CASINO GAMING COMMISSION

NOTIFICATION MATRIX

A guide for operators, personal licensees and associated persons within the casino gaming industry in Jamaica

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Purpose of the Notification Matrix

This document lists the instances where licensees, associates of licensees and appointed external auditors under the Casino Gaming Act ("the Act") and Regulations promulgated under Section 72 of the Act are to notify the Regulator, the Casino Gaming Commission ("the Commission").

These notification requirements are not exhaustive. They do not supersede the Act nor any of its applicable Regulations or Orders or any other notification requirements implemented separately by the Commission. The obligations outlined herein aim to support a collaborative and transparent relationship between licensees under the Act and the Commission. Licensees must ensure they have sound knowledge and understanding of their responsibilities under the Act and other applicable legislation to be properly guided on circumstances that will require them to notify relevant supervisory authorities.

The reporting and notification obligations herein are separated by the relevant party required to provide the notice. The obligations of casino operators are further separated into two distinct categories: Incident & Regulatory.

Incident Reports/Notices – Notification obligations that emerge due to the occurrence of a particular event or incident.

Regulatory Reports/Notices – Reports or notices that are required periodically under Regulations from the Casino Gaming Act or other applicable legislation.

NOTE

- If there are multiple instances that require notification, the relevant party is to use the most specific category and make one report.
- If a circumstance triggers a requirement to notify multiple supervisory authorities, a separate report must be provided to each supervisory authority.
- Some of the Incident notices established herein are established from the CGC's general power to mandate reporting and notification requirements of casino operators pursuant to Sections 38 & 39 of the Casino Gaming Act **and this document constitutes directions and notice in writing within the meaning of those sections.**

DEFINITIONS & ACRONYMS

AGROR – The Casino Gaming Act Approved Games and Approved Game Rules Order

AIRD – Approved Integrated Resort Development

AML – Anti-Money Laundering

CA – The Customs Act

CC – Compliance Committee

CFT – Counter Financing of Terrorism

CGA – The Casino Gaming Act, 2010

CGAR – The Casino Gaming (Applications Relating to Licences) Regulations, 2015

CGC – The Casino Gaming Commission

CGGR – The Casino Gaming (General) Regulations, 2025

CPF – Counter-Proliferation Financing

CPV – Chip Purchase Voucher

FID – Financial Investigations Division

Introducer - A person or entity (including a third-party marketing agent and/or junket) that brings in new players to a casino

JCA – Jamaica Customs Agency

JCF – Jamaica Constabulary Force

JSWIFT – Jamaica Single Window for Trade

Listed Entity – The definition outlined in the Terrorism Prevention Act

MICS – Minimum Internal Control Standards

Minister – Minister responsible for finance

POCA – The Proceeds of Crime Act,

POCMLR – The Proceeds of Crime (Money Laundering Prevention) Regulations

Specified Offence – The definition outlined in the Second Schedule of the Casino Gaming Act

TPA – Terrorism Prevention Act

UNSCRIA – United Nations Security Council Resolutions Implementation Act

Required Pre-Operational Notices & Reporting to be submitted to the CGC after issue of a Casino Operator's Licence

Category	Applicable Legislation	Description	Notice Timeframe
Payment of Initial Annual Licence Fee	CGA (s.19(1)	Upon receipt of approval from the CGC for the application for a casino operator's licence, the casino operator shall pay the initial annual licence fee.	
Completion of Associated Hotel Rooms (Satisfaction of Conditions of AIRD Order)	CGA (Third Schedule (s.5))	The casino operator shall provide written evidence to the CGC to be forwarded to the Minister to confirm that the required associated hotel rooms as outlined in their AIRD Order have been completed to the Minister's satisfaction.	**As soon as practicable**
Submission of Organisational Chart and Jobs Compendium	CGGR (s.3 & 4)	A casino operator must submit detailed organizational chart supported by a jobs compendium showing functions qualifications, reporting lines, responsibilities and supervisory structure.	**As soon as possible after the casino operator's licence is issued**
Personal Licence Applications	CGA	A casino operator must apply for personal licences for all persons that will have a position that qualifies as a specified office under the CGA.	**As soon as possible after the casino operator's licence is issued**
Submission of Internal Control Standards	CGGR (s.8)	A casino operator must submit the casino's system of internal control standards in writing for approval before gaming operations can commence.	**At least 90 days** before commencement of gaming operations

Submission of Report by an Independent Registered Public Accountant	CGGR (s.8(c))	A casino operator's submission of its internal control standards must be accompanied by a report from an independent registered public accountant stating whether the internal control standards conform with all the requirements in Regulation 9 of the CGGR.	**At the same time as submission of the Internal Control Standards**
Submission of Casino Surveillance Plan	CGGR (s.34)	A casino operator shall submit a casino surveillance plan, that aligns with the CGC's minimum security standards, for approval.	**At least 90 days** before commencement of gaming operations
Electronic Monitoring System	CGGR (s. 44)	A casino operator shall implement and maintain an electronic monitoring system and the details regarding the operation of the system shall be submitted for approval. *This system should form a part of the surveillance plan*.	**At least ninety (90) days** before the opening of the casino [unless otherwise directed by the CGC]
Implementation of Casino Surveillance Plan	CGGR (s.37)	The surveillance plan and system approved by the CGC must be installed and implemented before operations commence.	**As soon as practicable**
Accommodation for the CGC in the casino premises	CGGR (s.89)	A casino operator shall provide an appropriate office for the CGC with requisite facilities and equipment specified under the CGGR and any other directions that may be specified by the CGC.	**As soon as practicable, but no less than 30 days before commencement of gaming operations**
Remote Access Equipment and Facilities	CGGR (s.90)	A casino operator shall install and maintain equipment and facilities in the casino, compliant with the Data Protection Act, that will allow the CGC to remotely access any data relating to casino operations.	**As soon as practicable, but no less than 30 days before commencement of gaming operations**

Hiring of Compliance Officer	CGA (Third Schedule (s.3))	The casino operator shall submit a personal licence application for a person to serve as compliance officer to carry out the functions as provided for in the Act.	**As soon as possible after the casino operator's licence is issued**
Appointment of Compliance Committee Members	CGGR (s.13)	The casino operator shall appoint a Compliance Committee consisting of no less than three and no more than five persons, in accordance with the terms of the CGGR and provide a list of the members to the CGC.	**As soon as practicable, but no less than 30 days before commencement of gaming operations**
Compliance Plan	CGGR (s.13(3)	The casino operator shall provide a copy of the Compliance Plan drafted by the Compliance Committee to the CGC.	**As soon as practicable after the Compliance Committee has been appointed**
Approval of Games	AGROR and CGA (s.55)	A casino operator shall apply for the approval for any game not already listed in the CGAGROR that it wishes to offer. *The application must be in the form stipulated in the AGROR*.	**As soon as possible after the casino operator's licence is issued**
Approval of Game Rules	AGROR and CGA (s. 55)	A casino operator shall obtain approval from the CGC for the proposed mode of play and rules in respect of approved games to be played in a casino.	**As soon as possible after the casino operator's licence is issued**
Approval of Gaming Equipment	CGA (s.57) and CGGR (s.54-56)	A casino operator shall apply for approval of any item or class of gaming equipment to be used in the casino.	**As soon as possible after the casino operator's licence is issued**
Approval of Gaming Equipment Approved	CGGR (s.55)	A casino operator who intends to seek a waiver of the CGC's approved technical standards for an item or class of	**As soon as possible after the casino**

by an Overseas Regulatory Authority		gaming equipment or to use an item or class of gaming equipment for which no standards have been approved on the basis that said gaming equipment is approved for use in a casino or other gaming establishment in another jurisdiction by an overseas regulatory authority may apply to the CGC for approval in the form set out in CGGR, section 55(3).	**operator's licence is issued**
Approval of Gaming Equipment Certified by an Independent Testing Laboratory	CGGR (s.56)	A casino operator may apply to the CGC for approval of an item or class of gaming equipment on the basis that the said item or class of gaming equipment has been evaluated, tested and certified by an independent testing laboratory recognized or approved by the CGC.	**As soon as possible after the casino operator's licence is issued**
Application for Gaming Machine Licences	CGA (s.58) and CGGR (s.60 – 62)	A casino operator shall apply to the CGC for a gaming machine licence in respect of every gaming machine that the casino operator intends to operate in the casino premises.	**As soon as possible after the casino operator's licence is issued**
Approval of Gaming Machines Licensed or Approved by an Overseas Regulatory Authority	CGGR (s.61)	A casino operator who intends to seek a waiver of the CGC's approved technical standards for a gaming machine or to use a gaming machine for which no standards have been approved on the basis that said gaming machine has been licensed or approved by an overseas regulatory authority may apply to the CGC for approval in the form set out in CGGR, section 61(2).	**As soon as possible after the casino operator's licence is issued**

Approval of Gaming Machine Tested and Certified by an Independent Testing Laboratory	CGGR (s.62)	A casino operator may apply for a gaming machine licence on the basis that a gaming machine has been evaluated, tested and certified by an independent testing laboratory recognized by the CGC.	**As soon as possible after the casino operator's licence is issued**
Application for Import Permits for Gaming Equipment and Gaming Machines	GSOP	A casino operator must apply to the JCA (through their JSWIFT platform, if available) for an import permit for any gaming equipment or gaming machine AFTER receiving the relevant approval or licence from the CGC. ***A copy of the approval/licence received from the CGC will need to be submitted to the JCA when applying for an import permit for gaming equipment/machines.*** ***All import permit processing, document submissions, associated duties and taxes are to be directed solely to the JCA.***	**As soon as possible after the gaming equipment approval or gaming machine licence is issued**
Shipping Notification	GSOP (paragraph 6)	A shipping notification for any gaming machine or gaming equipment inbound to Jamaica must be submitted to the CGC before its arrival.	**No less than two (2) business days** before its arrival in Jamaica
Approval of Designated Storage Facility	GSOP (paragraph 13)	A casino operator must apply to the CGC for approval of any storage facility to be used for receiving gaming equipment or gaming machines imported to Jamaica	**No less than ten (10) business days before** the arrival of any imported gaming equipment or gaming machine

Joint Inspection of Gaming Equipment or Gaming Machines	GSOP (paragraphs 8 – 10)	A casino operator shall coordinate with the CGC and JCA to conduct a joint inspection of any gaming machine or equipment at its designated location **before** said gaming equipment or gaming machine can be transported to the casino.	As soon as possible
Movement of Gaming Equipment or Gaming Machines	GSOP (paragraph 11)	A casino operator shall apply to the CGC for approval to move any gaming machine or gaming equipment after arrival in Jamaica, to the casino premises.	As soon as possible after joint inspection of gaming machine or gaming equipment is completed
Simulated Gaming	CGA (s. 60)	A casino operator must apply to the CGC for approval to conduct simulated gaming for training of employees and testing of gaming equipment and procedures.	**No less than three (3) weeks before** simulated training is to commence

Notice and Reporting Obligations for Casino Operators

These notification and reporting requirements apply to Casino Gaming Licence Holders and Temporary Casino Gaming Licence Holders.

NOTICES REFERENCE KEY

N-CC – Notification of Change in Circumstances
N-PIO – Notification of Potential Interruption to Operations
N-CO – Notification of Ceasing of Operations
N-PP – Prohibited Persons
N-YR – Yearly Reports
N-FID – Notice of Reports Submitted to the FID
N-ConC – Controlled Contracts
N-DA – Disciplinary Action
N-ICS – Internal Control Standards
N-MMS – Minimum Security Standards
N-CMA – Casino Marketing Arrangement
N-AI – AI Governance Framework
N-RG – Responsible Gaming
N-CSP – Casino Surveillance Plan
N-FR – Financial Reporting
N-CS – Complimentary Services & Goods Reporting
N-M – Monthly Report
N-RN – Remote Access to Network
N-EMS – Electronic Monitoring System
N-NEA – Non-Compliance of External Auditor
N-GSH – Gaming Software and Hardware Systems
N-PR – Progressive Jackpots
N-EE – Exclusion and Expulsion
N-W – Whistleblowing
N-CS – Cyber Security
N-PA – Patron Accounts
N-RA – Responsible Service of Alcohol
N-RK – Regular Recordkeeping

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
N-CC01	New Associate	CGA – Section 42(2)	A casino operator must provide notice if and when a person is likely to become an associate.	CGC	As soon as practicable after the operator becomes aware of the likelihood.
N-CC02	Change in Control	CGA – Section 20 & Third Schedule	There is a change in the control of the casino operator.	CGC	Within **five (5)** days of the event
N-CC03	Change in Beneficial Ownership	CGA – Section 20 & Third Schedule	A change in the beneficial ownership of the casino operator, any parent company or associated company of the casino operator which results in a person's shareholding in the company becoming **five or more** percent of the casino operator.	CGC	Within **five (5)** days of the event
N-CC04	Change in Circumstances that could affect Fit & Proper Qualification	CGA – Section 20 & Third Schedule	The casino operator or any of its associates experience a change in circumstances that could reasonably be expected to need to be taken into account in determining whether a person if a fit and proper person to be involved in the management and/or operation of a casino.	CGC	Change in Circumstances that could affect Fit & Proper Qualification
N-CC05	Incident – Major Change in Circumstances	CGA – Section 40(1)(b)	The operator must provide notice of any **major** change in circumstances of the casino operator.	CGC	Within **three (3)** days of the operator becoming aware of the change

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
N-CC06	Minor Change in Circumstances	CGA – Section 40(1)(c)	The operator must provide notice of any **minor** change in circumstances of the casino operator.	CGC	Within **fourteen (14)** days of the operator becoming aware of the change
N-CC07	Change to the Organizational Chart	MICS (Section A(v))	The casino operator shall submit an updated organizational chart if there are any changes to the organizational chart initially submitted to the CGC.	CGC	Within **five (5) days** of the change
N-CC08	Termination of the Appointment of the External Auditor	CGGR – Section 27(2)	A casino operator shall provide the CGC with a copy of the notice from the operator to the appointed external auditor, terminating the appointment, together with the reasons for the termination.	CGC	Immediately after it is sent to the external auditor
N-CC09	Resignation or Dismissal of Independent Auditor	MICS (Section E(iii))	The casino operator shall provide a signed statement from its Compliance Committee setting out the details of termination of its independent auditor's engagement and whether or not there have been any disagreements between the parties.	CGC	Within **twenty-one (21) days** of the termination of the engagement
N-CC10	Change in Gaming Machines on Casino Floor	MICS (Section I)	The CGC shall be notified by the casino operator upon the determination by the casino operator that a gaming machine or gaming equipment on the casino floor is to be removed or relocated.	CGC	Within **twenty-four (24) hours or as soon as practicable**

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
N-CC11	Change in Circumstances of Approved Gaming Machines	MICS (Section I)	The casino operator shall notify the Commission in writing after becoming aware that any approved gaming machine or gaming equipment in its possession no longer complies with the Act, the Regulations, or any other provision of law or directions.	CGC	Within **twenty-four (24) hours or as soon as practicable**
N-CC12	Compliance Officer	MICS (Section P)	The casino operator shall notify the CGC of any employee that will be serving as its casino operator and if there is ever any change in its designated Compliance Officer.	CGC	1. Within **ninety (90) days** before the opening of the casino (for the first compliance officer) 2. Within **thirty (30) days** of the change of the compliance officer (for any subsequent compliance officer hired)
N-CC13	Compliance Committee Register	MICS (Section Q)	At the end of each calendar year, or after the change of committee membership, the casino operator shall submit to the Commission a register of the Compliance Committee members to include:	CGC	Within **thirty (30) days** of the end of the previous calendar year OR within **thirty (30) days** of the change of the committee membership

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			a) current list of the Committee's membership; b) changes to the committee's membership during the calendar year being reported; c) reason for the membership change; and d) current identification details of each member		
N-CC14	Compliance Committee Membership	CGGR – Section 14	A casino operator must provide notice in writing with reasons if they wish to amend the membership of the Compliance Committee.	CGC	**Immediately**
N-PIO	Notice of Potential Interruption	*General Reporting Obligation*	The casino operator must notify the CGC if it has knowledge of any event or circumstance that could cause a disruption of the casino's operations. *(This requirement includes expiry dates for contracts with suppliers or service providers of the casino)*	CGC	**Sixty (60) days** in advance, or as soon as the operator is aware (whichever is first)
N-CO	Notice of Ceasing Operations	CGA – Section 19(3)	A casino operator must advise the CGC in writing of the date it wishes to cease operations.	CGC	At least **twelve (12)** months before the date
N-PP	Prohibited Persons	*General Reporting Obligation*	The casino operator shall notify the CGC if: a) a person under the age of eighteen (18) years;	CGC JCF	**1. Monthly** report to the CGC to be delivered no later than the seventh (7^{th}) day

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			b) any other prohibited person as outlined in the applicable legislation; or c) any person communicated by the CGC to be a prohibited person, enters the casino premises and/or utilizes the gaming machines.		following the end of the month for which the report is being submitted 2. **Immediate** report to the local police
N-YR01	Report of CTF Measures	TPA – Section 18	The casino operator shall provide a report of procedures and policies established to: a) train employees in CTF measures; b) ensure high standards of integrity of employees and facilitate training of employees; and develop a system to evaluate the personal employment and financial history of employees	CGC	Annually, within **one hundred and twenty (120) days** of the end of the operator's financial year
N-YR02	Security Assessment Report	*General Reporting Obligation*	A summary of the security assessments performed on all gaming systems, infrastructure, date and all other related components of the casino operations. The report should include the scope of the assessments performed, any vulnerabilities identified and action plan to mitigate those vulnerabilities.	CGC	Annually, within **one hundred and twenty (120) days** of the end of the operator's financial year

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
N-YR03	Annual Report	MICS (Section E)	The casino operator shall provide an annual report to the CGC at the end of its financial year detailing its operations and including all the reports required in this notification matrix on an annual basis.	CGC	Annually, within **one hundred and twenty (120) days** of the end of the operator's financial year
N-YR04	Record-keeping	MICS (Section G(iii)	The policy for record-keeping should be reviewed and updated annually or at such other frequency directed by the CGC. *Compliance with record-keeping requirements shall be audited annually.*	CGC	Update or review to be done annually **OR** at the frequency directed by the CGC.
N-YR05	Electronic Records	MICS (Section G(iii))	Compliance with record keeping requirements under the MICS shall be audited annually.	CGC	Annually, within **one hundred and twenty (120) days** of the end of the operator's financial year
N-YR06	Register of Gaming Machines & Equipment	MICS (Section G(iv)) & CGGR – Section 17(3)(f)	A report with a register of all gaming machines and gaming equipment is to be reviewed and provided to the CGC.	CGC	Annually, within **one hundred and twenty (120) days** of the end of the operator's financial year
N-YR07	Counting Room Staff	MICS (Section H)	An updated list of the casino's counting room staff should be provided to the CGC each year.	CGC	Within **thirty (30) days** of the end of the previous calendar year
N-YR08	List of Offered Games	MICS (Section I)	A list shall be generated every four (4) months indicating the list of games offered for that period including any	CGC	**Annually**, within **thirty (30) days** after the end of the calendar year

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			games that have been added or removed for that period. A final report for the year should be provided to the CGC. *(All four lists are to also be included in the Annual Report provided to the CGC by the licensee)*		
N-YR09	AML/CFT/CPF Compliance Audit	MICS (Section M)	Casino operators shall undergo an annual AML/CFT/CPF compliance audit.	CGC	**Annually,** within **one hundred and twenty (120)** days after the end of the end of the operator's financial year
N-YR10	External Auditor	CGGR – Section 22	A casino operator shall notify the CGC of the auditor it wishes to use for its end of year financial audit.	CGC	**Annually,** Within **forty-five (45) days** of the end of the operator's financial year
N-YR11	Audited Financial Statements	CGGR – Section 23	A casino operator should submit its Audited Financial Statements at the end of the casino operator's financial year.	CGC	**Annually,** within **one hundred and twenty (120)** days after the end of the end of the operator's financial year
N-FID01	Suspicious Transactions (Proceeds of Crime)	POCA – Section 94	A casino operator must make a report to the applicable designated authority after an event that qualifies as a suspicious transaction takes place.	FID	No later than **fifteen (15)** days after the information comes forward

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			The relevant form to submit this report is Form 1 in the Schedule of the POCMLR).		
N-FID02	Terrorism Prevention Listed Entities Report	TPA – Section 15	A casino operator must provide a report to the FID every four (4) months.	FID	Every **four (4)** months. Filing must be completed within one (1) month after the reporting period ends
N-FID03	Report of Suspected Terrorism Offence	TPA – Section 13	A casino operator must make a report to the local police if any information comes to their attention in the course of the casino operation that a patron, employee or any other person has committed a terrorism offence.	FID	As soon as is reasonably practicable
N-FID04	Suspicious Transactions (Terrorist Financing)	TPA – Section 16(3)	A casino operator shall report all complex transactions, unusually large transactions or unusual patterns of transactions which have no apparent economic or visibly lawful purpose.	FID	Immediately
N-FID05	Suspicious Transactions (Terrorist Financing)	TPA – Section 16(3A)	A casino operator shall report all transactions whether completed or not, which the operator suspects, or has reasonable cause to suspect:	FID	Immediately

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			a) involves property connected with or intended to be used in the commission of a terrorism offence; or b) involves or is for the benefit of a listed entity or terrorist group		
N-FID06	Proscribed Entity Reports	UNSCRIA Section 5	A report should be made by the casino operator indicating that it is either: a) not in possession or control of any assets owned or controlled by or on behalf of a person or entity proscribed by regulations made under UNSCRIA; or b) it is in possession or control of assets owned or controlled by or on behalf of a person or entity proscribed by regulations made under UNSCRIA), in which case it shall also report the number of persons, contracts or accounts (as the case may require) involved and the total value of the assets; and any transaction or attempted transaction that is believed or known to be related to a person or entity that	FID	**Once every four (4) calendar months.**

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			is proscribed by regulations made under the UNSCRIA.		
N-ConC	Controlled Contracts	CGA – Section 50(1)(a)	A casino operator shall not enter into, be a party to, or vary a controlled contract before advising the CGC of the proposed contract or proposed contract variation.	CGC	At least **twenty-eight (28)** days before entering into the new or varied contract
N-DA01	Disciplinary Action	CGA - Section 27(4)	Casino operator has option to submit documents outlining why disciplinary action should not be taken against him/her, upon being advised that disciplinary actions are being considered.	CGC	Within **fourteen (14)** days after receiving notice from the CGC that it has grounds for disciplinary action
N-DA02	Filing an Appeal	CGA – Section 64(3)	A copy of a Notice of Appeal and supporting documents must be served on the CGC.	CGC	**Immediately** after filing documents with the Appeals Tribunal
N-ICS01	Internal Control Standards	CGGR – Section 8(3)	A casino operator shall submit its system of internal control standards in writing for approval.	CGC	**At least ninety (90) days** before the opening of the casino [unless otherwise directed by the CGC]
N-ICS02	Revision to Internal Control Standards	CGGR – Section 10(2)	Upon receipt of notice from the CGC that a revision of the minimum internal control standards is required, a casino operator shall submit any concerns it has to the proposed revision in writing.	CGC	**Within ten (10) days** of receipt of the proposed revision from the CGC

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
N-ICS03	Amended Internal Control Standards	CGGR – Section 10(4)	A casino operator who made amendments to its previously approved internal control standards as a result of a revision to the CGC's minimum standards must provide a copy of its amended internal control standards for approval.	CGC	**Within ten (10) days** of receipt of the CGC's revised internal control standards [unless otherwise directed by the CGC]
N-MMS01	Revision to Minimum Security Standards	CGGR – Section 38(2)	Upon receipt of notice from the CGC that a revision of the minimum security standards is required, a casino operator shall submit any concerns it has to the proposed revision in writing.	CGC	**Within ten (10) days** of receipt of the proposed revision
N-MMS02	Amendment to Minimum Security Standards	CGGR – Section 38(4)	A casino operator who made amendments to its previously approved minimum security standards as a result of a revision to the CGC's minimum standards must provide a copy of its amended minimum security standards for approval.	CGC	**Within ten (10) days** of receipt of the CGC's revised minimum security standards [unless otherwise directed by the CGC]
N-MMS03	Amendment to Minimum Security Standards	CGGR – Section 38(5)	A casino operator whose approved minimum security standards does not require adjustment following a revision of the CGC's minimum security standards shall provide a statement confirming same.	CGC	**Within ten (10) days** of receipt of the CGC's revised minimum security standards
N-CMA01	Casino Marketing Arrangement	MICS (Section T)	The casino operator shall notify the CGC of a proposed casino marketing arrangement and provide details of	CGC	**At least ninety (90) days** before entering

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			the proposed arrangement and the introducer being considered for the marketing arrangement.		into the marketing arrangement
N-CMA02	Casino Marketing Compliance	MICS (Section T)	A casino operator shall submit a report to certify compliance with the General Advertising Guidelines issued by the CGC.	CGC	Annually, within **one hundred and twenty (120) days** of the end of the operator's financial year.
N-CSP	Casino Surveillance Plan	CGGR – Section 34	A casino operator shall submit a casino surveillance plan, that aligns with the CGC's minimum security standards, for approval.	CGC	**At least ninety (90) days** before the opening of the casino [unless otherwise directed by the CGC]
N-FR01	Unaudited Financial Statements	MICS (Section D(ii) & E(ii))	Unaudited financial statements are to be submitted to the Commission on a quarterly basis.	CGC	No later than the **15th day** following the end of each financial quarter
N-FR02	Unaudited Financial Statements	MICS (Section E(ii))	Year-to-date unaudited financial statements shall be submitted to the Commission in the event any of the following occur: a) licence termination; b) change in the business entity; or change in control or ownership.	CGC	Within **sixty (60) days** of the date on which the event occurred
N-FR03	Bankroll Analysis Worksheet	MICS (Section F)	The casino operator shall submit periodic bankroll analysis worksheets to the CGC, inclusive of its bankroll formula, inputs and assumptions.	CGC	1. No less than **five (5) days** after the end of the month for the first three (3) months after

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					the casino's opening 2. **Quarterly** (until the first anniversary of the casino's opening) 3. **As frequently as necessary** (The CGC will agree on the reporting timeframe with the casino operator after their first anniversary)
N-FR04	Available Cash or Cash Equivalents	MICS (Section F)	If at any time the casino operator's available cash or cash equivalents are less than the minimum bankroll amount required, the CGC shall be immediately notified. The casino operator shall also outline how it proposes to remedy the shortfall.	CGC	**Immediately**
N-FR05	Acceptance of Tips & Gratuities	MICS (Section F)	The casino operator shall submit its internal controls for the approval of tips and gratuities.	CGC	At least **ninety (90) days** before any tip or gratuity is accepted at the casino.

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			Once approved the internal controls cannot be changed without the approval of the CGC.		
N-FR06	Progressive Jackpot	MICS (Section K)	The casino operator shall submit a progressive jackpot payment to the Compliance Committee for certification.	CC	**Immediately**
N-FR07	Suspicious Transaction Reports	MICS (Section M)	Suspicious transaction reports shall be filed with the CGC.	CGC	Within **twenty-four (24) hours** of identification
N-FR08	Cash Reserve	MICS (Section BB)	A casino operator shall submit a standardized report, to be prepared by an independent certified accountant, on all transactions related to its cash reserve.	CC	**Quarterly** (or another reporting period to be determined by the CC)
N-CS	Complimentary Services & Goods Report	MICS (Section V)	The casino operator shall prepare a report of its authorized complimentary services including the following: a) A list of the employees authorized to give complimentary goods/services and the maximum dollar limit on each employee's authority; The details of all complimentary services and goods issued to patrons for the reporting period.	CGC	Within **fourteen (14) days** after the end of the calendar quarter

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
N-M	Monthly Reports	CGGR – Section 18	A casino operator shall fille a monthly report of the casino's financial and statistical data each month and this report shall include: a) a balance sheet; b) an income statement; c) a cash flow statement; d) the aggregate amount staked or wagered by patrons; e) the total amount paid out by the casino operator to patrons as winnings; f) the gross profits; g) the gross profit tax payable to the Collector of Taxes; and h) any other financial or statistical data that the Commission may request, in writing. ***A copy of this report should also be provided to the Collector of Taxes***	CGC	**Monthly** report to the CGC to be delivered no later than the seventh (7th) day following the end of the month for which the report is being submitted
N-RK01	Record of Operations	CGGR – Section 17(3)	A casino operator shall maintain adequate records of its operations as listed in the applicable section of the CGGR.	CGC	**Records to be made available to CGC's inspectors upon request.**
N-RK02	Record of Company Documents	CGGR – Section 17(5)	A casino operator shall keep all the documents listed in CGGR, Section 17(5) available at the casino premises for inspection by the CGC.	CGC	**Records to be made available to CGC's inspectors upon request.**

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
N-RK03	Record of Ownership of Casino Premises	CGGR – Section 17(6)	A casino operator shall maintain the original or certified copies of all documents relating to ownership of the casino premises unless otherwise directed by the CGC.	CGC	**Records to be made available to CGC's inspectors upon request.**
N-RN	Remote Access to Network	MSS (Section 13)	The casino operator shall submit a written request for approval before allowing remote access to its network for maintenance.	CGC	No less than **thirty (30) days** before the access is proposed to be granted
N-EMS	Electronic Monitoring System	CGGR – Section 44	A casino operator shall implement and maintain an electronic monitoring system and the details regarding the operation of the system shall be submitted for approval. *This shall be submitted with the casino's surveillance plan*.	CGC	**At least ninety (90) days** before the opening of the casino [unless otherwise directed by the CGC]
N-NEA	Letter Addressing Non-Compliance of External Auditor	CGGR – Section 22(5)	A casino operator shall provide a letter to the CGC addressing any item of non-compliance by its external auditor and describe the corrective measures that will be taken to rectify the non-compliance.	CGC	Within **five (5) days** of completion of the external auditor's report
N-GSH	Certification of Gaming Software and Hardware Systems	MICS (Section I)	All gaming hardware and software systems must be certified by an independent testing laboratory approved by the CGC prior to deployment and use in the casino.	CGC	**1.** Immediately before the use of any gaming hardware of software or hardware system in the casino;

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
					2. Renew certification after **any major system updates OR** every **twenty-four (24) months**, whichever comes first
N-PR	Progressive Jackpot Liabilitiy	MICS (Section K)	Jackpot liability shall be reconciled quarterly and verified annually by an independent auditor approved by the CGC.	CGC	Audits, **annually** (result of audit to be delivered to the CGC upon completion)
N-EE01	Self-Exclusion Program	MICS (Section O)	The self-exclusion program shall be reviewed and reports submitted detailing enrolments, breaches and remedial actions.	CGC	**Quarterly**
N-EE02	Exclusion or Expulsion of Patron by Casino Operator	*General Reporting Obligation*	The casino operator shall submit a report to the CGC in the event of any incident resulting in either a temporary or permanent exclusion or expulsion of a patron.	CGC	**Within fifteen (15) days** of the exclusion or expulsion
N-W	Whistleblowing	MICS (Section U)	The casino operator shall submit a report to the CGC on internal whistleblowing cases and remedial actions taken.	CGC	**Annually,** within **forty-five (45) days** of the end of the financial year
N-AI	AI Governance Framework	MICS (Section CC)	The casino operator shall submit the AI governance framework to the CC for annual review.	CC	**Annually,** within **thirty (30)** days of the end of the financial year

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
N-CS	Cyber Security	MICS (Section CC)	A casino operator shall conduct a minimum of two (2) independent penetration tests per annum and submit the results and any necessary remediation plans to the CGC.	CGC	Within **thirty (30) days** of the penetration test.
N-RG	Responsible Gaming	MICS (Section X)	The casino operator shall document protocols demonstrating a sufficient level of protection for patrons, employees and vulnerable members of society in accordance with the Responsible Gaming Framework for Casinos in Jamaica issued by the Commission.	CGC	**At least ninety (90) days** before the opening of the casino [unless otherwise directed by the CGC]
N-PA	Patron Accounts	MICS (Section Y)	Patron accounts shall be reconciled quarterly and any discrepancies identified should be reported	CGC	**Quarterly**
N-RA	Responsible Service of Alcohol	MICS (Section AA)	Compliance checks shall be done by the CGC on the service of alcohol in the casino.	CGC	**Quarterly**

INCIDENT REPORT REFERENCE KEY

IR-IOJ – Incidents in Other Jurisdictions
IR-MR – Incidents Related to Money Laundering, Proliferation Financing or Terrorist Financing
IR-IPC – Incidents that can affect Integrity and Public Confidence
IR-RG – Incidents that affect the Responsible Gaming Mandate
IR-EC – Incidents related to Employee Changes
IR-SE – Incidents related to Site Emergencies, Evacuation or Closure
IR-UM – Unaccompanied Minors
IR-PCD – Patron Complaints, Disputes or Duress
IR-CA – Credit Agreements and Settlement Agreements
IR-AS – Incidents Related to the Alarm and Surveillance System
IR-CWS – Cashless Wagering System
IR-RE – Recording Equipment
IR-EF – Equipment Failure

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
IR-IOJ01	Conviction of a Specified Offence	CGA – Section 20 & Third Schedule	The casino operator or any of its associates is convicted of a specified offence in any jurisdiction.	CGC	Within **five (5)** days of the event
IR-IOJ02	Any Other Incident in Another Jurisdiction	*General Reporting Obligation*	If any regulatory, criminal or other disciplinary action is taken against the casino operator or the personal licensee in another jurisdiction, they shall make a report to the CGC	CGC	As soon as is practicable, and in any event within **forty-eight (48) hours** after the information comes to the attention of the casino operator/personal licensee
IR-IOJ03	Suspension, Revocation or Surrender of Licence in	CGA – Section 20 & Third Schedule	Notice must be served if the casino operator or any of its associates has its licence or authorization to conduct gaming activities in another	CGC	Within **five (5)** days of the event

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
	Another Jurisdiction		jurisdiction, (which is equivalent or similar to the gaming activities licensed for in Jamaica) suspended, revoked or surrender.		
IR-MR01	Suspicious Behaviour, Cheating at Play, Unlawful Activity	*General Reporting Obligation*	Any gaming or non-gaming activity related suspicious behaviour, cheating during play and/or unlawful activities separate and apart from money laundering, terrorism financing or proliferation financing should be reported to the CGC.	CGC	**Monthly** report to the CGC to be delivered no later than the seventh (7th) day following the end of the month for which the report is being submitted
IR-MR02	Money Laundering Mitigation Report	*General Reporting Obligation*	The casino operator shall notify the CGC of any planned interviews, exclusions, bans, limitations or mitigation controls that are planned for a patron as a result of an identified AML risk.	CGC	**As soon as is possible after the case arises,** and in any case before implementation.
IR-MR03	Suspicious Transactions (Proliferation Financing)	UNSCRIA (Section 14)	The casino operator shall report any transaction that it reasonably believes may be connected to, funded by or financing proliferation.	CGC	**Immediately.** By telephone and email
IR-IPC01	Integrity & Public Confidence	*General Reporting Obligation*	A casino operator or personal licensee shall report to the CGC any incident that may affect the integrity or public confidence in gaming including but not limited to:	CGC	**Immediately.** Written report by email

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			a) incidents of breaches of cybersecurity; and b) any incident or breach, or suspected incident or breach affecting the integrity of gaming systems and/or related sensitive data (e.g. data relevant to determining game outcomes, cash out failures, stolen bills, game freezes resulting in a loss or win), and any actions taken to prevent similar incidents from occurring in the future.		
IR-IPC02	Cybersecurity Incidents & Breaches	*General Reporting Obligation*	Any significant suspected or potential security incident or breach that could affect the confidentiality, integrity and/or availability of any information system or sensitive data including but not limited to: a) players' personal information; or b) financial data	CGC	**Immediately**
IR-RG01	Self-Excluded Persons	*General Reporting Obligation*	The casino operator shall provide a report of any instance where a self-excluded person is on the gaming floor in excess of twenty (20) minutes	CGC	**Monthly** report to the CGC to be delivered no later than the seventh (7^{th}) day following the end of the month for

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
					which the report is being submitted
IR-RG02	Self-Excluded Persons (Playing)	*General Reporting Obligation*	Any instance of a self-excluded person found using any gaming machine or participating in any activity at a card table or other gaming activity within the casino.	CGC	**Immediately.** By telephone and email
IR-EC01	Termination of Employment for Cancelled Personal Licensee	*General Reporting Obligation*	A casino operator shall provide the CGC with a report proving that a person's employment has been terminated after receiving notice from the CGC that the person's personal licence has been revoked or otherwise ceased to be in force.	CGC	Within **forty-eight (48)** hours of receiving the notice from the CGC of the cancelled personal licence
IR-EC02	Vacancy in Licensed Positions	MICS (Section A(vii))	The casino operator shall provide a report if it becomes aware of a vacancy in any position in respect of which a Personal Licence is required. The report shall include: a. the vacant position; b. the date on which the position will become or became vacant;	CGC	Within **five (5) days** of becoming aware of the vacancy

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			c. the measures to be taken if no replacement is found prior to the date of termination; and d. whether there is a requirement for a provisional personal licence under the CGA, where necessary, in accordance with section 33 of the CGA.		
IR-SE	Emergencies, Evacuation and/or Site Closure	*General Reporting Obligation*	The casino operator shall notify the CGC if any of the following events occur at the casino: 1. A life-threatening emergency; 2. An incident resulting in first responders (local police, fire or ambulance) being called to the casino; 3. An incident takes requiring evacuation and/or site closure of all or any part of the casino; 4. An incident that could cause public or personal life-threatening injuries to persons inside the casino; and An incident that results in significant loss or damage of gaming-related assets or equipment.	CGC	**Immediately.** By telephone and email
IR-UM	Unattended Children	*General Reporting Obligation*	A report should be made of any instance of an unattended child on the casino floor.	CGC	**Immediately.** By telephone and email

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
IR-PCD01	Complaints	MICS (Section S)	The casino operator shall submit all resources at its disposal to assist the CGC in the resolution of a reported complaint.	CGC	Within **three (3) days** of receiving notice from the CGC that a complaint was reported
IR-PCD02	Introduced Patrons - Duress	MICS (Section S)	The casino operator shall provide a report if it receives evidence of any kind indicating that an introduced patron was subject to any form of duress before or after becoming a patron.	CGC	**Immediately**
IR-PCD03	Patron Disputes Report	CGGR – Section 52	A report of all patron disputes, both resolved and unresolved shall be submitted by the casino operator.	CGC	**Monthly** report to the CGC to be delivered no later than the seventh (7^{th}) day following the end of the month for which the report is being submitted
IR-CA01	Theft or Destruction of a Credit Agreement	MICS (Section Z)	A casino operator shall report any instance of theft or destruction of a credit agreement to the local police	JCF	Within **forty-eight (48) hours** of the discovery of the theft
IR-CA02	Theft or Destruction of a Credit Agreement	MICS (Section Z)	The casino operator shall report the theft or destruction of a credit agreement to the Compliance Committee and provide proof of the	CC	1. **Immediately** on discovery of the theft 2. Provide proof **immediately**

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			filing of a police report outlining the theft or destruction.		after the police report is filed
IR-CA03	Theft or Destruction of a Credit Agreement	MICS (Section Z)	The casino operator shall report the theft or destruction of a credit agreement and provide proof that it was reported to the local police and the Compliance Committee was informed.	CGC	Within **twenty-four (24) hours** of informing the Compliance Committee
IR-CA04	Alternative Settlement	MICS (Section Z)	The casino operator shall advise the Compliance Committee if it settles a debt on a credit agreement with a patron for less than the full amount owed. *The terms of the settlement and the circumstances of the original grant of credit shall also be provided.*	CC	Within **fifteen (15) days** of the execution of the settlement with the patron
IR-CA05	Alternative Settlement	MICS (Section Z)	The casino operator shall advise the CGC if it settles a debt on a credit agreement with a patron for less than the full amount owed. *The terms of the settlement and the circumstances of the original grant of credit shall also be provided.*	CGC	Within **thirty (30) days** of the execution of the settlement with the patron
IR-CA06	Debt Recovery (Settlement Agreement)	MICS (Section Z)	The casino operator shall inform the CC whenever it enters into a settlement agreement with a patron.	CC	**Immediately**

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
IR-CA07	Debt Recovery (Settlement Agreement)	MICS (Section Z)	The casino operator shall inform the CGC whenever it enters into a settlement agreement with a patron.	CGC	Within **fifteen (15) days** of execution of the settlement agreement
IR-CS	Cyber Security	MICS (Section CC)	Any detected intrusion of the casino operator's IT systems or cyber security protocols shall be reported to the CGC.	CGC	**Immediately**
IR-AS01	Alarm System Malfunction	MSS (Section 8)	The casino operator shall report any malfunctioning of any alarm system or any alarmed doors.	CGC	**Immediately**
IR-AS02	Repair, Maintenance or Replacement of Alarm System	MSS (Section 8)	The casino operator shall report any non-emergency repair, maintenance, or replacement of any alarm system or alarmed door at the casino.	CGC	Within **twenty-four (24) hours** of the repair, maintenance or replacement
IR-AS03	Surveillance System Maintenance Log	MSS (Section 13)	The casino operator shall report any variance between its manual maintenance log and system generated maintenance log for its surveillance system.	CGC	Within **three (3) days** of identifying the variance
IR-AS04	Surveillance	MSS (Section 3)	The casino operator's head of surveillance shall report any information that in his or her judgment warrants review or action by the Compliance Committee.	CC	Within **twenty-four (24) hours** of the information coming to the attention of the head of surveillance
IR-AS05	Review of Surveillance System for	MSS (Section 5)	The casino operator shall submit its review of the casino's surveillance system and sufficiency of coverage	CC	Within **forty-eight (48) hours** of the modification,

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
	Modified Moved or Replaced Gaming Machines or Gaming Tables		on any modified, moved or replaced gaming machine or gaming table to the Compliance Committee.		movement or replacement.
IR-CWS01	Failure or Compromise of Cashless Wagering System	MICS (Section Y)	The casino operator shall launch an immediate investigation in the event there is a failure or compromise of the cashless wagering system.	CC	**Immediately. Report to be provided as soon as the investigation is completed.**
IR-CWS02	Failure or Compromise of Cashless Wagering System	MICS (Section Y)	The casino operator shall launch an immediate investigation in the event there is a failure or compromise of the cashless wagering system and file a report with the CGC thereafter.	CGC	Within **two (2) days** of completion of the investigation
IR-RE	Replacement of Recording Equipment	MSS (Section 5)	The casino operator shall report any instance of significant degradation of its recording equipment and provide confirmation of its replacement.	CC	Within **twenty-four (24) hours** of the discovery
IR-EF	Equipment Failure	MSS (Section 13)	The casino operator shall report any equipment failure in the casino with the following details: (a) The time and cause of the malfunction, if known; (b) The time the security department was notified of the malfunction; and	CGC	Within **forty-eight (48)** hours of the equipment failure

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			(c) The nature of communications with the security department relating to the malfunction.		

NOTICE & REPORTS ON GAMING MACHINES, EQUIPMENT, CHIPS, TOKENS, CPVS, DICE AND PLAYING CARDS REFERENCE KEY

N-GM – New Gaming Machine
N-IM – Independent Modification of Gaming Machines/Equipment
N-AC – Adjustment of Credit for Gaming Machine or Equipment
N-AGM – Approval of Gaming Machines/Equipment
IR-GC - Gaming Chips, Gaming Tokens, CPVs, Dice or Playing Cards
IR-RGM – Removal of Gaming Machine/Equipment
IR-NCG – Non-Compliant Gaming Machines/Equipment

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
N-GM	Gaming Machine Licence	CGGR – Section 60/61/62	A casino operator shall apply to the CGC for a gaming machine licence for every gaming machine to be used in the casino.	CGC	**Prior to use of the gaming machine in the casino**
N-IM01	Independent Modification of Gaming Equipment	CGGR – Section 58	A casino operator shall first apply for approval before modifying any item or class of gaming equipment when that modification was not required by the CGC.	CGC	**Prior to use of the modified gaming equipment in the casino**
N-IM02	Independent Modification of Gaming Machines	CGGR – Section 64	A casino operator shall first apply for approval before modifying any gaming machine when that modification was not required by the CGC.	CGC	**Prior to use of the modified gaming machine in the casino**
N-AC	Adjustment of Credit to a Gaming	MICS (Section Y)	A casino operator shall provide notice to the Commission, in writing, of any adjustment to the amount of credit	CGC	On or before the date of the adjustment

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
	Machine or Equipment		transferred to a gaming machine by means of a cashless funds transfer system.		
N-AGM01	Approval of Gaming Equipment	CGGR – Section 54/55/56	A casino operator shall submit a letter with details of any new item or class of gaming equipment it wishes to use in the casino for approval.	CGC	**Prior to use of the gaming equipment in the casino**
N-AGM02	Approval of Modified Gaming Equipment	CGGR – Section 57	Upon amendment or substitution of the CGC's technical standards, a casino operator shall modify its gaming equipment as required to become compliant and apply for approval of the modifications made.	CGC	**Prior to use of the modified gaming equipment in the casino**
N-AGM03	Approval of Modified Gaming Machines	CGGR – Section 63	Upon amendment or substitution of the CGC's technical standards, a casino operator shall modify its gaming machines as required to become compliant and apply for approval of the modifications made.	CGC	**Prior to use of the modified gaming machine in the casino**
IR-GC01	Gaming Chips	CGGR – First Schedule (Sections 3&4)	A casino operator shall submit design specifications, sample chips and sample colour disks for every chip to be used in the casino.	CGC	**Prior to use of any gaming chips in the casino**
IR-GC02	Non-Compliant Gaming Chips, Gaming Tokens, CPVs, Dice or Playing Cards	MICS (Section J)	The casino operator shall report any gaming chips, gaming tokens, CPVs, dice or playing cards that were removed as a result of tampering, suspicion of tampering or any other sign of non-compliance with the approved standards for gaming chips,	CGC CC	**Immediately**

REFERENCE No.	Category	Applicable Legislation / Rules	Description	Entity to Contact	Notice/Reporting Timeframe
			gaming tokens, CPVs, dice and playing cards.		
IR-GC03	Gaming Machine Token	CGGR – Third Schedule	A casino operator shall submit a sample gaming machine token for review.	CGC	**Prior to use of any tokens in the casino**
IR-RGM	Removal or Relocation of Gaming Machine or Gaming Equipment	MICS (Section I)	The casino operator shall notify the CGC if a decision is made to remove or relocate a gaming machine or gaming equipment on the casino floor.	CGC	**Twenty-four (24) hours or as soon as practicable**
IR-NCG	Non-Compliant Gaming Machine or Gaming Equipment	MICS (Section I)	The casino operator shall notify the CGC if it becomes aware that a gaming machine or gaming equipment on the casino floor is no longer compliance with the applicable legislation.	CGC	**Twenty-four (24) hours or as soon as practicable**

Reference Key

N-DA – Disciplinary Action

N-CC – Notification of Change in Circumstances

IR-MR – Incidents Related to Money Laundering, Proliferation Financing or Terrorist Financing

IR-IPC – Incidents that can affect Integrity and Public Confidence

Reference No.	Category	Applicable Legislation	Description	Entity to Contact	Notice Timeframe
N-DA01	Disciplinary Action	CGA - Section 36(3)	Personal Licensee has option to submit documents outlining why disciplinary action should not be taken against them, in the event that they receive communication from the CGC that disciplinary action is being considered against them.	CGC	Within **fourteen (14)** days after receiving notice from the CGC that it has grounds for disciplinary action
N-DA02	Filing an Appeal	CGA – Section 64(3)	A copy of a Notice of Appeal and supporting documents must be served on the CGC.	CGC	**Immediately** after filing documents with the Appeals Tribunal
N-CC13	Change of Address	CGAR – Section 24(1)(b)(i)	The personal licensee shall advise the CGC if there is a change in their address after filing of a *Personal History*	CGC	**Immediately**

Reference No.	Category	Applicable Legislation	Description	Entity to Contact	Notice Timeframe
			Disclosure Form (Eighth Schedule of the CGAR) or *Jamaican Supplemental to the Multi-Jurisdictional Personal History Disclosure Form* (Ninth Schedule of the CGAR)		
IR-MR04	Suspicious Transactions	*General Reporting Obligation*	A personal licensee shall make a report to CGC if he/she suspects that a transaction or event at the casino may be connected to money laundering, proliferation or terrorist financing.	CGC	No later than **ten (10)** days after the information comes forward.
IR-IPC01	Integrity & Public Confidence	*General Reporting Obligation*	A casino operator or personal licensee shall report to the CGC any incident that may affect the integrity or public confidence in gaming including but not limited to: c) incidents of breaches of cybersecurity; and d) any incident or breach, or suspected incident or breach affecting the integrity of gaming systems and/or related sensitive data (e.g. data relevant to determining game outcomes, cash out failures, stolen bills,	CGC	**Immediately.** Written report by email

Reference No.	Category	Applicable Legislation	Description	Entity to Contact	Notice Timeframe
			game freezes resulting in a loss or win), and any actions taken to prevent similar incidents from occurring in the future.		

N-EA – Notices from the External Auditor

Reference No.	Category	Applicable Legislation	Description	Entity to Contact	Notice Timeframe
N-EA1	Audit Report	CGGR – Section 22(4)	An external auditor shall report each event and procedure found during the course of examination that is believed to not satisfy or is a deviation from: a) CGC's the minimum internal control standards; b) the casino's approved internal control standards; or c) the conditions of the casino operator's licence	CGC	Within **twenty-four (24) hours** of completion of the report
N-EA2	Termination of Appointment	CGGR – Section 27(1)(a)	An external auditor appointed by a casino operator that terminates his/her appointment during the period of appointment must provide a copy of the notice of termination to the CGC, together with reasons for the termination.	CGC	**Immediately** after the notice is sent to the casino operator

Reference No.	Category	Applicable Legislation	Description	Entity to Contact	Notice Timeframe
N-EA3	Termination of Appointment	CGGR – Section 27(1)(b)	An external auditor that does not wish to be reappointed or to be extended in the position of external auditor must provide a copy of the notice to the casino operator outlining same to the CGC together with the reasons for not wishing to extend or renew appointment.	CGC	**Immediately** after the notice is sent to the casino operator
N-EA4	Termination of Appointment	CGGR – Section 27(1)(c)	An external auditor who receives notice from the casino operator that their appointment has been terminated must provide a copy of that notice to the CGC.	CGC	**Immediately** after receiving the notice from the casino operator

REFERENCE KEY

N-ACO – Notices from Associates of Casino Operators

Reference No.	Category	Applicable Legislation	Description	Entity to Contact	Notice Timeframe
N-ACO	Change in Circumstances of Associate	CGA – Section 41(1)	The associate shall notify the CGC if they experience a change in circumstances.	CGC	Within **fourteen (14) days** after the change occurs

REFERENCE KEY

N-CompC – Notices from the Compliance Committee
N-FR – Financial Reporting
IR-RE – Replacement of Recording Equipment

Reference No.	Category	Applicable Legislation	Description	Entity to Contact	Notice Timeframe
N-CompC01	Compliance Committee Meeting Minutes	CGGR – Section 15(4)	The minutes of each Compliance Committee meeting should be delivered to the CGC.	CGC	Within **fifteen (15) days** of the meeting
N-CompC02	Instances of Non-Compliance	MICS (Section Q)	The Compliance Committee shall report all instances of non-compliance with the CGA, regulations created under the CGA, the Minimum Internal Control Standards of the casino or any other applicable legislation within the stipulated timeline based on the category of the breach. The report shall include the classification category, details of the breach,	CGC	1. **Critical Breach –** to be reported **immediately (within 2 hours)** 2. **Major Breach –** to be reported within **twenty-four (24) hours** 3. **Minor Breach –** to

Reference No.	Category	Applicable Legislation	Description	Entity to Contact	Notice Timeframe
			immediate actions taken, the date, time and the cfv parties involved and escalation steps and resolution timeline.		be reported within **three (3)** days
N-CompC03	Non-Compliance Report	CGAR – Section 13(3)(iv)	The Compliance Committee appointed by the casino operator shall submit to the CGC a report of any instances of non-compliance with the casino's approved internal control standards and all applicable AML, CFT and CPF legislation.	CGC	**Monthly.** On the **seventh (7th) day** of the month following the month for which the report is being submitted
N-CompC04	Review of Organizational Chart	MICS (Section A)	The organizational chart shall be reviewed annually by the Compliance Committee to confirm segregation of duties.	CGC	**Annually**
N-CompC05	Approval of a Collections Agency	MICS (Section Z)	The Compliance Committee shall advise whenever it has approved a debt collection agency for collection of the casino operator's debts.	CGC	Within **five (5) days** of the approval
N-CompC06	Withdrawal of Approval of a Collections Agency	MICS (Section Z)	The Compliance Committee shall advise whenever it has withdrawn its approval of a	CGC	

Reference No.	Category	Applicable Legislation	Description	Entity to Contact	Notice Timeframe
			debt collection agency to collect the casino operator's debts.		Within **five (5) days** of the withdrawal of the approval
N-FR06	Cash Reserve	MICS (Section BB)	The Compliance Committee shall advise the CGC if the casino operator's independent accountant report indicates that the cash reserve was less than the required amount and what steps were taken to remedy the deficiency.	CGC	Within **forty-eight (48) hours** of receiving the report indicating the issue
IR-RE	Replacement of Recording Equipment	MSS (Section 5)	The Compliance Committee shall report any incident of reported degradation of sound and images recorded by the casino's recording equipment.	CGC	Within **twenty-four (24) hours** of discovery of the degradation

REFERENCE KEY

R-CO – Reports from the Compliance Officer

Reference No.	Category	Applicable Legislation	Description	Entity to Contact	Notice Timeframe
R-CO01	Report – Employee Fitness and Propriety	MICS (Section P)	The compliance officer shall report any material changes to the fitness and propriety of the casino operator, associates of the casino operator and employees of the casino operator.	CC	As soon as the change is discovered
R-CO02	Report – Changes to Structure of Casino Operations	MICS (Section P)	The compliance officer shall report any major or minor changes to the structure of the casino's operations.	CC	As soon as practicable
R-CO3	Report – Business Associate Relationships	MICS (Section P)	The compliance officer shall provide a report if there have been any material changes in the casino operator's business associate relationships.	CC	As soon as practicable
R-CO4	Report – Compliance Failures	MICS (Section P)	The compliance officer shall report any compliance failures of the casino under any applicable legislation or	CC	As soon as practicable

			directions/rules issued by the CGC.		
R-CO5	Compliance Report	MICS (Section Q)	The compliance officer shall submit annual reports to the Commission.	CGC	**Annually,** Within **forty-five (45) days** of the end of the operator's financial year