapter shall be due and payable, notwithstanding the withdrawal or abandonment of any application or the termination in any manner of an existing license.
- 2. Except as otherwise provided, amounts actually paid by an applicant or licensee in accordance with the Act and this subchapter shall not be refundable.

V. PAYMENT BY CREDIT CARD:

The Division will accept credit card payments for all licensing fees. The credit cards currently accepted are American Express, MasterCard, Visa, and Discover. If you wish to pay by credit card, please complete the enclosed Credit Card Authorization form and return it with your application for Ancillary CSIE licensure or for retention of that license. Any questions regarding the completion of the Credit Card Authorization form should be directed to the Division's Revenue Unit at (609) 441-3746.

VI. SERVICE OF PROCESS:

Pursuant to section 102d of the Casino Control Act, *N.J.S.A. 5:12-102d*, by filing this application, the applicant submits to the jurisdiction of the State of New Jersey and is amenable to service of process within the State of New Jersey.