

State of Louisiana
Department of Revenue

JOHN BEL EDWARDS
Governor



KIMBERLY LEWIS ROBINSON
Secretary

MICHAEL LEGENDRE
Director

Electronic Video Gaming (EVG) Manufacturers or Distributors
2017 RENEWAL REQUIREMENTS
Application Deadline – November 18, 2016

Please review the following guidelines listed below, if they are not followed, your RENEWAL APPLICATION will not be considered complete. Also, a civil penalty will be assessed if not submitted by deadline date.

*******You will be able to enter your renewal for the Distributor portion of the renewal, which includes updating information on your organization, updating your Personal/Financial information, Add/Edit/Delete Officers, Add/Edit/Delete Louisiana Employee's Via the Web Access*******

*****YOU WILL NOT BE ABLE TO COMPLETE THE MACHINES RENEWAL ON THE WEB*****

Failure to submit your renewal application to the Office by **November 18, 2016** will result in a **\$500 civil penalty** being assessed by the Office in accordance with LAC §1787.A.6. In addition to any penalty, late submission of your renewal will result in the delay of the issuance of a license and further penalties. **Incomplete applications will be processed last and may not be completed prior to expiration date.**

Your company **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after December 31, 2016 until your company has received a printed license for the 2017 licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

The correct application fee and (where applicable) **permit fees must be submitted** with the application. Check should be attached to the application and made out to the Office of Charitable Gaming. Machine permit fees should be in separate checks per location. **All** sections of the application must be completed fully and legibly along with all requested data and attachments.

The application must be signed by the **authorized representative of the company and properly notarized**. A properly notarized application must be signed and dated on the **same date** as it is notarized.

Contributing to a better quality of life.

Office Of Charitable Gaming
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A **Personal History and Financial Statement is required** for any new stockholder or investor owning more than 5% of the company, any new Officers or Directors, or if any significant changes have taken place. If your company's stockholders, Officers, or Directors had no significant changes to their previously submitted personal history or financial statements, they must indicate so on the Company's Officials Information Sheet or the Company Stockholders List. A new Personal History and Financial Statement must be submitted every three years.

A list of **all** EVG Distributor Representatives must be submitted to the Office. If your company has any changes in employees or hires any new employees at any time during the license year, the Office must be notified **within 10 days, please note that this can be done via the web.**

Employees of EVG Distributors or Manufacturers are not allowed to be working members of Organizations.

See the application form for additional requirements.

*****IMPORTANT NOTICE*****

It shall be the distributor's responsibility to ascertain that manufacturers are licensed by the Office prior to any purchase or lease of any gaming equipment.

If you have any questions concerning any application information, please contact the Office at 1-800-562-9235