



Liquor and Gaming  
Authority of Manitoba

## GAMING INTEGRITY LICENSING AND DELICENSING REQUIREMENTS

### ELECTRONIC GAMING DEVICE

Under the terms and conditions of approval for Electronic Gaming Device (EGD) lottery schemes, the EGD must be licensed with the Liquor and Gaming Authority of Manitoba (LGA) by Manitoba Liquor and Lotteries Corporation (MLLC). All EGDs purchased, leased or provided by a licensed gaming supplier, must be licensed. All EGDs are considered licensed to MLLC until disposed of or physically out of the Province of Manitoba. Licensing ensures accountability upon the yearly count of gaming devices in the Province of Manitoba. The following requirements are established to provide regulatory guidance for licensing, notifications, amendment and delicensing of each Electronic Gaming Device. The LGA reserves the right to amend these Requirements at any time.

Electronic Gaming Device (EGD) includes slot machines, and for the purposes of this document, Video Lottery Terminals (VLTs) and Lottery Ticket Terminals (LTTs).

#### Licensing

Each EGD must be licensed with the LGA by the MLLC/gaming operator.

1. The manufacturer must provide at least 10 (ten) LGA working days notification to LGA Gaming Integrity (GI), prior to the expected arrival of the EGDs. An email notification is acceptable.
2. Within 3 working days of MLLC receiving the EGD(s), MLLC must submit a licensing application, along with the manufacturer's shipping notification. **Interim** licensing status will be granted at this time. The application may be submitted electronically with a signed copy to follow.
3. EGDs to be delicensed are to include the name of the manufacturer/supplier, gaming operator, model numbers, and serial numbers, and location, if available, must accompany the application. This list must be provided electronically, prior to the signed application being submitted.
4. All applicable areas of the application form must be completed or the form will be returned.
5. MLLC or the manufacturer must notify LGA GI, when the EGDs are ready to have LGA license decals applied. All EGDs must have LGA license decals affixed to them prior to being offered for play. **Note:** Although LTTs must be licensed with the LGA, at this time, there is no requirement to apply LGA license decals to them.
6. LGA GI staff will attend the MLLC warehouse or the manufacturer's facility to physically verify the EGDs and affix a LGA License decal (currently grey in colour) next to the ID plate.
7. The EGDs must be placed in such a manner as to offer easy access for the purpose of verifying the ID plate showing the model and serial number and affixing the LGA license decal.

8. Once LGA has verified the model and serial numbers of the EGDs, the status will be changed to permanent. If there are any variances in the model and serial numbers from what was shown on the initial application, an updated list, outlining the changes, must be submitted.
9. Once licensed, the ID plate and decal must remain on the EGD at all times, until the EGD is physically disposed of. The ID plate may not be transferred to another EGD.
10. The LGA license decal indicates that the EGD is licensed with the LGA. Once the LGA license decal has been affixed, LGA will issue a letter of license to the MLLC, at minimum listing the model number, serial number, and the date upon which the EGD was licensed.

### **Notification of Changes to LGA**

Whenever an EGD is removed from the gaming floor and placed into storage or the game theme is being changed, the LGA must be notified. An email notification is acceptable for these types of changes and an application is not required. No formal notification will be sent to the MLLC or gaming operator regarding these changes.

### **Amendments**

Whenever an EGD is moved to another location other than the gaming operator's facility, an amendment application must be made and submitted to the LGA on a license amendment form at least 10 days prior to the departure date. Upon return of the EGDs, LGA must be notified by email. No formal LGA notification will be sent to back to the MLLC or gaming operator when the LGA records are updated and amended.

Refer to EGD Shipping Requirements and EGD Terms and Conditions on the GI website for further clarification.

### **Delicensing**

For the purposes of delicensing of an LGA licensed EGD within the Province of Manitoba, an EGD, no matter what condition, stripped or complete, is still considered a gaming device..

The following LGA requirements have been established for the delicensing process of EGDs licensed with the LGA.

1. One of the following conditions must be met in order to delicensing any EGD. The EGD must be:

- a. sold to a gaming entity, outside of the province

**Note:** When an EGD is sold to a gaming entity outside of the province, it is based on the condition that the EGD must never re-enter the Province of Manitoba unless agreed upon by the LGA.

- b. returned or sold back to the manufacturer,

**Note:** In the event the EGDs are returned or sold back to the manufacturer, these EGDs must never be returned to MLLC unless MLLC re-applies for licesning status from LGA.

- c. physically destroyed

2. It is the MLLC's responsibility to advise when the licensing status is changing
3. The MLLC/Gaming Operator is responsible to determine the disposal method and for any expenses incurred as a result of the disposal.
4. Once the disposal method is determined;
  - a. Returned to the Manufacturer,
  - b. Sold or
  - c. Destroyed (or recycled)

MLLC must submit a completed LGA application, **within three working days**, to delicense the EGD(s). The application may be submitted electronically with a signed copy to follow.

5. All applicable areas of the application form must be completed or the form will be returned.
6. EGDs to be delicensed are to include the name of the manufacturer/supplier, gaming operator, model numbers, and serial numbers, and location, if available, must accompany the application. This list must be provided electronically, prior to the signed application being submitted.

#### **Delicensing of EGDs which have been returned to the manufacturer**

1. The software must be removed from the EGD if returned to supplier/manufacturer.
2. MLLC must notify LGA GI staff, via email, when the EGD(s), slated for return to the manufacturer are available for inspection.
3. LGA staff may attend MLLC facilities and physically verify the model and serial number of each EGD being held for the return to the manufacturer.
4. LGA delicensing decals are not required to be applied to EGDs being returned to the manufacturer.

#### **Delicensing of EGDs which have been sold**

5. The software must be removed from the EGDs if sold.
6. MLLC must notify LGA GI staff, via email, when the EGDs, slated to be sold are available for inspection.
7. LGA staff may attend MLLC facilities and physically verify the model and serial number of each EGD being sold
8. LGA delicense decals are not required to be applied to EGDs being sold.

#### **Delicensing of EGDs to be physically destroyed.**

LGA GI staff may attend MLLC facilities at Winnipeg or Morris or alternate site to physically verify the model and serial number of each gaming device or VLT being held for disposal purposes.

1. The ID badge must remain on the EGD, if placed in storage, and until such time that it is physically out of the possession of MLLC. When the EGD is physically destroyed, the ID badge must be taken off the EGD and returned to the MLLC for verification. If there is a discrepancy in the number of ID badges returned, LGA must be notified.

2. When MLLC determines the date on which the EGD(s) intended for delicensing are to be shipped out, LGA must be notified by email within 5 working days.
3. A completed MLLC Asset Redeployment/Disposal form or other proof of disposal must be submitted to confirm the EGD was disposed of. An email of this form or other proof is acceptable.
4. Once proof of disposal has been provided by MLLC, LGA will issue a letter of delicensing to the MLLC listing the model and serial numbers of the EGD(s) and the date upon which the EGD was delicensed.