



Guidelines to the Annex A – Personal declaration

Unofficial translation of the Danish Guidelines to the application form 2-02

Version

Publication date	Version	Description
September 2017	2.0	General update of guidelines
May 2018	3.0	Regarding simplification forwarding an application - Bluewhale

PLEASE NOTE

This is a translated document. The Danish version of the document is the only applicable and authentic version.

Table of Content

Version	2
Instruction	4
Item 1 - Name and address	5
Item 2 - Identity information	5
Item 3 - Information about place of birth	5
Item 4 - Change of name.....	5
Item 5 - Former residents.....	5
Item 6 - Married or cohabiting.....	5
Item 7 - Licences.....	6
Item 8 - Professional experience	7
Item 9 - Denial	7
Item 10 - Revocation.....	7
Item 11 - Criminal offences	7
Item 12 - Investigation by a public authority	7
Item 13 - Deprivation of rights	8
Item 14 - Qualified shares	8
Item 15 - Reconstruction - insolvency - debt restructuring – liquidation	8
– compulsory dissolution	8
Item 16 - Debt.....	8
Item 17 - Further information for the use in the consideration of the case	8
Item 18 - Declaration and signature.....	9
Item 19 – Attachments which must be enclosed.....	9
Item 20 - Attachments which must be enclosed if relevant	9

Instruction

The personal declaration must be completed by

- Individuals (one-man companies).
 - All partners in a partnership.
 - All management and board members in the applicant's company.
 - A representative assigned in Denmark.
 - All individuals who own a qualified share (10 per cent or more).
 - All individuals who holds 10% of the voting rights.
 - All management and board members in a company which owns 10 per cent or more of the applicants company.
 - Any individual whom the Danish Gambling Authority requests it from.

The personal declaration must be sent to the Danish Gambling Authority with relevant documents attached.

General information

In order for the Danish Gambling Authority to issue a licence to provide gambling the Authority have examine whether individuals with decisive influence in the company have been convicted of a criminal offence that gives reason to believe that there is a clear risk of abuse of the access to work with gambling. Furthermore the Danish Gambling Authority examines if the individuals have behaved in such a way that there is reason to believe that the enterprise will not be operated in an acceptable manner, in accordance with the Act on Gambling paragraph 29.

General information about submitting the form

You must submit the filled in form with the "Bluewhale" system in order to ensure that the information is not intercepted or read by unauthorised persons.

You can send a Bluewhale message to an employee of the Danish Gambling Authority by giving the employee your e-mail address and your mobile number. Then the employee will start the communication by sending you a Bluewhale message, which you can reply to.

If you want to communicate with more than one employee at the Danish Gambling Authority, then the communication has to be started by each of these employees.

Read more on how to use the Bluewhale system at the Danish Gambling Authority's website: <https://spillemyndigheden.dk/en/guidelines>.

Item 1 - Name and address

You must state your position, your name and address, telephone number and e-mail address, if any.

You must also state for how long you have resided at the address.

You must attach a criminal record obtained from the public authority in the country where you live.

Item 2 - Identity information

You must state your gender, nationality, date of birth and your personal identification number (CPR-number), if any.

If you do not have a Danish personal identification number, you must state your driving licence number or passport number, when it was issued, by which authority and in which country.

Item 3 - Information about place of birth

You must state the details of your place of birth, town, parish (district), country and which nationality you had at birth.

Item 4 - Change of name

You must state if you have been known by another name or if you have changed your

name. You must state your former name and when you changed the name.

Item 5 - Former residents

You must state whether you have resided in another country than stated in item 1 within the last 10 years. You must also state the periods.

You must attach criminal records from the countries, where you have resided within the last 10 years (5 years in the case of renewal).

Item 6 - Married or cohabiting

You must state if you are married or cohabiting. You must state the name, date of birth and earlier name of your spouse or cohabit, if any.

Furthermore you must state the present address of your spouse/cohabit.

Item 7 - Licences

If you have or have previously had a gambling licence or a sanction to a post related to gambling in Denmark or abroad you must state it here and enclose a copy of the licence. If you have not had a gambling licence yourself but has worked in a company which has had a licence your answer may be No, but instead you must answer Yes in Item 8. If you have been approved as a manager of a gaming arcade the answer must be Yes.

Item 8 - Professional experience

If you have previously worked with gambling you must state the name of the licence holder and the issuing country. If you know the name of the issuing authority you must state that as well.

Item 9 - Denial

If you have been denied a gambling licence or a sanction of a post related to gambling from a public authority you must state the details in that connection.

If you have been denied a licence you must attach a copy of the denial. If you do not have the decision you must state the authority responsible.

Item 10 - Revocation

If you have had a licence or a sanction of a post related to gambling as mentioned in item 7 revoked, you must state the details in that connection. You must attach a copy of the revocation. If you do not have the revocation you must state the authority responsible.

Item 11 - Criminal offences

If you have been convicted of a criminal offence or if you have made a settlement out-of-court about a criminal offence in Denmark or abroad, it must be stated. You must state the reason for the conviction or the settlement and a copy of the ruling must be attached.

If the material is very extensive a summary might be sufficient if it is satisfactory. The Danish Gambling Authority might, however, if we find it necessary during the processing of the personal declaration, request that you submit an authorized translation of the complete ruling.

If you have been charged with or if you are being investigated for a criminal offence by the police in Denmark or abroad it must be stated. You must state the reason for the charge or the investigation.

Item 12 - Investigation by a public authority

If you have been the object of an investigation by another public authority in Denmark or abroad, in connection with a gambling licence you must state that. You must state when the investigation started, the investigating authority, the kind of game and file number, if any. Furthermore you must state the details of the investigation.

Item 13 - Deprivation of rights

If you have been deprived of rights or imposed disqualification in connection with commercial business (konkurskarantæne) you must state the suspension period and the reason for the suspension.

Item 14 - Qualified shares

If you own qualified shares of 10 per cent or more of the company you must state the quantity of your shares.

If you command 10 per cent or more of the voting rights in the company you must state the number of rights that you command.

Item 15 - Reconstruction - insolvency - debt restructuring – liquidation – compulsory dissolution

If a request for reconstruction, insolvency, debt restructuring, liquidation or compulsory dissolution has been filed in Denmark or if you, or a company that you are connected with are under insolvency, debt restructuring, liquidation or compulsory dissolution, you must state the date and the particular circumstances hereof.

Item 16 - Debt

You must attach a declaration from the public authorities in the countries where you have resided the last 5 years whether you have debt or not.

If you are indebted to the public authorities in Denmark and/or abroad you must state that. You must inform us of the amount of the total outstanding debts to the public authorities and who the creditors are.

If you cannot provide such a declaration e.g. if you live in a country where such declarations cannot be provided, you must attach documentation from the public authority stating that it is not possible to obtain such a declaration.

A debt is not outstanding if you have concluded a payment agreement with the Danish Tax Authority's Recovery Centre or the debt is fully secured.

Item 17 - Further information for the use in the consideration of the case

It there is any other information that the Danish Gambling Authority should be informed of you

must state it here.

Item 18 - Declaration and signature

With your signature, you consent that the Danish Gambling Authority may obtain the necessary information, and that the relevant authority in Denmark or abroad may pass on this information to the Danish Gambling Authority.

The validity of the information is checked by the Danish Gambling Authority when we process the application.

With your signature you declare that the information stated in the application is correct and complete.

Item 19 – Attachments which must be enclosed

These attachments must always be enclosed. The attachments must be in Danish or in English. If this is not possible, then the documents must be submitted in an authorised translation with a copy of the original document.

- A criminal record or similar from the country/ies where you have resided the last 10 years (5 years in the case of reapplication).
- A declaration about debt from public authorities in the country/ies where you have resided the last 5 years.
- A list of employments from the last 10 years with designation of occupation (5 years in the case of reapplication).

Item 20 - Attachments which must be enclosed if relevant

These annexes must be attached to the declaration if relevant.

All attachments must be in Danish or in English. If documents from public authorities are not in Danish or in English an authorized translation must be attached. A copy of the original documents and the translations must both be attached.

- A denial of a licence.
- A revocation of a licence.
- Conviction or out-of-court settlement

- Other

The Danish Gambling Authority may require that additional information be submitted, e.g. resume.

Further information

If you have questions to this form, please contact The Danish Gambling Authority at this e-mail: mail@spillemyndigheden.dk. You can send a secure mail to the Danish Gambling Authority via our contact form on our website www.spillemyndigheden.dk → “Contact”.