

BOBBY JINDAL
Governor



State of Louisiana
Department of Revenue

TIM BARFIELD
Executive Counsel

MICHAEL LEGENDRE
Director

Electronic Video Gaming (EVG) Manufacturers or Distributors
2015 RENEWAL REQUIREMENTS
Application Deadline – November 3, 2014

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 **November 3, 2014** 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.

Your company **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after December 31, 2014 until your company has received a printed license for the 2015 licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

Incomplete applications will not be processed.

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.

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.

Contributing to a better quality of life

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**.

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