

Spillemyndigheden  
Lerchesgade 35, 6  
5000 Odense C, Denmark

**Application**

**The applicant must pay a fee to the Danish Gambling Authority (Spillemyndigheden) to have the application processed.**

**The fee must be paid when you submit the application.**

**The Danish Gambling Authority recommends paying the fee in DKK.**

Payment is made to the Danish Gambling Authority:

Danske Bank:

Registration number 0216 Account number 4069174310.

When paying from abroad:

IBAN number DK4102164069174310 – Danske Bank, Girostrøget 1,  
0800 Høje Taastrup, Denmark

Swift code DABADKKK

In the field 'Message to payee', enter the applicant's name as written in item 1 of the application and state what the fee is to cover. Remember to attach documentation that the fee has been paid.

---

**Application for an income-restricted or revenue-restricted licence (see application guide)**

---

**Details about applicant** 1. Applicant

Name

CVR/SE no./foreign business number

Address

---

Postcode

Town/city

Country

Email

Website address

---

**Members of the Executive Board and Board of Directors**

Member of the Board of Directors

Member of the Executive Board

Name

---

---

The Danish Gambling Authority is awaiting a list of members of the Board of Directors and members of the Executive Board showing the individual member's role in the applicant company.

---

**Details about  
applicant  
Continued**

**Changes in composition of the Board of Directors and Executive Board**

For all business types, all members of the Executive Board and the Board of Directors must sign the application. The same circle of persons must complete and sign Personal declaration, Annex A, which must be attached to the application.

No        Yes      If yes, which \_\_\_\_\_

No        Yes      If yes, which \_\_\_\_\_

**2. Corporate form**

Under what corporate form is the applicant's business run?

Other (*specify corporate form*) \_\_\_\_\_

Sole proprietorship        General partnership        Public limited company (I/S)        Private limited company (A/S)        company (ApS)      \_\_\_\_\_

For all business types, all members of the Executive Board and the Board of Directors must sign the application. The same circle of persons must complete and sign Personal declaration, Annex A, which must be attached to the application.

**3. Head office**

Is the head office located at another address than stated in item 1?

No        Yes – fill in the item \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Town/city \_\_\_\_\_

Country \_\_\_\_\_

**4. Previous names**

No        Yes – fill in the item \_\_\_\_\_

Previous name \_\_\_\_\_

From date \_\_\_\_\_ To date \_\_\_\_\_

Previous name \_\_\_\_\_

From date \_\_\_\_\_ To date \_\_\_\_\_

Previous name \_\_\_\_\_

From date \_\_\_\_\_ To date \_\_\_\_\_

Previous name \_\_\_\_\_

From date \_\_\_\_\_ To date \_\_\_\_\_

**5. Secondary names**

No        Yes – fill in the item \_\_\_\_\_

Secondary name \_\_\_\_\_

Secondary name \_\_\_\_\_

Secondary name \_\_\_\_\_

**6. Application**

An income-restricted licence for Denmark is applied for

Betting

Online casino

An income-restricted licence for Greenland is applied for

Betting

Online casino

or

A revenue-restricted licence for Denmark is applied for

Betting

The licence is to be valid from \_\_\_\_\_

(*the case processing time is around three months*).

**7. Paid application fee**

DKK 68,700 (2026)

Attach proof of payment of the fee.

**Details about  
applicant  
Continued**

**8. Other gambling licences**

No  Yes – fill in the item

Licence for land-based casino in Denmark

Licence for payout slot machines in Denmark

Country

Game type

Licence issued on

Any reference number

Country

Game type

Licence issued on

Any reference number

A copy of licences issued in other countries must be attached

**9. Rejection of licence application**

Has the applicant received a rejection of an application for a gambling licence from a public authority?

No  Yes – fill in the item

Provide details about this

Attach copy of rejection

**10. Revocation of licence**

Has the applicant previously had a gambling licence in Denmark or another country that has been revoked?

No  Yes – fill in the item

Provide details about this

Attach copy of revocation

**Finances**

**11. Debt**

**A declaration from public tax authorities in the country in which the applicant is established must be attached.**

Does the applicant have outstanding debt to public authorities in Denmark and/or abroad?

No  Yes

How large is the total outstanding debt to public authorities?

DKK

**12. Reorganisation – bankruptcy or liquidation**

Is the applicant in reorganisation or bankruptcy or liquidation, or has a petition for such proceedings been filed?

No  Yes – fill in the item

Date

Provide details of the circumstances

**Information about criminal cases**

**13. Criminal offences**

Has the applicant been convicted of a criminal offence or entered into an out-of-court settlement in Denmark or abroad?

No   Yes – fill in the item

Reason

Other information (for example reference number)

Has the applicant been charged or placed under investigation for a criminal offence by the police in Denmark or abroad?

No   Yes – fill in the item

Reason

Other information (for example reference number)

Attach copy of judgements or out-of-court settlements

**14. Investigation by public authority**

Has the applicant, within the past five years, been the object of an investigation by another public authority in Denmark or abroad in connection with gambling licences?

No   Yes – fill in the item

When did the investigation start?

Investigating authority

Type of licence

Reference number or the like

Provide details of the circumstances surrounding the investigation

When did the investigation start?

Investigating authority

Type of licence

Reference number or the like

Provide details of the circumstances surrounding the investigation

**15. Civil actions**

Has the applicant, within the past five years, been sued in a civil action in connection with a gambling licence?

No   Yes – fill in the item

Nature of the civil action

Other information

Nature of the civil action

Other information

**Contact details****16. Contact**

Contact details of the contact responsible with whom the Danish Gambling Authority will communicate during the processing of this application.

Job title

First name

Surname

Address

Postcode

Town/city

Country

Telephone number

Mobile number for Bluewhale communication

Email

**17. Appointed representative if the company is domiciled outside the EU and EEA**

First name

Surname

Name of business

Address

Postcode

Town/city

Country

Email

**If the applicant is domiciled outside the EU or EEA, a representative must be appointed. The appointed representative must complete and sign Personal declaration, Annex A, which must be attached to the application.**

**If the appointed representative is a company, a declaration, Annex C, must be enclosed with the application.**

**18. Responsible for day-to-day operations**

- Responsible for game software and game operations

Job title

First name

Surname

Telephone number

Mobile number for Bluewhale communication

Email

*CV must be enclosed*

- Responsible for IT security

Job title

First name

Surname

Telephone number

Mobile number for Bluewhale communication

Email

*CV must be enclosed*

**Contact details**  
*Continued*

Responsible for finances

Job title

First name \_\_\_\_\_ Surname \_\_\_\_\_  
 Telephone number \_\_\_\_\_ Mobile number for Bluewhale communication \_\_\_\_\_  
 Email \_\_\_\_\_

*CV must be enclosed*

Responsible for system changes

Job title

First name \_\_\_\_\_ Surname \_\_\_\_\_  
 Telephone number \_\_\_\_\_ Mobile number for Bluewhale communication \_\_\_\_\_  
 Email \_\_\_\_\_

*CV must be enclosed*

**Combatting money laundering and terrorist financing**

**19. Money laundering**

Responsible for monitoring money laundering and terrorist financing

Job title

First name \_\_\_\_\_ Surname \_\_\_\_\_  
 Telephone number \_\_\_\_\_ Mobile number for Bluewhale communication \_\_\_\_\_  
 Email \_\_\_\_\_

*CV must be attached*

In which department is the applicant's anti-money laundering measures located?

Number of employees engaged in combating money laundering and terrorist financing \_\_\_\_\_

If the AML department is not physically located at the applicant, where is it organisationally located?

Management affiliation of the anti-money laundering officer

**Ownership**

**20. Is the applicant owned by other companies?**

No   Yes – fill in the item

Provide the names of the companies

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Ownership**  
*Continued*

**21. Is the applicant part of a group?**

No      Yes – complete the item if the applicant is not the parent company

Name of the group, if applicable

---

Name of the parent company

Address

---

Postcode

Town/city

Country

---

**22. Beneficial owners**

Name

---

Name

---

Name

---

Name

---

For each beneficial owner, the following information must be attached as an appendix:

1. Completed Personal declaration, Annex A
2. A description of the beneficial owner's ownership, for example a chart showing the composition of the ownership and whether the ownership consists of control by other means, for example a right of veto laid down in the Articles of Association. The description must also contain information about whether the owner is or is related to a politically exposed person (PEP), see section 18 of the Danish Anti-Money Laundering Act (Hvidvaskloven).
3. If the licence holder is ultimately owned by a foundation, a foreign trust or a similar legal arrangement that, by definition, does not have a natural person as owner, the licence holder must still examine who ultimately controls the foundation, foreign trust or similar legal arrangement through direct or indirect, ownership-like, powers, for example the Board of Directors or special beneficiaries.

---

**Other  
information**

**23. Other information for use in the case processing**

---

---

**24. Applicant's declaration and signature**
**Declaration that I am not under guardianship**

I declare that I am not under guardianship or limited guardianship.

If the application includes the provision of gambling products and services in Greenland, I declare that I have not been legally incapacitated or placed under guardianship.

**Declaration that the information provided is correct and complete**

I declare that the information provided in this application is correct and complete. I understand that missing information or deliberate errors in the information may result in the application being rejected. If there is a change to any of the information provided, the Danish Gambling Authority must be notified immediately.

*Anyone who withholds information or provides incorrect or misleading information for use for the Danish Gambling Authority's issue of a licence or approval of a manager according to the Danish Gambling Act (Spilleloven), the Danish Act on Certain Games in Greenland (Lov for Grønland om visse spil) or the Danish Act on Gambling in Tournament Form (Lov om hasardspil i turneringsform) is punishable by fine or imprisonment under the provisions of the Danish Criminal Code (Straffeloven).*

Signature

Date Name Civil registration number

---

The signatories of the application must also complete and sign Personal declaration, Annex A, which must be attached to the application.

When applying for an income-restricted licence or a revenue-restricted licence, Personal declaration, Annex A, is only to be attached the first time an application is submitted, unless there have been changes in the composition of the Board of Directors or the Executive Board. Read the guide about this.

---

---

**Appendices 25. Appendices that must be attached when applying for an income-restricted licence or a revenue-restricted licence**

A copy of the original documents must also be attached.

Personal declaration(s), Annex A If there have been no changes for the circle of persons in Annex A since the last licence period, Annex A only needs to be submitted every five years. This applies if the applicant has already had a licence for five consecutive years. The Danish Gambling Authority can request the submission of the complete overview of the circle of persons in Annex A.	Number	_____
Debt declarations for the Board of Directors and Executive Board each time an application is submitted. If the Board of Directors and the Executive Board consist of a large number of members (for example 5), debt declarations must solely be submitted for the Chair of the Board and a Managing Director.	Number	_____
Criminal records for the Board of Directors and Executive Board each time an application is submitted. If the Board of Directors and Executive Board consist of a large number of members (for example 5), criminal records must solely be submitted for the Chair of the Board and a Managing Director.	Number	_____

**Financial appendices**

1 Proof of payment of fee	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
2 Declaration of debt for the applicant from public tax authorities	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
3 CV for the person responsible for game software and game operations	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
4 CV for the IT security manager	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
5 CV for the chief financial officer	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
6 CV for the officer responsible for system changes	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
7 CV for the officer responsible for monitoring measures to combat money laundering and terrorist financing	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
8 The applicant's audited financial statements for the past three years	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
9 Operating budget for provision of gambling products and services under the income-restricted licence	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
10 Company history, documentation for company registration and Memorandum of Association	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
11 Overview of the company's structure/group chart, showing the ownership structure and identifying the company as well as the name and address of companies in the group	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
12 Description of procedures and controls aimed at ensuring that the applicant has sufficient funds to pay out all potential winnings and prizes	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
13 Description of bookkeeping set-up	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
14 Description of procedures, administrative matters and organisation	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached
15 Information about provision of gambling products and services, including:  • the legal and technical description of the gambling products and services provided, • which games are covered by the application and description of these, • documentation for certification of RNG, if applicable, • Location etc. of the gambling system.	<input type="checkbox"/>	Attached	<input type="checkbox"/>	Not attached

---

**Appendices**  
*Continued*

**26. Other appendices that must be attached to the application**

A copy of the original documents must also be attached.

Declaration, Annex C

Attached   Not applicable

1. Documentation must be attached that ensures clear identification of the ultimate owner. For natural persons, for example passport with CPR number or, for legal persons, company registration with CVR number.

If the ultimate owner does not have a CPR number or CVR number

- A person without a CPR number must attach a copy of a passport or national identification card that can be used for entry to a Schengen country.   Attached   Not applicable
- A legal person without a CVR number must provide official proof (no more than three months old) that the legal person is legally established in its home country.   Attached   Not applicable

2. Licence in other countries

Attached   Not applicable

3. Rejection of licence application

Attached   Not applicable

4. Revocation of licence

Attached   Not applicable

5. Judgement or out-of-court settlement

Attached   Not applicable

6. Other

Attached   Not applicable

**General information about submission of the application material**

Read the guidance on how to submit the material

# Guide

## Application

You must submit your application for a licence to provide betting and/or online casino to the Danish Gambling Authority, which is the authority that can issue the licence. This is stipulated in Consolidation Act no. 1303 of 4 September 2020 on Gambling and Consolidation Act no. 336 of 7 April 2016 on certain games for Greenland.

### Definitions

- Betting is activities where a participant can win a prize by staking money and betting on the outcome of a future event or on whether a future event will take place.
- Online casino is gambling between a player and a gambling operator using remote communication. With an online casino licence, the gambling operator can offer roulette, baccarat, punto banco, blackjack, poker, online bingo and slot machine games in an online casino.

The Danish Gambling Authority may authorise other forms of gambling and may also limit the individual licence to one or more forms of gambling.

## General requirements for submission of the application material

You must submit the application, any annexes and appendices using the Bluewhale system to ensure that the information is not intercepted or read by others.

You can send messages via Bluewhale by providing an email address and mobile phone number to an employee of the Danish Gambling Authority. The employee can then start the communication by sending you a Bluewhale message to which you can reply.

Read more about Bluewhale at [spilemyndigheden.dk/vejledninger](http://spilemyndigheden.dk/vejledninger).

The Bluewhale message must be sent as a ZIP file with three or four folders depending on whether Annex C is also submitted.

The folder names must be:

- The application
- Annex A
- Annex C, if applicable.

All folders, subfolders and documents must be named in Danish. The documents must be named according to the appendix name on the form.

The 'Application' ('Ansøgning') folder must contain the application form and all related appendices. If there are multiple documents for an appendix item in the application, you must create a subfolder, which is given the same name as the appendix in the form. Document names in the subfolder are subordinate.

If you do not attach all appendices under item 25, you must attach a list of the appendices that have not been attached. You must state the reason why the appendix has not been attached and whether the appendix will be submitted later on.

Appendices under item 26 are attached in the same way by naming the document according to the appendix name on the form and creating subfolders if there are multiple documents for an appendix.

The 'Annex A' ('Tillæg A') folder must contain all Annexes A, named: 'Annex A – followed by the name of the person who has filled in the annex'. All appendices to Annex A are named according to the appendix name in the form followed by the name of the person it concerns.

If there is not enough space on the form or the annex, for example if the person has had more than two countries of residence within the past ten years, the rest of the information must be attached separately.

The document is named for example: 'Item 5 – additional information ('Punkt 5 – yderligere oplysninger') followed by the person's name'.

For the 'Annex C' folder, follow the same procedure as for the application form.

## Terms and conditions

Persons aged 21 years or older can obtain a licence to provide and organise gambling products and services if they:

1. are not under guardianship or limited guardianship,
2. have not filed for reorganisation, bankruptcy, liquidation or debt rescheduling,
3. are not under reorganisation, in bankruptcy or liquidation or undergoing debt rescheduling,
4. have not been convicted of a criminal offence that entails a risk that they will abuse the access to offer gambling products and services,
5. do not have outstanding debt to public authorities.

The Danish Gambling Authority may grant a licence to provide and arrange gambling products and services to companies that meet the conditions in items 2-5 and where members of their Executive Board and the Board of Directors meet the conditions in items 1-5.

The company must be established in Denmark or in another EU or EEA country. If the company is not established in Denmark or another EU or EEA country, the Danish Gambling Authority may grant a licence if the applicant has appointed a representative who can be approved by the Danish Gambling Authority.

The applicant, members of the Executive Board or Board of Directors or others who can exercise a controlling influence on the operations of the business must not have shown such conduct that there is reason to believe that the business will not be run in a sound manner.

Only applicants who are deemed to be able to conduct gambling activities in a financially and professionally sound manner may be granted a licence to provide and arrange gambling.

## Fee

Applicants must pay a fee to the Danish Gambling Authority for the processing of gambling licence applications.

### Application processing fee

The fee must be paid at the latest when you submit the application. Remember to attach proof that the fee has been paid.

The fee must be paid to the Danish Gambling Authority:

Danske Bank:

Registration number 0216 Account number 4069174310.

If you pay from abroad:

IBAN number DK4102164069174310 – Danske Bank,

Girostrøget 1, 0800 Høje Taastrup, Denmark

SWIFT code: DABADKKK.

In the field 'Message to payee', enter the applicant's name as written in item 1 of the application and state what the fee is to cover.

Application for:

Fee as of 1 January 2025

## Guide continued

- income-restricted licence to provide either betting or online casino where the taxable gambling income must not exceed DKK 1,000,000 and where the gambling revenue must not exceed DKK 10,000,000 DKK 68,700
- revenue-restricted licence to provide betting where the taxable revenue must not exceed DKK 5,000,000 and where the disbursement percentage must not exceed 20% DKK 68,700

If the application is rejected, half of the application fee will be refunded.

You can read more about the fees at the Danish Gambling Authority's website [spillemeyndigheden.dk](http://spillemeyndigheden.dk).

### Item 1 Applicant

The applicant's name must be entered on the form.

If the applicant is a partnership, the names of all partners must be written here. Any CVR/SE number must be filled in.

The applicant must also provide email address and website address.

### Item 2. Corporate form

Tick the corporate form under which the applicant's business is operated.

If the correct corporate form is not mentioned in the form, you must specify the corporate form of the business. For foreign corporate forms, tick 'Other' and enter the corporate designation abroad.

For all types of businesses, all members of the Executive Board and Board of Directors must sign the application. The same circle of persons must complete and sign Personal declaration, Annex A, which must be attached to the application.

If the Board of Directors and Executive Board consist of a large number of members (for example 5), Annex A must solely be submitted for the Chair of the Board and a Managing Director.

### Item 3 Head office

If the applicant has a head office located at another address than that entered in item 1, the item must be filled in.

### Item 4 Previous names

If the applicant has changed business name one or more times, the item must be filled in.

### Item 5 Secondary names

If the applicant is known under another name or other names in Denmark or abroad, the item must be filled in.

### Item 6

### Which licence does the application concern

You must enter which type of licence you are applying for or if you are applying for multiple licences, and whether you intend to provide gambling products and services in Denmark and/or Greenland.

For online casino, one single type of licence exists:

1. A 1-year income-restricted licence, which is income-restricted to maximum DKK 1,000,000 in taxable gambling income and revenue-restricted to DKK 10,000,000.

For betting, two types of licences exist:

1. A 1-year income-restricted licence, which is income-restricted to maximum DKK 1,000,000 in taxable gambling income and revenue-restricted to DKK 10,000,000.
2. A 1-year revenue-restricted licence, where the taxable gambling revenue must not exceed DKK 5,000,000 and where the disbursement percentage must not exceed 20%.

You can obtain maximum two income-restricted licences per current year. This means one income-restricted licence for betting and one income-restricted licence for online casino.

You will be able to have one single revenue-restricted licence for manager games and also have an income-restricted licence for online casino and/or an income-restricted licence for betting, but where betting under the income-restricted licence is not offered as manager games.

You cannot apply for a combined income-restricted licence where you can offer both online casino and betting.

During the licence period, the gambling income for the income-restricted licences must not exceed DKK 1,000,000, and the gambling revenue must not exceed DKK 10,000,000.

During the licence period, the gambling revenue on the revenue-restricted licence must not exceed DKK 5,000,000, and the disbursement percentage must not exceed 20%.

A revenue-restricted licence to provide betting and online casino operation in Greenland can be issued to persons resident in Greenland and to companies etc. (legal persons) established in Greenland.

Please note that the liberalisation of online bingo and betting on horse racing, dog racing and pigeon racing does not apply in Greenland.

For betting, a licence may include both land-based and online betting

Land-based gambling means games that are entered into by the physical meeting of a player and a gambling operator or the gambling operator's dealer.

You must expect a case processing time of approximately three months once all relevant documents have been received.

### Item 7 Paid application fee

Tick the amount you have paid. You must attach documentation for payment of the fee.

## Guide continued

### Item 8

#### Other gambling licences

You must state whether you as an applicant have a licence for payout slot machines or land-based casino in Denmark.

If you have a licence to provide gambling products and services in other countries, you must enter:

- the countries in question,
- what the licence covers,
- when the licence was issued, and
- any licence number.

You must attach a copy of the licence.

If you have multiple licences of the same type in the same country, you must enter the last issued licence.

### Item 9

#### Rejection of licence application

If you have received a rejection from a public authority of your application to obtain a licence to offer gambling products and services, you must provide details about the circumstances in this connection.

You must attach a copy of the rejection.

### Item 10

#### Revocation of licence

If you have had a licence revoked, you must provide details about the circumstances in this connection.

You must attach a copy of the revocation.

### Item 11

#### Debt

If the applicant has outstanding debt to public authorities in Denmark and/or abroad, you must enter this. You must state the total amount of outstanding debt to public authorities. If there is no debt, enter DKK 0 in the field.

Declaration from public tax authorities in the country in which the applicant is established must be attached, regardless of whether there is any debt.

A debt is not regarded as overdue if a payment plan has been entered into with the debt collection authority or full collateral has been provided for the debt.

### Item 12

#### Reorganisation – bankruptcy or liquidation

If a petition for reorganisation or for bankruptcy or liquidation has been filed in Denmark or abroad, you must enter the date for this and provide details of the circumstances.

You must also state if you are undergoing reorganisation or are in bankruptcy or liquidation proceedings as well as the date and circumstances for this.

### Item 13

#### Criminal offences

If the applicant has been convicted of a criminal offence or if the applicant has entered into an out-of-court settlement for a criminal offence in Denmark or

abroad, you must enter this. You must state the reason for the judgement or settlement and attach a copy of the decision.

If the material is very extensive, an adequate summary may be sufficient. However, the Danish Gambling Authority may, if we find it necessary in connection with the processing of your application, request you to submit an authorised translation of the whole decision.

If the applicant has been charged or is under investigation for a criminal offence by the police in Denmark or abroad, you must enter this. You must state the reason for the charge or investigation.

### Item 14

#### Investigation by public authority

If the applicant has been the object of an investigation by another public authority in Denmark or abroad within the past five years in connection with a gambling licence, you must enter this.

You must state who the investigating authority is, the type of licence and the circumstances surrounding the investigation.

### Item 15

#### Civil actions

If the applicant has been sued in a civil action within the past five years, you must state this and the nature of the civil action.

### Item 16

#### Contact

Here you must enter the name of the person with whom the Danish Gambling Authority will communicate when we process this application. This can be one of the applicant's employees or another representative, for example a lawyer. The decisions will be sent to both the contact and the applicant.

There are no formal requirements for the contact, but it is an advantage if the contact can make decisions on the applicant's behalf.

### Item 17

#### Appointed representative

If the company is domiciled outside the EU and EEA, a representative must be appointed. The representative must reside or be established in Denmark. An appointed representative must be approved by the Danish Gambling Authority. The representative must therefore complete and sign Personal declaration, Annex A, which must be attached to the application.

This can be one of the applicant's employees or another representative, for example a lawyer. The representative must have the authority to represent the licence holder (as subject) in matters pertaining to administrative, procedural and criminal law.

If the appointed representative is a company, a declaration, Annex C, must be enclosed with the application.

The appointed representative must meet the conditions required for a licence holder.

You must also provide a contact if the appointed representative is a company.

## Guide continued

### Item 18 Responsible for day-to-day operations

The licence holder must be expediently organised and adequately staffed in relation to offering its products. The roles must always be filled by named individuals, who must be employed in the applicant's company:

As a minimum, the licence holder must create the following organisational roles:

- The officer responsible for gambling software and operations must ensure that all games are designed, structured and executed correctly and reliably without errors and cheating, including at any partners of the licence holder.
- The officer responsible for IT security must ensure that all forms of IT hardware, software and networks used by the licence holder and any partners of the licence holder operate with an adequate level of security.
- The chief financial officer must ensure that the Danish Tax Agency always receives the correct share of the gross gambling income.
- The officer responsible for management of system changes must ensure that all system changes comply with the Danish Gambling Authority's technical standards, that the consequences of the changes are acceptable, that the changes are documented and that the process for implementing the changes is satisfactory.

These persons must have the necessary qualifications and experience to take on the role and responsibilities. The licence holder must make sure that the persons have the authority to establish measures and implement necessary changes to ensure that the licence holder complies with the requirements.

In connection with compliance checks, these persons will be the direct contacts. The persons must therefore always be able to provide and account for all information and documentation that the Danish Gambling Authority may need within the respective areas.

CVs for the persons responsible must be attached to the application. The CV must show the level of experience of each the persons responsible. There is nothing to prevent one person from being responsible for more than one of the roles.

The CVs for the persons responsible must illustrate to the Danish Gambling Authority that they are qualified for the task. It is therefore not necessary that the CV contains personal data about family situation etc. The CV must give a true and faire view of the person's previous employment history and a description of the person's professional competences in relation to the task.

### Item 19 Combating money laundering and terrorist financing

The anti-money laundering officer must attach his or her CV. The CV must show the AML officer's level of experience.

The AML officer's CV must illustrate to the Danish Gambling Authority that the person is qualified for the task. It is therefore not necessary that the CV contains personal data about family situation etc. The CV must give a true and fair view of the person's previous employment history and a description of the person's professional competences in relation to the task.

The department in which the AML officer is placed must be highlighted in the group/organisational chart.

The number of employees engaged in combating money laundering and terrorist financing. If the task is divided between several persons who also have other work tasks, this must be stated. If the AML department is not physically located with the applicant, it must be stated where it is organisationally located.

The AML officer's managerial affiliation, including the AML officer's employment level, for example manager, specialist, staff function employee, etc.

### Item 20 Is the applicant owned by other companies

If the applicant is owned by another company or other companies, you must attach a chart showing the structure of the full ownership and identifying the company.

### Item 21 Is the applicant part of a group

If the applicant is part of a group, please enter the name and address of companies in the group. The information must be provided in a group chart. In addition, the organisational structure for the whole group must be submitted.

### Item 22 Beneficial owners

Applicant companies must identify the beneficial owners of the business. Publicly available registers in many jurisdictions will contain information about the beneficial owners.

The term 'beneficial owner' is defined in the Danish Anti-Money Laundering Act, which is administered by the Danish Financial Supervisory Authority (Finanstilsynet). The Danish Gambling Authority refers to the Danish Financial Supervisory Authority.

The beneficial owner of an applicant company is the natural person(s) who ultimately own(s) or control(s) the applicant company.

When the applicant company is to identify who its beneficial owners are, it must assess which persons have a sufficient share of the ownership interests or of the control. An indicator of what constitutes a sufficient share will generally be that the person has more than 25% of the ownership interests and/or control (indirect ownership). However, it is important to stress that the percentage threshold is only an indicator of actual ownership or control.

When calculating a beneficial owner's total ownership shares and/or interests, both direct and indirect ownership must be included, that is ownership shares and/or interests owned through other legal entities must be added to the directly owned ownership shares and/or interests.

A person must also be regarded as a beneficial owner if the person has control of the applicant company which constitutes more than 25% by other means, for example through rights according to the company's articles of association or agreement, including ownership agreement or mortgage or pledge agreement, which may include (non-exhaustive list):

- Appointment of management members
- Approval of annual report in relation to dividend payments
- Right of veto
- Other rights.

It is important to note that beneficial ownership can be a combination of direct and indirect ownership, as well as control through other means. It will always depend on a case-by-case assessment.

## Guide continued

### Foundations, trusts and similar legal arrangements

If the ultimate owners of the business are a foundation, foreign trust or a similar legal arrangement which, by definition, does not have an owner, the applicant company must still examine who ultimately controls the foundation, foreign trust or similar legal arrangement through direct or indirect, ownership-like, powers, for example the Board of Directors or special beneficiaries. It will be necessary to examine the structure of the foundation, foreign trust or similar legal arrangement, including, for example, articles of association, founders, administrator and beneficiaries.

### The business has no beneficial owners or where the beneficial owners cannot be identified

If the applicant company has no persons who are beneficial owners, the business's registered members of the day-to-day management must be entered instead of beneficial owners. This may, for example, be the case where a company is owned equally by ten persons.

If the applicant company cannot identify its beneficial owners, the business's registered members of the day-to-day management must be entered instead of beneficial owners.

The applicant company must account for the measures taken by the business in the attempt to identify the beneficial owners.

### Item 23 Other information for use in the case processing

If there is other information that the Danish Gambling Authority would reasonably expect to be made aware of, you must enter it here.

### Item 24. Applicant's declaration and signature

By signing the document, the applicant declares that the information provided is correct and complete.

If the application concerns a company, the whole Executive Board, the whole Board of Directors and other persons who have a controlling influence on the management must sign the document as confirmation that the information provided is correct and complete.

The same circle of persons must also fill in and sign Personal declaration, Annex A, which must be attached to the application.

The Danish Gambling Authority can always decide that Personal declaration, Annex A, must be attached regardless of the above.

### Item 25 Appendices that must be attached when applying for an income-restricted licence or a revenue-restricted licence

Annex A must be filled in on the original Danish forms. A copy of the original documents must also be attached

The financial appendices are numbered from 25.1 to 25.15.

The specified appendices must always be attached to the application. There may be cases where this is not possible. For example, audited financial statements can/must only be attached for three years if the company has only existed for three years.

### Item 26 Other appendices that must be attached to the application

A copy of the original documents must also be attached.

### Other

If you have any questions about the application, you can contact the Danish Gambling Authority at [mail@spillemydigheden.dk](mailto:mail@spillemydigheden.dk). You can send an encrypted email to us via our website – Contact.

### *Publication of licence holder*

The Danish Gambling Authority will prepare an overview of the licence holders' names, addresses and domain names where gambling products and services can be offered. The overview will be published on [spillemydigheden.dk](http://spillemydigheden.dk).

# Processing of your personal data

The Danish Gambling Authority processes your personal data in connection with your application.

## The Danish Gambling Authority is the data controller – how to contact us?

The Danish Gambling Authority is the data controller for the processing of the personal data we receive from you. You find the Danish Gambling Authority's contact details below.

### Spillemeyndigheden

Lerchesgade 35, 6  
5000 Odense C, Denmark  
CVR no.: 34730415  
Tel.: (+45) 72 38 79 13  
Email: gdpr@spillemeyndigheden.dk

If you want more information about the Danish Gambling Authority's processing of personal data, you can read our Privacy Policy at [spillemeyndigheden.dk/en/privacy-policy](http://spillemeyndigheden.dk/en/privacy-policy)

## Contact details for the Data Protection Officer

If you have any questions about our data processing, you are always welcome to contact our Data Protection Officer at the Danish Tax Agency via the below contact details:

Skattestyrelsen  
Hannemanns Allé 25  
2300 Copenhagen S, Denmark  
Attn: Databeskyttelsesrågiveren/Data Protection Officer  
Email: DPO@sktst.dk

## What are personal data?

Personal data are any type of information that can be directly or indirectly attributed to an identifiable natural person. This may, for example, be data such as name, address, civil registration (CPR) number and financial circumstances.

Personal data can also be information about businesses, for example in case of sole proprietorships or shareholders in a company.

Processing of personal data means any handling of personal data. Typical types of processing include: collection, registration, systematisation, storage, disclosure, correlation and erasure.

## What personal data does the Danish Gambling Authority process about you?

We process data about your name, your contact details, data about potential criminal offences, occupational matters and data about your financial circumstances.

## Where do the personal data come from?

The Danish Gambling Authority processes personal data that you have yourself submitted to the Danish Gambling Authority in connection with your application.

In addition, we process data about you that we have received from other private individuals, businesses and public authorities.

There is CCTV surveillance at the addresses of the departments of the Danish Ministry of Taxation (Skatteministeriet).

## Purposes and lawfulness of our processing of personal data;

The Danish Gambling Authority processes personal data about individuals and businesses submitted for the processing of an application for a licence to offer games of chance.

The Danish Gambling Authority processes personal data as part of the tasks for which we are responsible as a public authority. The processing of general personal data is based on Article 6(1)(e) of the General Data Protection Regulation.

If we process data about criminal offences, such data are processed as a necessary part of the performance of a task carried out in the public interest and the exercise of official authority vested in us, and the processing of the data is consequently based on section 8(1) and (2) para (3) of the Danish Data Protection Act (Databeskyttelsesloven).

## Recipients or categories of recipients

The Danish Gambling Authority often discloses personal data to our data processors and other public authorities as part of our general performance of tasks. It may follow from legislation that the Danish Gambling Authority has a duty of disclosure. For example, data are disclosed to the Danish Tax Agency (Skattestyrelsen), the police, the courts and other relevant authorities.

## Disclosure to recipients in third countries, including international organisations

The Danish Gambling Authority rarely discloses personal data to recipients outside the EU and EEA.

## Storage of personal data

We store personal data for as long as necessary to process your application. In this connection, we attach importance to the complexity of the application when determining how long the data will be stored.

## Automated decisions, including profiling

The Danish Gambling Authority does not use automated decisions, including profiling.

## Your rights

You have a number of rights when the Danish Gambling Authority processes personal data about you. You can read more about these rights below. If you wish to exercise your rights, please contact us.

### *Right to notification*

You have the right to be notified when the Danish Gambling Authority collects and processes personal data about you. This includes a right to be notified of the purpose and lawfulness of the processing.

The Danish Gambling Authority may be exempt from its obligation to notify you in certain situations. This will apply, for example, if you are already familiar with the information, or your interest in receiving the information should be overridden by the consideration of private or public interests.

### *Right of access*

As a general rule, you have a right of access concerning the Danish Gambling Authority's processing of your personal data. This means that you have the right to obtain confirmation that personal data about you are processed as well as various additional information.

### *Right to rectification (correction):*

You have the right to rectification of any inaccurate data about you.

### *Right to erasure*

In special cases, you have the right to have data about you erased before the time

## Processing of your personal data continued

---

at which it would normally be erased by us.

### *Right to restriction of processing*

In some cases, you have the right to have the processing of your personal data restricted. If you have a right to have our processing restricted, this means that, in future, we may only process the data – with the exception of storage – with your consent, or for the establishment, exercise or defence of legal claims or for the protection of the rights of another natural or legal person or for reasons of important public interest.

### *Right to object*

In certain cases, you have the right to object to our otherwise lawful processing of your personal data.

### *Right to transmit data (data portability)*

In certain cases, you have the right to receive your personal data in a structured, commonly used and machine-readable format and to transmit those data from one data controller to another without hindrance.

### *Storage and erasure*

The data that the Danish Gambling Authority collects and processes about you will be processed and stored in the Danish Gambling Authority's IT systems.

We erase your personal data when they no longer serve a valid purpose. The specific date of erasure depends on for how long the data must be stored to fulfil the purpose for which they were collected.

You can read more about your rights at the website of the Danish Data Protection Agency (Datatilsynet): <https://datatilsynet.dk/english/privacy-policy>

### *Complaint to the Danish Data Protection Agency*

You have the right to file a complaint with the Danish Data Protection Agency if you are dissatisfied with the way in which the Danish Gambling Authority processes your personal data.

The Danish Data Protection Agency is the central independent authority that supervises compliance with the rules in privacy law. You can find the contact details of the Danish Data Protection Agency at [datatilsynet.dk/english/contact-us](https://datatilsynet.dk/english/contact-us).