



Liquor and Gaming  
Authority of Manitoba

## GAMING INTEGRITY SHIPPING REQUIREMENTS

### ELECTRONIC GAMING DEVICE

Under the terms and conditions of approval for electronic gaming devices, all EGDs may only be purchased, leased or provided from an LGA licensed gaming supplier. The EGD must also be licensed by the Liquor and Gaming Authority of Manitoba (LGA) by the Manitoba Liquor and Lotteries Corporation (MLLC).

Once licensed, the MLLC is responsible for the safe and secure transport of all EGDs until disposed of. Refer to the [LGA Gaming Integrity Requirements for Disposal of EGDs](#).

The following requirements provide regulatory guidance for shipping of EGDs and maintenance of records. The LGA reserves the right to modify these requirements at any time. *Items not covered in these requirements are subject to LGA review and further information may be requested to evaluate the continued integrity of EGDs shipped into and out of the Province of Manitoba.*

For the purposes of this document, an EGD includes slot machines, video lottery terminals (VLT) and automatic shufflers.

#### General Shipping Requirements

1. All EGDs must be securely shipped (ie. use of security seals) and provide that continuity exists. The following items are to be documented and kept on record, should LGA request it.
  - a. Shipment date
  - b. Company name of where the EGDs were shipped from
  - c. Company name and address where the EGDs are being shipped to
  - d. Transportation company used
  - e. All security seals assigned and used, by serial number, to seal the truck/trailer's door. Any broken seals should continue to be listed, including the reason for breaking it; the truck's driver's printed name and signature should be provided as verifying the reason for the broken seal.
  - f. All spare security seals, provided to the truck's driver
  - g. A signature and printed name area for the company who issued the security seals; as verification of issuance and witnessing the installation of the assigned security seals
  - h. A signature and printed name area for the truck's driver; as acknowledgement of issuance and acceptance for responsibility of the assigned security seals
  - i. A signature and printed name area for any authority that requires that the truck/trailer be opened while in transit. This area should also include the organization name, phone number, date and reason for opening the truck/trailer
2. If a security seal has been tampered with, broken while in transit without an explanation; or a seal is unaccounted for, the final recipient must inform MLLC and in turn, MLLC must notify LGA.

3. A list of the EGDs being shipped; providing the manufacturer, serial number and model numbers, must be sent to the LGA with the email notification.

### **Manufacturers Shipping Unlicensed EGDs into Manitoba**

All manufacturers providing product must be licensed with the LGA as a licensed gaming supplier, unless the product is being provided for evaluation and/or testing purposes only. Continued licensing requires compliance with LGA Gaming Supplier Terms and Conditions, including ensuring that at all times product supplied complies with any applicable Gaming Integrity Standards and Requirements.

In addition to the General Shipping Requirements stated above, manufacturers must also ensure the following requirements are adhered to:

1. LGA must be provided with same day notification of all shipments into Manitoba. The Manager of Gaming Integrity is to be copied on the email notification.
2. The manufacturer is responsible for the safe and secure transport of all EGDs destined for Manitoba.
3. EGDs intended for the Province of Manitoba may only be sold or leased to MLLC.
4. All EGDs must bear an identifying plate listing the model number, serial number and manufacturer name.
  - a. The serial number must also be engraved onto a non-removable part of the cabinet, i.e., chassis, inside the main access door.
  - b. The serial number contained on the identifying plate must be verified by the manufacturer to match the interior serial number on the chassis of the machine prior to the machine(s) being shipped to MLLC.
5. Game software must be shipped in a separate shipment from the EGD, unless otherwise approved.
  - a. A waiver from LGA is required for any unapproved software being shipped into Manitoba.
6. EGDs must be shipped directly to an MLLC property (unless otherwise specified).
  - a. When the manufacturer has a warehouse in Manitoba, the EGDs may be shipped to the warehouse for any preparation/configuration work required prior to shipping to MLLC.
  - b. If the EGDs are shipped to the manufacturer's warehouse in Manitoba, prior to shipping to MLLC :
    - i. Any discrepancies in the amount of EGDs shipped in relation to the original list must be reported to the MLLC and LGA by providing their serial numbers and model number.
    - ii. For VLTs only, three (3) LGA working days notification must be provided to the LGA Manager of Gaming Integrity to physically sight the machines for licensing purposes.

- iii. The EGDs must be placed in such a manner as to offer easy access to LGA GI staff to verify the model and serial numbers on the ID plate.
  - iv. VLTs must remain at the receiving warehouse until licensed by LGA.
- c. Special circumstances for EGDs going directly onto the gaming floor will be considered on a case by case basis. Prior to moving EGDs, MLLC must contact LGA directly.

**MLLC Shipping LGA Licensed EGDs within Manitoba and/or Canada**

Once licensed, the MLLC is responsible for the safe and secure transport of all EGDs. Refer to the LGA Gaming Integrity Requirements for Disposal of EGDs when applicable.

In addition to the General Shipping Requirements listed on page one, MLLC must also ensure the following requirements are adhered to:

1. 10 days notice must be provided to LGA prior to all MLLC shipments leaving Manitoba.
2. MLLC is responsible, for the continued integrity of any LGA approved firmware in the EGDs.
3. The LGA Gaming Integrity Licensing Requirements for amendments must also be adhered to, when applicable.
4. When a EGD leaves the possession of MLLC (ie, for evaluation in another jurisdiction), a licensing amendment application must be submitted along with the following:
  - a. A complete list of EGDs.  
An electronic list with all the serial numbers, model numbers and descriptions of the firmware configurations contained in each EGD or VLT must be submitted via email to LGA GI staff for processing.
  - b. A list of all destinations to which the EGDs are being shipped.
  - c. An original, signed shipping document/declaration which states all the model and serial numbers of the EGDs that were shipped. For interim notification, a facsimile, photocopy or email is sufficient.
5. If LGA deems it necessary to sight the EGDs to be shipped:
  - a. MLLC must notify LGA Gaming Integrity staff when the EGDs slated for shipment, are available for inspection. In most cases, notification by submitting a licence amendment is sufficient.
  - b. The EGDs/VLTs must be placed in such a manner as to offer easy access to LGA GI staff for the purpose of verifying the model/serial numbers on the ID plate.
6. Each EGD must be confirmed by the originating location to have been licensed by the LGA prior to shipping.

7. If shipping outside Manitoba, MLLC is responsible for contacting any and all jurisdictions, including the final destination that the EGDs will be passing through, to ensure MLLC complies with the regulatory concerns or requirements, if any, of those jurisdictions.
8. Game software must be shipped in a separate shipment, unless otherwise approved.
  - a. Game software is not required to be shipped separately when being shipped from a MLLC property to a gaming operator or gaming centre provider within Manitoba.
9. If applicable MLLC staff accompanies the truck/trailer to the premises, the truck/trailer is not required to be security sealed.
10. When EGDs are subsequently shipped to one or more other destinations, the integrity of the machines and secure transport must be maintained for the duration of the entire shipment.
11. MLLC policies and procedures must be developed for all shipping scenarios.

### **Return of EGDs to Manitoba**

When EGDs have been physically out of the possession of MLLC for a period of time, no modifications can be made to the LGA approved firmware and hardware model or configuration settings.

In addition to the General Shipping Requirements listed on page one; the following requirements are to be adhered to upon the return to MLLC:

1. MLLC staff (Technical Compliance or Technical Security Specialists) must verify that all signatures of the firmware in the EGDs are the same as LGA approved. In the event of any anomaly, LGA must be notified and the EGD must not be offered for play until correctly configured.
2. MLLC staff (Technical Compliance or Technical Security Specialists) must verify that there were no changes to the configuration settings. In the event of any anomaly, LGA must be notified and the EGD must not be offered for play until correctly configured.

### **Manufacturers Shipping of LGA Licensed EGDs within or outside of Canada (Return of leased games or trade-ins)**

1. If the EGDs are picked up by the manufacturer, it is the responsibility of the manufacturer to ensure the secure transport (ie. use of security seals) of the EGDs leaving the possession of the MLLC. LGA approved firmware is not required to be removed when the EGDs are securely transported.

### **Maintenance of Records**

It is the MLLC and the gaming operator's responsibility to maintain sufficient records for all electronic gaming devices that are used in gaming operations. Records must be maintained for the receipt, storage, implementation, and disposal to ensure all electronic gaming devices are counted, monitored, tracked and accounted for.