

Manufacturers
2016 RENEWAL REQUIREMENTS
Application Deadline – April 10, 2015.

If these guidelines are not followed, your RENEWAL APPLICATION will not be considered complete. Also, a civil penalty will be assessed if not submitted by deadline date.

Failure to submit your renewal application to the Office by **April 10, 2015** 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.

******BE ON THE LOOK OUT FOR THE NEW WEB SITE FOR ENTERING INFORMATION ******

You will be receiving information on the new web access to be able to update information, change Officers, Add / Delete Louisiana Employee's and complete Renew Application.

Your company **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after **June 30, 2015** until your company has received a printed license for the **2016** licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

Incomplete applications are processed last.

The correct fee must be submitted with the application. Check should be attached to the application and made out to the Office of Charitable Gaming.

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.

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. A new Personal History and Financial Statement must be submitted every three years.

A list of **all** Louisiana Employees 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**.

See the application form for additional requirements.

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

It shall be the responsibility of each manufacturer to ascertain whether a distributor has received its charitable gaming license before any gaming supplies are sold to that distributor. A list of approved licensees can be obtained from our website.

If you have any questions concerning any application information, please contact the Office at 1-800-562-9235 or locally at 225-925-1835. You may also visit our website at www.ocg.louisiana.gov.

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