

GOVERNMENT OF ZAMBIA

STATUTORY INSTRUMENT NO. 93 OF 2016

**The Tourism and Hospitality Act, 2015**  
(Act No. 13 of 2015)

**The Tourism and Hospitality (Casino) Regulations, 2016**

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IN EXERCISE of the powers contained in sections *eighty* and *eighty-one* of the Tourism and Hospitality Act, 2015, the following Regulations are made:

PART I

PRELIMINARY PROVISIONS

- |   |                |
|---|----------------|
| 1. These Regulations may be cited as the Tourism and Hospitality (Casino) Regulations, 2016.  | Title          |
| 2. In these Regulations, unless the context otherwise requires—   | Interpretation |
| “authorised game” means a game declared as such under regulation 32;  |                |
| “casino” means any premises kept and managed for the purpose of gaming;   |                |
| “casino employee” means an employee of a licensee;  |                |
| “casino licence” means a licence issued under regulation 6;   |                |
| “Committee” means the Tourism Enterprise Authorisation and Licensing Committee continued under the Tourism and Hospitality Act, 2015;   |                |
| “Director” means the Director responsible for Tourism in the Ministry responsible for tourism;  |                |
| “document of identification” means a national registration card, passport, driver’s licence or other similar document that is capable of proving a person’s age, issued by the relevant authority in or outside Zambia; |                |
| “excluded person” means a person who has been barred from gaming in a gaming establishment and placed on a list and required to be excluded or rejected from a casino or gaming activity;                               |                |
| “game” means a game of chance or a game partly of chance and partly of skill but excluding an athletic game or sport;   |                |
| “gaming” means the playing of a game of chance for winnings in money or moneys worth;   |                |
| “gaming activity” means an activity in relation to the playing of a game;   |                |
| “gaming equipment” in relation to a game—   |                |
| (a) means an electrical, electronic or mechanical device or anything, other than tokens, used or suitable for use in gaming; and  |                |
| (b) includes a device or other thing that is incidental to the basic operation of gaming equipment;   |                |

“hotel” has the meaning assigned to it in the Act;

“layout of a casino” means the plans for the layout of a casino approved by the Committee;

“licensee” means a holder of a casino licence;

“operation” in relation to a casino, means any of the following:

- (a) the conduct of gaming in the casino;
- (b) the management, supervision and surveillance of the conduct of gaming in the casino;
- (c) money counting in relation to the casino;
- (d) accounting in relation to the casino;
- (e) the provision of facilities or services in the casino, other than facilities or services relating to gaming;
- (f) advertising in relation to the casino;
- (g) the use of storage areas in the casino;
- (h) the keeping and storage of records; and
- (i) any other activities incidental to, or connected with, gaming or any other facilities or services provided in the casino;

“police officer” means a police officer of, or above, the rank of inspector;

“token” means a chip approved by the Committee for use in a casino, instead of money, in the conduct of gaming; and

“young person” means a person below the age of eighteen years.

## PART II

### CASINO LICENCE

Application for casino licence      3. An application for a casino licence shall be made to the Director in Form I set out in the First Schedule.

Application by agent      4. An agent who makes an application on behalf of another person shall submit, with the application, Form II set out in the First Schedule.

Request for further particulars      5. The Committee may, where it requires information in relation to an application, request for further particulars in Form III set out in the First Schedule.

Casino licence      6. (1) A casino licence shall be in Form IV set out in the First Schedule.

(2) A licence shall be valid for three years.

7. The Committee shall, where it rejects an application for a casino licence, inform the applicant of the rejection in Form V set out in the First Schedule. Rejection of application
8. (1) An application to transfer a casino licence shall be made to the Committee in Form VI set out in the First Schedule. Transfer of casino licence
- (2) The Committee shall—
- (a) where it rejects an application under sub-regulation (1), inform the applicant of the rejection in Form V set out in the First Schedule, and endorse the rejection on the casino licence; or
- (b) where it grants an application under sub-regulation (1), endorse the grant on the casino licence.
9. (1) An application to vary or amend the terms and conditions attached to a casino licence shall be made to the Committee in Form VII set out in the First Schedule. Variation of casino licence
- (2) The Committee shall—
- (a) where it rejects an application under sub-regulation (1), inform the applicant of the rejection in Form V set out in the First Schedule and endorse the rejection on the casino licence; and
- (b) where it grants an application under sub-regulation (1), endorse the grant on the casino licence.
10. (1) An application for the renewal of a casino licence shall be made to the Director in Form VIII set out in the First Schedule. Renewal of casino licence
- (2) The Committee shall —
- (a) where it rejects an application under sub-regulation (1), inform the licensee in Form V set out in the First Schedule and endorse the rejection on the licence; and
- (b) where it grants an application under sub-regulation (1), for the renewal of a licence, endorse the grant on the licence.
11. An appeal against the refusal of the Committee to approve an application for a casino licence shall be made to the Minister in Form IX set out in the First Schedule. Appeals

## PART III

## CASINO FACILITIES

- Maintenance of casino facilities
12. (1) A licensee shall maintain in good order and condition
- (a) the security and surveillance equipment for the casino; and
  - (b) the gaming equipment and chips.
- (2) A licensee shall regularly carry out testing on the security and surveillance equipment for the casino.
- (3) A licensee shall maintain surveillance equipment in accordance with the standards set out in the Second Schedule.
- Control procedures
13. A licensee shall establish control procedures for the operation of the casino and shall submit to the Committee a written copy of the control procedures.
- Alteration of control procedures
14. (1) A licensee may change the control procedures submitted to the Committee by notice in writing given to the Committee in Form X set out in the First Schedule.
- (2) The Committee shall within fourteen days of receiving a notice under sub-regulation (1), accept or reject the proposed changes in Form XI set out in the First Schedule.
- (3) Where the Committee gives a notice under subregulation (2) the Committee shall not make a decision until
- (a) it receives the information or clarification; or
  - (b) the time stated for giving the information or clarification expires.
- (4) The Committee may, by written notice given to the licensee, direct the licensee to make a specified change to the control procedures.
- Non-compliance with control procedures
15. A person commits an offence if that person contravenes or engages in conduct that contravenes the control procedures or operates or performs any function in relation to the casino contrary to the control procedures.
- Appointment of compliance officer for purposes of Financial Intelligence Centre Act
16. A casino shall appoint a compliance officer for the purposes of ensuring compliance with the provisions of the Financial Intelligence Centre Act, 2010.
- Act No. 46 of 2010

17. The Committee shall supervise all casinos for the purposes of compliance with the Financial Intelligence Centre Act	Committee to ensure compliance with Financial Intelligence Centre Act Act No. 46 of 2010
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#### PART IV

##### ENTRY INTO AND EXCLUSION FROM CASINO

18. (1) A person may enter or remain in a casino unless refused by the licensee for a specified reason.	Entry into casino
(2) Without limiting subregulation (1), a casino employee may refuse to allow a person to enter or remain in the casino unless the person satisfies the employee of that person's age by showing a document of identification.	
(3) A licensee may, with the approval of the Committee, set conditions for members of the public to enter or remain in the casino.	
19. A young person who uses a false document of identification or someone else's document of identification for the purpose of obtaining entry to or remaining in, a casino commits an offence.	Use of false identification by young person
20. (1) A casino employee may exclude a person from entering or remaining in the casino by giving the person an exclusion notice, orally or in writing.	Exclusion by casino employee
(2) A casino employee shall give a person an exclusion notice where the person—	
(a) is affecting the orderly functioning of the operations of the casino; or	
(b) appears to be cheating or attempting to cheat in the casino.	
(3) A written exclusion notice shall state—	
(a) the period for which the person is to be excluded;	
(b) the reasons for the exclusion; and	
(c) that the person may apply to the Committee for a review of the decision to exclude that person from the casino.	
(4) A person given an oral exclusion notice may be removed from the casino while a casino official prepares a written exclusion notice for that person.	
(5) A person shall not be excluded from the casino under an oral exclusion notice for longer than fourteen days.	

Appeal  
against  
exclusion  
notice

21. (1) A person may appeal, in writing, to the Committee against an exclusion notice.

(2) The Committee may, after considering submissions from a person who makes an appeal under subregulation (1) and the licensee, confirm, change or revoke the exclusion notice.

Exclusion by  
police officer  
or Committee

22. (1) A police officer or the Committee may, by written notice given to the licensee, exclude a person named in the notice from entering or remaining in the casino indefinitely or for the period stated in the notice where the person is-

(a) a known cheat, career or professional offender or problem gambler;

(b) an associate of a career or professional offender or problem gambler who engages in conduct that would result in the issuance of an exclusion notice;

(c) documented to have a history of conduct involving undue disruption of gaming operations of licensees;

(d) subject to an order of a court excluding that person from a casino facility or gaming activity;

(e) likely to cheat or enhance the risk of the fact or appearance of unsuitable, unfair or illegal practices, methods or activities in the conduct of gaming or the business or financial arrangement incidental to gaming; or

(f) an excluded person.

(2) A notice shall state that the person is to be excluded for a stated period or indefinitely.

(3) A notice shall be accompanied by—

(a) a recent photograph of the person to be excluded; or

(b) if it is not practicable to obtain a recent photograph, a description of the person sufficient to enable the licensee to readily identify the person.

(4) A person who is excluded by a casino official, a police officer or the Committee shall not enter or remain in the casino.

Casino  
official not to  
allow  
excluded  
person to  
enter casino

23. (1) A casino official who allows an excluded person to enter or remain in the casino commits an offence.

(2) It is a defence to the prosecution for an offence under this regulation if a defendant proves that the defendant had no reasonable grounds to believe that the person was an excluded person.



24. (1) A person may apply, in writing, to the Committee to have an exclusion notice revoked. Revocation of exclusion notice
- (2) The Committee may, where it receives an application to revoke an exclusion notice under sub regulation (1), revoke or refuse to revoke the exclusion notice.
- (3) The Committee shall, where it refuses to revoke an exclusion notice, give reasons for the refusal to the applicant.
25. (1) A police officer, an agent or employee of a licensee or the Committee may— Removal of excluded person
- (a) prevent an excluded person from entering a casino; or
- (b) remove an excluded person from a casino.
- (2) A person who obstructs, hinders, intimidates a police officer, agent, or employee of a licensee in the exercise of a power under subregulation (1) commits an offence.
26. (1) A licensee shall keep a record of persons excluded from entering. Record and list of excluded persons
- (2) A record shall include the following information in relation to each excluded person:
- (a) the name or a description of the excluded person;
- (b) the period for which the person is excluded from the casino;
- (c) whether the person was excluded by a casino employee, agent or a police officer or the Committee; and
- (d) the name of the person who gave the exclusion notice.
- (3) A licensee shall ensure that the record required to be kept under subregulation (1) is available for inspection by casino employees, agents, police officers or the Committee.
- (4) The Committee shall maintain a list of excluded persons and circulate the list to all casinos under the Committee's supervision.

## PART V

### CASINO LAYOUT AND EQUIPMENT

27. A licensee shall operate the casino in accordance with the layout of the casino approved by the Committee. Layout of casino
28. (1) A licensee shall notify the Committee of any changes to the layout of the casino in Form XII set out in the First Schedule. Notification of change of layout of casino

(2) On receiving a notice under sub-regulation (1), the Committee may, by written notice given to the licensee—

- (a) approve or reject the plans accompanying the notice;
- (b) request the licensee to demonstrate how the plans or the layout comply with the requirements referred to in sub-regulation (4); or
- (c) request for further information from the licensee about the plans.

(3) The Committee shall not approve or reject the plans until

- (a) the Committee has received the information required in accordance with sub-regulation (1); or
- (b) the time stated for giving the demonstration or information has expired.

(4) The Committee shall not approve the plans, unless it is satisfied that—

- (a) the plans clearly identify the gaming area of the casino;
- (b) the proposed layout adequately takes into account the safety and comfort of the patrons;
- (c) the proposed layout includes adequate closed-circuit television coverage in the casino; and
- (d) the plans and proposed layout are in accordance with the Act.

(4) The Committee shall—

- (a) where it approves an application, inform the licensee in Form XIV set out in the First Schedule; or
- (b) where it rejects an application, inform the licensee in Form V set out in the First Schedule.

Operating  
times

29. (1) A licensee—

- (a) shall operate a casino during the core trading hours determined by the Committee; and
- (b) may decide longer operating times for a casino, with the approval of the Committee.

(2) The Committee may, on such terms and conditions as the Committee may determine, exempt a licensee from operating a casino during core trading hours for a specified period.

(3) A licensee may operate a casino on a public holiday.

30. (1) A licensee shall place a sign stating the operating times for a casino in a prominent place outside each public entrance to the casino.

Notice of  
operating  
times

(2) Where a licensee changes the operating times of a casino, the licensee shall, at least twentyfour hours before the change is effected

- (a) give the Committee written notice of the changed operating times;
- (b) publish an advertisement about the changed operating times; and
- (c) place a sign stating the new operating times in a prominent place outside each public entrance of the casino.

31. (1) An application to use gaming equipment or tokens manufactured by a stated manufacturer or supplied by a stated supplier shall be made to the Committee in Form XIII set out in the First Schedule.

Approval of  
gaming  
equipment  
and tokens

(2) The Committee may, in writing, approve for use in a casino

- (a) gaming equipment manufactured by a stated manufacturer or supplied by a stated supplier; and
- (b) tokens manufactured by a stated manufacturer or supplied by a stated supplier.

(3) The Committee shall reject the use of gaming equipment or tokens if the gaming equipment or tokens can be easily interfered with, copied or forged.

(4) The Committee shall, where it rejects an application under sub-regulation (1), inform the licensee of such rejection in Form V set out in the First Schedule.

32 (1) This regulation applies if a licensee acquires gaming equipment or tokens that are identical to gaming equipment or tokens in relation to which an approval is in force under regulation 31.

Approval of  
equipment  
or tokens  
not required  
in certain  
cases

(2) A licensee may use any gaming equipment or tokens in a casino without the Committee's approval if the licensee verifies, by written notice given to the Committee, that the gaming equipment or tokens are identical to the gaming equipment or tokens in relation to which an approval is in force under regulation 29.

Suspension  
or  
cancellation  
of gaming  
equipment  
or tokens  
approval

33. (1) The Committee may, by written notice to a licensee, suspend or cancel the approval of gaming equipment or tokens if

(a) the gaming equipment no longer operates as designed; or

(b) the gaming equipment no longer operates as intended.

(2) Where the Committee suspends or cancels the approval of gaming equipment or tokens under subregulation (1) (a) or (b), the suspension or cancellation shall apply to all equipment or tokens of that kind, whether or not particular equipment or tokens are operating as designed or intended.

(3) A notice of the suspension or cancellation of an approval for the use of gaming equipment or tokens shall be in Form XV set out in the First Schedule.

Application  
for  
declaration  
of  
authorised  
games, etc.

34. (1) A licensee shall apply, in writing to the Committee, for a declaration that a game is an authorised game in Form XVI set out in the First Schedule.

(2) The Committee shall, upon receipt of an application under subregulation (1), declare or refuse to declare, the game to be an authorised game.

(3) The Committee shall —

(a) where it approves an application under sub-regulation (1), inform the licensee in Form XIV set out in the First Schedule; or

(b) where it rejects an application under sub-regulation (1), inform the licensee in Form V set out in the First Schedule.

(4) A declaration may include conditions in relation to the playing of the authorised game.

Application  
for approval  
of rules for  
authorised  
games, etc.

35. (1) A licensee may apply in writing to the Committee for approval of the rules for an authorised game in Form XVI set out in the First Schedule.

(2) The Committee shall, upon receipt of an application under subregulation (1), approve, or reject, the rules for the authorised game.

(3) The Committee shall—

(a) where it approves an application under sub-regulation (1), inform the licensee in Form XIV set out in the First Schedule; or

(b) where it rejects an application under sub-regulation (1), inform the licensee in Form V set out in the First Schedule.

36. (1) A licensee may apply in writing to the Committee for approval to amend the approved rules for an authorised game.

Application for amendment of rules for authorised games, etc.

(2) The Committee shall, upon receipt of an application under sub-regulation (1), approve or reject the amendment of the approved rules for the authorised game.

(3) The Committee shall -

(a) where it approves an application under sub-regulation (1), inform the licensee in Form XIV set out in the First Schedule; or

(b) where it rejects an application under sub-regulation (1), inform the licensee in Form V set out in the First Schedule.

## PART VI

### GENERAL PROVISIONS

37. A casino shall submit quarterly returns not later than the fourteenth day from the end of each quarter in Forms XVII set out in the First Schedule.

Quarterly returns

38. A person who contravenes or fails to comply with a provision of these Regulations for which a penalty is not provided commits an offence and is liable, upon conviction, to a fine not exceeding one hundred thousand penalty units or to imprisonment for a period not exceeding one year, or to both.

General penalty

39. The fees set out in the Third Schedule are payable in respect of the matters specified therein.

Fees

## FIRST SCHEDULE

(Regulations 3, 4, 5, 6(1), 7, 7, 8(1), 9(1), 9(2), 10(1), 11, 14(1), 14(2), 26(1), 29(1), 31(3), 32(3), 33(3), 34(3) and 35(3))

Form I

(Regulation 3)

(To be completed in triplicate)



**The Tourism and Hospitality Act, 2015**  
(Act No. 13 of 2015)

**The Tourism and Hospitality (Casino) Regulations, 2016**

APPLICATION FOR CASINO LICENCE							
		Shaded fields for official use only		Licence Code			
				Date/Time			
<i>Information Required</i>		<i>Information Provided</i>					√
1.	Type of casino						
2.	Type of applicant	Individual	Company	Co-operative	Partnership	NGO	
<b>A. Individual</b>							
	(a) Name(s) of applicant(s)						
	(b) Nationality						
	(c) National Registration Card No.						
	(d) Passport No.						
	(e) TPIN No.						
	(f) Investment Certificate No.:						
	(g) PACRA Registration No.						
	(h) Registration No.: (under any other law)						
	(i) Physical address:	Plot/House No.					
		Street					
		Area					
		District					
		Province					
	(j) Postal Address:						

<b>Notification address</b>			
(a) Tel No.:			
(b) Fax No.:			
(c) E-mail address:			
<b>B. Business</b>			
(a) Name:			
(b) TPIN			
(c) Investment Certificate No.:			
(d) Registration No.: (under any other law)			
(e) PACRA Registration No.:			
(f) Physical Address:		Plot/House No.	
		Street	
		Area	
		District	
		Province	
(g) Postal Address			
<b>Notification address</b>			
(a) Tel No.:			
(b) Fax No.:			
(c) E-mail address:			
2.	<p>Have you been convicted of an offence involving fraud or dishonesty or of any offence under the Tourism and Hospitality Act, 2015, or any other law within or outside Zambia?</p> <p>If yes, specify details:.....</p> <p>Nature of offence:.....</p> <p>Date of conviction:.....</p> <p>Sentence:.....</p>		
3.	Casino details		
(a) Name and address of Casino		Name	
		Address	
(b) Location		Province	District
		Locality	
(c) Information on security			
(d) Information on the number of games, tables and gaming machines to be available in the casino			

	(i)	No. of games	
	(ii)	No. of tables	
	(iii)	No. of gaming/slot machines	
	(iv)	Type of machine/category	
	(v)	Are machines compensated or random	
	(vi)	Whether the machines are coins or tokens	
	(vii)	The return-to-player/pay-out percentage	
4.	<b>OTHER REGULATORY APPROVALS</b>		
	(a) Compliance with Immigration clearance and permit requirements..... — Type of permit/approval granted..... — Validity period:..... ..... <i>Signature of Immigration Officer</i> <span style="float:right"><i>Date</i></span>		
	(b) Compliance with Parks and Wildlife requirements · — Type of permit/approval granted ..... — Validity period: ..... ..... <i>Signature of Director of National Parks and Wildlife</i> <span style="float:right"><i>Date</i></span>		
	(c) Compliance with National Heritage and Conservation requirements · — Type of permit/approval granted..... — Validity period..... ..... <i>Signature of Director of National Heritage and Conservation Commission</i> <span style="float:right"><i>Date</i></span>		
	(d) Compliance with Urban and Regional Planning, Liquor Licensing, Fire Safety and Public Health requirements · — Type of permit/approval granted ..... — Validity period:..... ..... <i>Signature of Town Clerk/Council Chairperson</i> <span style="float:right"><i>Date</i></span>		



5.	<b>Attachments (Provide where Applicable)</b>	
No. 1	Brief description of the Casino· — Plan of the premises, showing the location of the table gaming area, gaming or slot machine area and any other part of the premises that will be used to provide services incidental to the gaming activities.	
No. 2	( ) Title deed      ( ) lease agreement	
No. 3	Public Liability Insurance	
No. 4	Nature and scope of proposed casino ( <i>Should not exceed 12 pages</i> )· — Attach business plan for five years	
No. 5	Brief description of control procedures: operational details on the following (a) accounting and record keeping in relation to gaming operations, including players; (b) the conduct of authorised games; (c) access to, handling and storage of, cash and chips; (d) the payment of winnings; (e) access to, storage and maintenance of, gaming equipment; (f) security of the casino, including gaming equipment, cash, chips and patron safety; (f) security of the casino, including gaming equipment, cash, chips and patron safety; (g) operation and maintenance of the casino’s closed-circuit television system and other security systems; and (h) job descriptions, of people involved in the accounting and record keeping. NOTE: “pay-out” means the amount of money of credits paid to the player for a specific combination or win; and “pay out percentage” means the percentage of bets that a slot machine will pay back over long term.	
	..... <i>Applicant’s name</i> ..... <i>Applicant’s signature</i>	..... <i>Date</i>
<p><b>DECLARATION</b>                  I declare that the information furnished by me in this application is true, correct and complete to the best of my knowledge. I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect my registration for a Casino.</p>		
	..... <i>Name of applicant</i> ..... <i>Date</i>	..... <i>Signature</i>

**FOR OFFICIAL USE ONLY**

Received by: ..... Date .....

Officer (Name and Signature)

Date

Application Fee Received:..... Receipt No:.....

Date presented to the Registrar.....

Decision: .....

Date applicant informed of decision:.....

Fee for registration received:.....

Registration number:.....

Remarks:.....

**OFFICIAL  
STAMP**

Form II  
(Regulation 4)



**The Tourism and Hospitality Act, 2015  
(Act No. 13 of 2015)**

**The Tourism and Hospitality (Casino) Regulations, 2016**

**FORM OF AUTHORISATION OF AGENT**

- (1) Here insert the full names of the person authorising, and in the case of a company, the name of the Director
- (2) Here insert name and address of agent
- (3) Here state the particular matter or proceeding for
- (4) which the agent is appointed, giving the reference number if known
- (5) Here state nationality of principal or country of registration of company

I/We

(1).....  
have appointed (2) .....  
of .....

to act as my/our agent for (3) .....

.....

and request that all notices, requisition and communications relating thereto may be sent to such agent at the above address.

I/We hereby revoke all previous authorisations, if any, in respect of the same matter or proceedings.

I/We declare that I am/the company is registered in (4)

.....

.....

- (6) To be signed by person appointing the agent
- (7) Here insert the full trade or business address of principal

Dated this ..... day of ..... 20 .....

(5) .....

*Signature of principal*

Address (6)

.....

Dated this ..... day of ..... 20 .....

(5) .....

*Signature of agent*

Address (6)

.....



**The Tourism and Hospitality Act, 2015  
(Act No. 13 of 2015)**

**The Tourism and Hospitality (Casino) Regulations, 2016**

**REQUEST FOR FURTHER PARTICULARS**

(1) Here insert the full names and address of the applicant  
(2) Here insert the reference No. of the application type of application  
(3) Signature of the Director

To (1).....  
.....  
IN THE MATTER OF (2) ..... you are hereby  
(Application reference)

requested to furnish the following information or documents in respect of your application/in respect of the application for.....

- (a) .....
- (b) .....
- (c) .....
- (d) .....

within.....days. If you fail to furnish the requested information within the stipulated period, your application will be treated as invalid and shall be rejected.

Dated this ..... day of ....., 20.....

(3) .....  
*Director of Tourism*

Form IV  
(Regulation 6)



**The Tourism and Hospitality Act, 2015  
(Act No. 13 of 2015)**

**The Tourism and Hospitality (Casino) Regulations, 2016**

LICENCE No. ....

**CASINO LICENCE**

Holder's name .....  
Address of holder .....  
Name of casino .....  
Physical Address:.....  
.....

The type of games to be played and the number of card tables and slot machines authorised in accordance with the provisions of the Act shall be as follows:

- (a) .....
- (b) .....
- (c) .....
- (d) .....
- (e) .....

The licence is valid from the ..... day of ....., 20..... to the ..... day of ....., 20.....

**The conditions of grant of the licence are as shown in the Annexures attached hereto.**

Issued at ..... this ..... day of .....

.....  
*Director of Tourism*

**ENDORSEMENT OF REGISTRATION**

This licence has this ..... day of ....., 20..... been registered in the Register.

.....  
*Director of Tourism*

**Transfer/Amendment/Renewal**

<i>Date of transfer/ Amendment/Renewal</i>	<i>Details of transfer/ amendment/Renewal</i>	<i>Date of registration and registration no.</i>	<i>Signature and stamp of Agency</i>

Form V  
(Regulation 7, 8(2) (a), 11(2)(a), 28(4)(b))



**The Tourism and Hospitality Act, 2015  
(Act No. 13 of 2015)**

**The Tourism and Hospitality (Casino) Regulations, 2016**

**NOTICE OF REJECTION OF APPLICATION**

(1) Here insert the full names and address of applicant

To (1) .....

.....

IN THE MATTER OF (2) ..... you are

(2) Here insert the reference No. of the application

hereby notified that your application for (3)..... has been rejected on the following grounds:

(3) Here insert the type of application

(a) .....

(b) .....

(c) .....

(d) .....

Dated this ..... day of ....., 20.....

.....  
*Director*

Form VI  
(Regulation 8(1))  
(To be completed in triplicate)



**The Tourism and Hospitality Act, 2015**  
(Act No. 13 of 2015)

**The Tourism and Hospitality (Casino) Regulations, 2016**

APPLICATION FOR CONSENT TO TRANSFER CASINO LICENCE							
		Shaded fields for official use only		Licence Code			
				Date/Time			
<i>Information Required</i>		<i>Information Provided</i>					√
1.	Type of casino						
2.	Type of applicant	Individual	Company	Co-operative	Partnership	NGO	
	<b>A. Individual</b>						
	(a) Name(s) of applicant(s)						
	(b) Nationality						
	(c) National Registration Card No.						
	(d) Passport No.						
	(e) TPIN No.						
	(f) Investment Certificate No.:						
	(g) PACRA Registration No.						
	(h) Registration No.: (under any other law)						
	(i) Physical address:	Plot/House No.					
		Street					
		Area					
		District					
		Province					
	(j) Postal Address:						



<b>Notification address</b>			
(a) Tel No.:			
(b) Fax No.:			
(c) E-mail address:			
<b>B. Business</b>			
(a) Name:			
(b) TPIN			
(c) Investment Certificate No.:			
(d) Registration No.: (under any other law)			
(e) PACRA Registration No.:			
(f) Physical Address:		Plot/House No.	
		Street	
		Area	
		District	
		Province	
(g) Postal Address			
<b>Notification address</b>			
(a) Tel No.:			
(b) Fax No.:			
(c) E-mail address:			
3. Proposed transferee/assignee (should include details of transferee/assignee, its directors, shares held by directors, directors' nationality and directors' NRC/ Passport Nos.	Name		
	Company Registration No.		Names of Directors of transferee assignee
	Tax Payers Identification Number		
	Nationality of Directors named (NRC Nos./ Passport Nos. of Directors of transferee/assignee		No. of shares held by each Director named

4.	<p><b>Attachments (Provide where Applicable)</b></p> <p>No. 1 Minutes of company, co-operative, partnership or NGO board meeting</p> <p>No. 2 Resolution of the company, co-operative, partnership or NGO board meeting</p> <p>No. 3 Reasons for transferring or assigning</p> <p>.....</p> <p style="text-align: center;"><i>Applicant's name</i> <span style="float: right;"><i>Date</i></span></p> <p>.....</p> <p style="text-align: center;"><i>Applicant's signature</i></p>
<p><b>DECLARATION</b> I declare that the information furnished by me in this application is true, correct and complete to the best of my knowledge. I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect my registration as an HOTEL MANAGER.</p> <p>.....</p> <p style="text-align: center;"><i>Name of applicant</i> <span style="float: right;"><i>Signature</i></span></p> <p>.....</p> <p style="text-align: center;"><i>Date</i></p>	
<p><b>FOR OFFICAL USE ONLY</b></p> <p>Received by: ..... <span style="float: right;">.....</span></p> <p style="text-align: center;">Officer (Name and Signature) <span style="float: right;">Date</span></p> <p>Application Fee Received:..... <span style="float: right;">Receipt No:.....</span></p> <p>Date presented to the Registrar.....</p> <p>Decision: .....</p> <p>Date applicant informed of decision:.....</p> <p>Fee for registration received:.....</p> <p>Registration number:.....</p> <p>Remarks:.....</p> <div style="text-align: right; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;"><b>OFFICAL STAMP</b></div> </div>	

Form VII  
(Regulation 9(1))  
(To be completed in triplicate)



**The Tourism and Hospitality Act, 2015**  
(Act No. 13 of 2015)

**The Tourism and Hospitality (Casino) Regulations, 2016**

APPLICATION TO VARY OR AMEND CASINO LICENCE							
		Shaded fields for official use only		Licence Code			
				Date/Time			
<i>Information Required</i>		<i>Information Provided</i>					√
1.	Type of casino						
2.	Type of applicant	Individual	Company	Co-operative	Partnership	NGO	
	<b>A. Individual</b>						
	(a) Name(s) of applicant(s)						
	(b) Nationality						
	(c) National Registration Card No.						
	(d) Passport No.						
	(e) TPIN No.						
	(f) Investment Certificate No.:						
	(g) PACRA Registration No.						
	(h) Registration No.: (under any other law)						
	(i) Physical address:	Plot/House No.					
		Street					
		Area					
		District					
		Province					
	(j) Postal Address:						

<b>Notification address</b>			
(a) Tel No.:			
(b) Fax No.:			
(c) E-mail address:			
<b>B. Business</b>			
(a) Name:			
(b) TPIN			
(c) Investment Certificate No.:			
(d) Registration No.: (under any other law)			
(e) PACRA Registration No.:			
(f) Physical Address:	Plot/House No.		
	Street		
	Area		
	District		
	Province		
(g) Postal Address			
<b>Notification address</b>			
(a) Tel No.:			
(b) Fax No.:			
(c) E-mail address:			
3.	<b>Proposed variations/ amendments</b>	(a)	
		(b)	
		(c)	
		(d)	
		(e)	
		(f)	
		(g)	
4. <b>Attachments (Provide where Applicable)</b>			
No. 1	Minutes of company, co-operative, partnership or NGO board meeting		
No. 2	Resolution of the company, co-operative, partnership or NGO board meeting		
No. 3	Reasons for transferring or assigning		
.....		.....	
<i>Applicant's name</i>		<i>Date</i>	
.....			
<i>Applicant's signature</i>			

**DECLARATION**I declare that the information furnished by me in this application is true, correct and complete to the best of my knowledge. I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect my registration as an HOTEL MANAGER.

.....  
*Name of applicant* ..... *Signature* .....

.....  
*Date*

**FOR OFFICIAL USE ONLY**

Received by: .....  
 Officer (Name and Signature) ..... Date

Application Fee Received:..... Receipt No:.....

Date presented to the Registrar.....

Decision: .....

Date applicant informed of decision:.....

Fee for registration received:.....

Registration number:.....

Remarks:.....

**OFFICIAL  
 STAMP**

Form VIII  
(Regulation 10(1))  
(To be completed in triplicate)



**The Tourism and Hospitality Act, 2015**  
(Act No. 13 of 2015)

**The Tourism and Hospitality (Casino) Regulations, 2016**

APPLICATION FOR RENEWAL OF CASINO							
		Shaded fields for official use only		Licence Code			
				Date/Time			
<i>Information Required</i>		<i>Information Provided</i>					√
1.	Type of casino						
2.	Type of applicant	Individual	Company	Co-operative	Partnership	NGO	
	<b>A. Individual</b>						
	(a) Name(s) of applicant(s)						
	(b) Nationality						
	(c) National Registration Card No.						
	(d) Passport No.						
	(e) TPIN No.						
	(f) Investment Certificate No.:						
	(g) PACRA Registration No.						
	(h) Registration No.: (under any other law)						
	(i) Physical address:	Plot/House No.					
		Street					
		Area					
		District					
		Province					
	(j) Postal Address:						

<b>Notification address</b>			
(a) Tel No.:			
(b) Fax No.:			
(c) E-mail address:			
<b>B. Business</b>			
(a) Name:			
(b) TPIN			
(c) Investment Certificate No.:			
(d) Registration No.: (under any other law)			
(e) PACRA Registration No.:			
(f) Physical Address:		Plot/House No.	
		Street	
		Area	
		District	
		Province	
(g) Postal Address			
<b>Notification address</b>			
(a) Tel No.:			
(b) Fax No.:			
(c) E-mail address:			
3.	Have you been convicted of an offence involving fraud or dishonesty or of any offence under the Tourism and Hospitality Act, 2015, or any other law within or outside Zambia?		
	If yes, specify details:.....		
	Nature of offence:.....		
	Date of conviction:.....		
	Sentence:.....		
4.	Casino details (see Appendix No. 2 for details)		
(a) Name and address of Casino		Name	
		Address	
(b) Location		Province	District
		Locality	
(c) Information on security			
(d) Information on the number of games, tables and gaming machines to be available in the casino			
(i)	No. of games		
(ii)	No. of tables		
(iii)	No. of gaming machines		

5.	<b>Attachments</b>	
	*No. 1	Public Liability Insurance
	No. 2	<p>Brief description of control procedures: operational details on the following:</p> <p>(a) accounting and record keeping in relation to gaming operations, including players;</p> <p>(b) the conduct of authorised games;</p> <p>(c) access to, handling and storage of, cash and chips;</p> <p>(d) the payment of winnings;</p> <p>(e) access to, storage and maintenance of, gaming equipment;</p> <p>(f) security of the casino, including gaming equipment, cash, chips and patron safety;</p> <p>(g) operation and maintenance of the casino’s closed-circuit television system and other security systems; and</p> <p>(h) job descriptions, of people involved in the accounting and record keeping.</p> <p>NOTE: “pay-out” means the amount of money of credits paid to the player for a specific combination or win; and “pay out percentage” means the percentage of bets that a slot machine will pay back over long term.</p>
	Where the licensee operates more than one casino, the licensee shall make separate applications for the renewal of each casino licence	
	<p>*Must be submitted, the rest to be submitted where applicable</p> <p>.....</p> <p style="text-align: center;"><i>Applicant’s name</i> <span style="float: right;"><i>Date</i></span></p> <p>.....</p> <p style="text-align: center;"><i>Applicant’s signature</i></p>	

**FOR OFFICAL USE ONLY**

Received by: ..... Receipt No:.....

Amount Received:.....

Serial No. of Application: .....

**OFFICAL  
STAMP**





**The Tourism and Hospitality Act, 2015  
(Act No. 13 of 2015)**

**The Tourism and Hospitality (Casino) Regulations, 2016**

**NOTICE OF APPEAL TO THE MINISTER**

IN THE MATTER OF ..... I hereby

(Application reference and matter of appeal)

give notice of appeal against the decision of the Board on the following grounds:\*

- (a) .....
- (b) .....
- (c) .....
- (d) .....

Dated this ..... day of ....., 20.....

.....  
*Signature of Appellant*

\*Attach brief if necessary

Form X  
(Regulation 14 (1))  
(To be completed in duplicate)



**The Tourism and Hospitality Act, 2015  
(Act No. 13 of 2015)**

**The Tourism and Hospitality (Casino) Regulations, 2016**

**NOTICE OF INTENTION TO CHANGE CONTROL PROCEDURES**

To: The Director

IN THE MATTER OF (1).....

(1) Here insert  
the Licence No.

You are hereby notified that the Licensee intends to change the licensees' control procedures as Specified.

This Notice shall take effect on the ..... day of .....20.....

Dated this ..... day of ....., 20.....

.....

*Licensee*

**NOTE:**

The period of notice shall be at least fourteen days before the date proposed to effect the change of control procedures

**Attachment:**

The attachment shall specify the proposed control procedures that the licensee intends to implement.

Form XI  
 (Regulation 14 (2))  
 (To be completed in duplicate)



**The Tourism and Hospitality Act, 2015**  
 (Act No. 13 of 2015)

**The Tourism and Hospitality (Casino) Regulations, 2016**

**APPROVAL/REJECTION OF CHANGE OF CONTROL PROCEDURES**

<p>(1) Here insert the full names and address of applicant</p> <p>(2) Here insert the reference No. of the application</p> <p>(3) Here insert the type of application</p>	<p>To (1) .....</p> <p>.....</p> <p>IN THE MATTER OF(2) .....</p> <p>PART A- ACCEPTANCE</p> <p>You are hereby notified that your notice of change of control procedures has been accepted.</p> <p>PART B- REFUSAL</p> <p>You are hereby notified that your notice of change of control procedures has been rejected on the following grounds:</p> <p>(a) .....</p> <p>(b) .....</p> <p>(c) .....</p> <p>(d) .....</p> <p>PART C- VARIATION OR AMENDMENT OF PROPOSED CONTROL PROCEDURES</p> <p>You are hereby directed to make the following changes to the proposed control procedures</p> <p>(a) .....</p> <p>(b) .....</p> <p>(c) .....</p> <p>(d) .....</p> <p>PART D- FURTHER INFORMATION OR DIRECTION</p> <p>You are directed to-</p> <p>(a) .....</p> <p>.....</p> <p>(b) provide the following further information:</p> <p>(i) .....</p> <p>(ii) .....</p>
---	---

- NOTE:
- (i) A direction may require the licensee to change the date for the commencement of the change of control procedure
  - (ii) A request for further information or clarification shall specify the time within which the information or clarification shall be given

Dated this ..... day of ....., 20.....

.....  
*Director*

Form XII  
(Regulation 26)

(To be completed in triplicate)



**The Tourism and Hospitality Act, 2015**  
(Act No. 13 of 2015)

**The Tourism and Hospitality (Casino) Regulations, 2016**

APPLICATION FOR NOTIFICATION OF CHANGE OF LAYOUT OF CASINO						
		Shaded fields for official use only		Licence Code		
				Date/Time		
<i>Information Required</i>		<i>Information Provided</i>				√
1.	Authorisation No. / Casino Licence No.					
2.	Name of Casino					
3.	Type of licence	Individual	Company	Co-operative	Partnership	NGO
<b>A. Individual</b>						
	(a) Name(s) of applicant(s)					
	(b) Nationality					
	(c) National Registration Card No.					
	(d) Passport No.					
	(e) TPIN No.					
	(f) Investment Certificate No.:					
	(g) PACRA Registration No.					
	(h) Registration No.: (under any other law)					
	(i) Physical address:	Plot/House No.				
		Street				
		Area				
		District				
		Province				
	(j) Postal Address:					

<b>Notification address</b>		
(a) Tel No.:		
(b) Fax No.:		
(c) E-mail address:		
<b>B. Business</b>		
(a) Name:		
(b) TPIN		
(c) Investment Certificate No.:		
(d) Registration No.: (under any other law)		
(e) PACRA Registration No.:		
(f) Physical Address:		Plot/House No.
		Street
		Area
		District
		Province
(g) Postal Address		
<b>Notification address</b>		
(a) Tel No.:		
(b) Fax No.:		
(c) E-mail address:		
4.	Proposed date of implementation of change (s)	
5.	<b>Attachments (Provide where Applicable)</b>	
No. 1	Resolution of Company, co-operative, partnership or NGO board meeting	
No. 2	Reasons for proposed changes	
No. 3	Proposed changes to the current layout	
No. 4	Copy of plan approved by the Council showing the changed layout or new layout (should include identification of the gaming area, safety measures, comfort of patrons and closed-circuit television coverage)	
No. 5	Any other information which the Director may require	
Where the licensee operates more than one casino, the licensee shall make separate applications for the renewal of each casino licence		
.....		.....
<i>Applicant's name</i>		<i>Date</i>
.....		
<i>Applicant's signature</i>		



Form XIII  
(Regulation 31(1))  
(To be completed in triplicate)



**The Tourism and Hospitality Act, 2015**  
(Act No. 13 of 2015)

**The Tourism and Hospitality (Casino) Regulations, 2016**

APPLICATION TO USE GAMING EQUIPMENT OR TOKENS						
		Shaded fields for official use only		Licence Code		
				Date/Time		
<i>Information Required</i>		<i>Information Provided</i>				√
1.	Type of casino					
2.	Type of applicant					
		Individual	Company	Co-operative	Partnership	
<b>A. Individual</b>						
(a)	Name(s) of applicant(s)					
(b)	Nationality					
(c)	National Registration Card No.					
(d)	Passport No.					
(e)	TPIN No.					
(f)	Investment Certificate No.:					
(g)	PACRA Registration No.					
(h)	Registration No.: (under any other law)					
(i)	Physical address:	Plot/House No.				
		Street				
		Area				
		District				
		Province				
(j)	Postal Address:					

<b>Notification address</b>			
(a) Tel No.:			
(b) Fax No.:			
(c) E-mail address:			
<b>B. Business</b>			
(a) Name:			
(b) TPIN			
(c) Investment Certificate No.:			
(d) Registration No.: (under any other law)			
(e) PACRA Registration No.:			
(f) Physical Address:		Plot/House No.	
		Street	
		Area	
		District	
		Province	
(g) Postal Address			
<b>Notification address</b>			
(a) Tel No.:			
(b) Fax No.:			
(c) E-mail address:			
3.	Casino details		
(a)	Name and address of Casino	Name	
		Address	
(b)	Location	Province	District
		Locality	
Information on gaming equipment or tokens manufactured or supplied by stated manufacturer or supplier			
Type	Quantity	Denomination	Description of category/ type of calibration and action
			Serial Number
			Supplier/ Manufacturer
			Test Service Provider
Gaming machine			
Tables			
Slot machines			



**ATTACHMENTS**

- a. Certificate proving that the game is licensed and, or approved for playing in Africa;
- b. A certificate issued by a manufacturer certifying compliance of the game;
- c. Evidence that any game to be provided through a relevant gaming device is an authorized game and that it complies with the provisions of the Act and these regulations;
- d. Manuals, including software manuals, and any other documents issued by the manufacturer of the relevant gaming device containing:
  - (i) a full description of the relevant gaming device including the brand-name;
  - (ii) the theme of the games that can be played through the relevant gaming device;
  - (iii) instructions to be followed by users of the relevant gaming device; and
  - (iv) all the rules and parameters pertaining to the game provided through the relevant gaming device; system infrastructure (if applicable)

.....  
*Applicant's name*

.....  
*Date*

.....  
*Applicant's signature*

**DECLARATION**

I declare that the information furnished by me in this application is true, correct and complete to the best of my knowledge. I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect my Casino registration and operation.

.....  
*Name of applicant*

.....  
*Signature*

.....  
*Date*

**FOR OFFICAL USE ONLY**

Received by: .....

*Officer (Name and Signature)*

.....  
*Date*

Application Fee Received:.....

Receipt No:.....

Date presented to the Registrar.....

Decision: .....

Date applicant informed of decision:.....

Fee for registration received:.....

Registration number:.....

Remarks:.....

**OFFICAL  
 STAMP**

**NOTES**

The applicant must provide a description of each gaming equipment, using the following:

- (a) asset number and model and manufacturer's serial number;
- (b) computer program (software/firmware) number and version;
- (c) denomination, if configured for multiple denominations, and a list of the denominations;
- (d) manufacturer and machine type, noting cabinet type;
- (e) an indication as to whether the gaming equipment is configured to communicate with a cashless funds transfer system;
- (f) an indication as to whether the gaming equipment is configured to communicate with a gaming ticket system;
- (g) designation of which specific surveillance video system cameras will be able to view that gaming equipment;
- (h) the name(s) of the supplier of the gaming equipment;
- (i) all relevant technical, operational and installation manuals for the gaming equipment explaining in detail all functions, configurations and error conditions issued by the manufacturer of the relevant gaming device containing:
  - (i) a full description of the relevant gaming device including the brand-name;
  - (ii) the theme of the games that can be played through the relevant gaming device;
  - (iii) instructions to be followed by users of the relevant gaming device; and
  - (iv) all the rules and parameters pertaining to the game provided through the relevant gaming device;
- (j) relevant product brochures and fact sheets for the gaming equipment.
- (k) documentation (including but not limited to diagrams, photographs or videos) demonstrating the general overview of the gaming equipment in terms of functionality, specifications and technicality, whenever applicable;
- (l) chip inventory appropriate to the casino gaming volume.
- (m) chips shall be clearly labelled as to denomination and shall be unique for each facility;
- (n) any additional relevant information requested by the Committee.

Form XIV  
(Regulations 28(4), 34 (3), 35 (3) ( a) and 36 (3)(a))



**The Tourism and Hospitality Act, 2015  
(Act No. 13 of 2015)**

**The Tourism and Hospitality (Casino) Regulations, 2016**

**NOTICE OF GRANT OF APPLICATION**

Here insert the full names and addresses of applicant

To (1).....  
.....

Here insert the reference No. of the application

IN THE MATTER OF (2)..... you are hereby notified that your application for (3) ..... has been approved on the following \*conditions:

Here insert the type of application

- (a) .....
- (b) .....
- (c) .....
- (d) .....

Signature of Secretary to the Board

Dated this .....day of .....20.....

(4) .....

*Director*



**The Tourism and Hospitality Act, 2015  
(Act No. 13 of 2015)**

**The Tourism and Hospitality (Casino) Regulations, 2016**

**NOTICE OF SUSPENSION/CANCELLATION OF APPROVAL TO USE  
GAMING EQUIPMENT OR TOKENS**

- (1) Here insert the full names and address of applicant
- (2) Here insert the reference No. of the application
- (3) Here insert the type of application

To (1) .....

.....

IN THE MATTER OF (2) .....

You are hereby notified that your approval to use \*gaming equipment/tokens manufactured/or supplied by

(3) ..... is hereby \*suspended/cancelled on the following grounds:

(a) .....

(b) .....

(c) .....

(d) .....

This \*suspension/cancellation applies to all \*gaming equipment/tokens specified at (3) above, whether or not the \*gaming equipment/tokens are operating as designed or intended.

Dated this ..... day of ....., 20.....

- (4) Signature of the Secretary to the Board

(4) .....

*Director*

*\*Delete as appropriate*

Form XVI  
(Regulation 26)

(To be completed in triplicate)



**The Tourism and Hospitality Act, 2015**  
(Act No. 13 of 2015)

**The Tourism and Hospitality (Casino) Regulations, 2016**

APPLICATION FOR DECLARATION OF AUTHORISED GAMES AND RULES						
	Shaded fields for official use only		Licence Code			
			Date/Time			
<i>Information Required</i>		<i>Information Provided</i>				√
1.	Type of casino					
2.	Type of applicant	Individual	Company	Co-operative	Partnership	
	<b>B. Individual</b>					
	(a) Name(s) of applicant(s)					
	(b) Nationality					
	(c) National Registration Card No.					
	(d) Passport No.					
	(e) TPIN No.					
	(f) Investment Certificate No.:					
	(g) PACRA Registration No.					
	(h) Registration No.: (under any other law)					
	(i) Physical address:	Plot/House No.				
		Street				
		Area				
		District				
		Province				
	(j) Postal Address:					

<b>Notification address</b>			
(a) Tel No.:			
(b) Fax No.:			
(c) E-mail address:			
<b>D. Business</b>			
(a) Name:			
(b) TPIN			
(c) Investment Certificate No.:			
(d) Registration No.: (under any other law)			
(e) PACRA Registration No.:			
(f) Physical Address:		Plot/House No.	
		Street	
		Area	
		District	
		Province	
(g) Postal Address			
<b>Notification address</b>			
(a) Tel No.:			
(b) Fax No.:			
(c) E-mail address:			
3. Casino details			
(a) Name and address of Casino		Name	
		Address	
(b) Location		Province	District
		Locality	
Information on gaming equipment or tokens manufactured or supplied by stated manufacturer or supplier			
Type	Quantity	Denomination	Description of category/ type of calibration and action
			Serial Number
			Supplier/ Manufacturer
			Test Service Provider
Gaming machine			
Tables			
Slot machines			

**ATTACHMENTS**

- a. Certificate proving that the game is licensed and, or approved for playing in Africa;
- b. A certificate issued by a manufacturer certifying compliance of the game;
- c. Evidence that any game to be provided through a relevant gaming device is an authorized game and that it complies with the provisions of the Act and these regulations;
- d. Manuals, including software manuals, and any other documents issued by the manufacturer of the relevant gaming device containing:
  - (i) a full description of the relevant gaming device including the brand-name;
  - (ii) the theme of the games that can be played through the relevant gaming device;
  - (iii) instructions to be followed by users of the relevant gaming device; and
  - (iv) all the rules and parameters pertaining to the game provided through the relevant gaming device; system infrastructure (if applicable)

.....  
*Applicant's name*

.....  
*Date*

.....  
*Applicant's signature*

**DECLARATION**

I declare that the information furnished by me in this application is true, correct and complete to the best of my knowledge. I understand that any incorrect, misleading or untrue information or the withholding of any relevant information may affect my Casino registration and operation.

.....  
*Name of applicant*

.....  
*Signature*

.....  
*Date*

**FOR OFFICIAL USE ONLY**

Received by: .....

*Officer (Name and Signature)*

.....  
*Date*

Application Fee Received:.....

Receipt No:.....

Date presented to the Registrar.....

Decision: .....

Date applicant informed of decision:.....

Fee for registration received:.....

Registration number:.....

Remarks:.....

**OFFICIAL  
 STAMP**

Form XVII  
(Regulation 37)  
(To be completed in duplicate)



The Tourism and Hospitality Act, 2015  
(Act No. 13 of 2015)

The Tourism and Hospitality (Casino) Regulations, 2016

CASINO QUARTERLY RETURN

Reporting Months: From \_\_\_\_\_ to \_\_\_\_\_ Year: \_\_\_\_\_

Licence No.: \_\_\_\_\_ Date of Issue: \_\_\_\_\_ Renewal Date: \_\_\_\_\_

No.	Description		Details
	<input type="checkbox"/> Original	<input type="checkbox"/> Amended	
1.	If amended, amendment Approval Number		
2.	Unique Reference Number (URN)		
3.	Name of Casino		
4.	Postal Address		P O Box District Province
5.	Physical Address		Plot / House No. Street Area District Province
6.	E-mail Address		
7.	Telephone Details		Landline Fax number Mobile

FIRST MONTH				SECOND MONTH				THIRD MONTH			
Gross Turnover				Gross Turnover				Gross Turnover			
No. of Clients	US Dollar	Zambian Kwacha	Other	No. of Clients	US Dollar	Zambian Kwacha	Other	No. of Clients	US Dollar	Zambian Kwacha	Other

Staff Employed:	Fulltime Male	Casual Male	Fulltime Female	Casual Female	Fulltime Male	Casual Male	Fulltime Female	Casual Female	Fulltime Male	Casual Male	Fulltime Female	Casual Female
Zambian												
Foreign												
<b>Total</b>												

Part 1: Summary of Casino Fees Payable

Type of Income	Total Amount (K)
Table Games (Number and Type) (A5)	
Gaming Machines (Number and Type) (B5)	
Credit extended to customers (A6+ B6)	
Sub Total	
Less: Sums paid out (wins by players: C5 + D5)	( )
Gross Income	
Casino Fees Rate (%)	
Casino Fees Payable (K)	



## Part 2: Income made in the month

## A) Table Games

Total Number of Table Available (1)	Total number of Games games Played (2)	Games played % rate (3)	Total Number of Players (4)	Total Gross Income Amount on Games Played (5)	Total Gross Income from Credit Extended to Customers (6)

## B) Gaming Machines

Total Number of Machines Available (1)	Total number of Machines Played (2)	Machines played % rate (3)	Total Number of Players (4)	Total Gross Income Amount on Machines Played (5)	Total Gross Income Amount from Credit Extended to Customers (6)

## C) Pay Outs to Customers on Table Games

Total Number of Players on Table Games (1)	Total Wins on Table Games (2)	Wins % rate (3)	Total number of Players who won (4)	Total Pay outs on Table Games (5)	Total Number of Players on Table Games (6)

## D) Pay Outs to Customers on Gaming Machines

Total Number of Players on Gaming Machines (1)	Total Wins on Table Games (2)	Wins % rate (3)	Total number of Players who won (4)	Total Pay outs on Gaming Machines (5)	Total Number of Players on Gaming Machines (6)

Submitter's Name	
Submitter's Signature	
Date Received	

## For Official use only

Officer's Name/Position		Receiving Officer Stamp
Officer's Signature		
Date Received		

**SECOND SCHEDULE***(Regulation 12)***MINIMUM INTERNAL CONTROL STANDARDS FOR  
SURVEILLANCE EQUIPMENT**

1. A Casino shall install surveillance equipment before beginning gaming operations, which shall include a digital video system capable of -
  - (a) instant replay;
  - (b) recording by any camera in the system; and
  - (c) allowing simultaneous and uninterrupted recording and playback.
2. The surveillance equipment shall —
  - (a) include a communication system capable of monitoring the gaming facility, including the security department.
  - (b) be connected to all facility alarm systems.
  - (c) be capable of monitoring the entire property, except private offices and restrooms.
  - (d) include the following features:
    - (i) Redundant system drives;
    - (ii) A backup power supply capable of operating all surveillance equipment during a power outage;
    - (iii) backup storage components that will automatically continue or resume recording in the event of failure of any single component of the system, so that the failure of any single component will not result in the loss of any data from the system; and
3. The backup power supply shall be tested on a monthly basis automatic restart if a power failure occurs.
4. The digital video system shall—
  - (a) Function as a closed network;
  - (b) have its access limited to the personnel identified in the surveillance system plan;
  - (c) be equipped to ensure that any transmissions are encrypted, have a firewall at both ends, and are password-protected;
  - (d) be equipped with a failure notification system that provides an audible and visual notification of any failure in the surveillance system or the digital video recording storage system;
  - (e) record all images and audit records on a hard drive;
  - (f) be locked by the manufacturer to do the following:
    - (a) disable the erase and reformat functions;
    - (b) prevent access to the system data files; and
    - (c) be equipped with data encryption or watermarking so that surveillance personnel will be capable of demonstrating in a court of law that the video was not altered or manipulated in any way.

5. The surveillance equipment shall include cameras dedicated to monitoring with sufficient clarity to identify any person —

- (a) the entrances to and exits from the Casino;
- (b) the count rooms;
- (c) the vaults;
- (d) the surveillance room;
- (e) the security rooms;
- (f) all cage areas; and
- (g) all exterior entrances to and exits from the property.

6. The surveillance equipment shall be equipped with light-sensitive cameras with lenses' of sufficient magnification to allow the operator to read information on an electronic gaming machine reel strip and credit meter and be capable of clandestine monitoring in detail and from various vantage points, including the —

- (a) conduct and operation of electronic gaming machines and table games;
- (b) conduct and operation of the cashier's cage, count rooms, and vault;
- (c) collection and count of the electronic gaming bill validator canisters; and
- (d) movement of cash and any other gaming facility assets.

7. All cameras shall be equipped with lenses of sufficient magnification capabilities to allow the operator to clearly distinguish the value of—

- (a) Chips;
- (b) dice;
- (c) tokens;
- (d) playing cards;
- (e) positions on the roulette wheel; and
- (f) cash or cash equivalents.

8. The surveillance equipment shall provide a view of the pit areas and gaming tables capable of clearly identifying -

- (a) the dealers;
- (b) the patrons;
- (c) the hands of all participants in a game;
- (d) facial views of all participants in a game;
- (e) all pit personnel;
- (f) the activities of all pit personnel;
- (g) the chip trays;
- (h) the token holders;
- (i) the cash receptacles;
- (j) the tip boxes;
- (k) the dice;
- (l) the shuffle machines;
- (m) the card shoes, which are also called dealing boxes;

(n) the playing surface of all gaming tables with sufficient clarity to determine the following:

- (i) all wagers;
- (ii) card values;
- (iii) game results; and
- (iv) roulette tables, which shall be viewed by the surveillance system with color cameras.

9. The surveillance of the electronic gaming devices shall be capable of providing

- (a) A view of all patrons;
- (a) a facial view of all patrons with sufficient clarity to allow identification of each patron;
- (c) a view of the electronic gaming device with sufficient clarity to observe the result of the game;
- (d) an overall view of the areas around the electronic gaming device;
- (e) a view of each bill validator with sufficient clarity to determine bill value and the amount of credit obtained;
- (f) a view of the progressive games, including the incrementing of the progressive jackpot.

10. All surveillance equipment display screens shall be equipped with a date and time generator synchronised to a central clock that if -

- (a) is displayed on any of the surveillance system display screens; and  
(B) is recorded on all video pictures or digital images;
- (b) be capable of recording what is viewed by any camera in the system; and
- (c) be of a sufficient number to allow -
  - (i) Simultaneous recording and coverage as required by this article;
  - (ii) off-line playback;
  - (iii) duplication capabilities;
  - (iv) single-channel monitors in the following areas:
    - (a) Each entry and each exit;
    - (b) the main bank and cages;
    - (c) table games; and
    - (d) count rooms; and
    - (e) no more than four channels per monitor in all other areas where surveillance is required.

11. Surveillance equipment shall be connected to at least one video printer, capable of generating clear color copies of the images depicted on the surveillance equipment display screen or video recording.

12. The surveillance equipment shall allow audio recording in any room where the contents of bill validator canisters are counted.

13. All wiring within the surveillance equipment shall be tamper-resistant.

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-THIRD SCHEDULE

(Regulation 39)

PRESCRIBED FEES

	<i>Description of Fees</i>	<i>Fee Units</i>
1.	First application/registration fee	35,000
2.	Licence fees for each table or wheels specified	2,500
3.	Licence fees for each gaming machine	2,000
4.	Transfer fee	35,000
5.	Variation/amendment fee	20,000
6.	Annual Retention fee	10,000
7.	Application for approval of layout/gaming equipment and tokens/declaration of authorized games	15,000
8.	Casino fee: monthly twenty percent (20%) gross winnings payments (to be remitted quarterly)	

C. BANDA,  
*Minister of Tourism and Arts*

LUSAKA

15th November, 2016

