



## APPLICATION FOR APPROVAL OF INTERNAL CONTROL STANDARDS

In accordance with the rules made by the Board in terms of Section 7 of the KwaZulu-Natal Gaming and Betting Act, No. 08 of 2010, the following form must be completed when applying for the approval of new, additional or amended internal control standards which include organisational structure, jobs compendiums, internal control systems and procedures.

<b>Type of Application</b>	<b>New</b> <input type="checkbox"/>	<b>Additional</b> <input type="checkbox"/>	<b>Amendments</b> <input type="checkbox"/>
	<b>Organisational Structure/ Jobs Compendium</b> <input type="checkbox"/>	<b>Systems, Procedures, Policies</b> <input type="checkbox"/>	
<b>Type of Sector</b>	<b>Casino</b> <input type="checkbox"/>	<b>LPM</b> <input type="checkbox"/>	<b>Bingo</b> <input type="checkbox"/>
<b>Name of Applicant</b>			
<b>Address</b>			
<b>Contact Number</b>		<b>Email Address</b>	
<b>Applicant's Reference Number</b>			
<b>Details of Reason for Application</b>			
<b>Signature of Applicant</b>		<b>Date of Application</b>	
<b>Checklist in respect of supporting documentation or information which must accompany the Application Form:</b>			√
<b>Approval of new Internal Control Standards</b>			
1	Copy of Organisational Structure		
2	Jobs' Compendium detailing all duties and responsibilities		
3	Details system flowchart of administrative and accounting procedures		
4	All internal control systems and operational policies and procedures (in accordance with the Board's Minimum Internal Control Standards and Procedures, Schedule 1 to the Rules)		
5	Copy of review letter from a Chartered Accountant confirming that the licensee's ICS complies with the requirements of the Regulations		
<b>Approval of Additions / Amendments to Existing Internal Control Standards</b>			
1	Copy of licensee's existing internal control standards approved by the Board (relative to additions or amendments)		
2	Details of applicable additions or amendments, which may include: Revised organisational structure / jobs' compendium Revised policies, internal control systems and procedures		
<i>If you require additional space kindly use blank standard A4-size paper and attach it to the application form. Please ensure that you clearly label the additional information provided.</i>			
<i>Disclaimer: The list of documents specified to accompany these forms is not exhaustive. The Board does not waive any right it has, as set out in the Act, to call for further information or documentation. An applicant may include any additional information of documentation it deems necessary to support the application.</i>			
<b>For Official Use</b>			
<b>Signature of Board Employee / Recipient</b>		<b>Date of Receipt of Application</b>	
<b>Approved</b>	<b>Yes</b> <input type="checkbox"/>	<b>No</b> <input type="checkbox"/>	<b>Board Resolution No.</b>