



# Guidelines to the Annex C – Representative approval

Unofficial translation of the Danish guidelines to the application form 2-04

## 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.

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## Declaration of the representative if the representative is a company

Persons who do not have residence in Denmark or in another EU or EEA-country, and companies that are not established in Denmark or in another EU or EEA-country, can only apply for a licence to provide and organise games if they have appointed a representative in Denmark.

The representative must be resident in Denmark, or if the representative is a company, the company must be established here in the country.

An appointed representative must be approved by the Danish Gambling Authority. If the representative is a person, the “Personal declaration, Annex A” must be enclosed. If the representative is a company, this declaration, Annex C must be enclosed to the application.

## Instructions

### 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.

## Conditions

A company can be approved as a representative of the licence holder if the company:

1. has not filed a request for reconstruction, insolvency or debt restructuring.
2. is not under reconstruction, insolvency or debt restructuring.
3. is not convicted of a criminal offense which could involve the risk of the persons in question misusing the access to work with gambling.
4. is not indebted to the public authorities.

The representative must be authorised to represent the licence holder with regards to the authorities and under legal proceedings and in connection to eventual criminal cases.

## Item 1 - The representative

Name and address must be stated in the form.

VAT-/Central Business Registration Number must be

stated. Furthermore you must state the e-mail and internet

address.

### Electronic communication

The Danish Gambling Authority wishes to communicate quickly and effectively. If you do not wish the communication to proceed electronically, please tick off the box.

## Item 2 - Method of management

Tick off the method of management under which your company is carried. If the correct method of management is not mentioned in the form, you must state which other form it has.

## Item 3 – Debt

If you are indebted to the public authorities in Denmark, you must state so. You must inform us of the amount of the total outstanding debt to the public authorities. If you do not have any debts, you must write the amount 0 in the item.

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 4 - Reconstruction, insolvency and debt restructuring

If a request for reconstruction, insolvency or debt restructuring has been filed in Denmark, you must state the date and the particular circumstances hereof.

You must also state if you are under reconstruction, insolvency proceedings or debt restructuring and the date and particular circumstances hereof.

## Item 5 - Criminal acts

If you have been convicted of a criminal offense, or if you have settled a criminal offense out-of-court in Denmark, you must state so. You must inform us of the cause for the sentence or the

settlement and attach a copy of the ruling.

If the material is very extensive, a summary can be sufficient. The Danish Gambling Authority can if necessary request that you submit the entire ruling.

If you have been charged or are under investigation by the Danish police, you must state so. You must inform us of the cause of the charge or the investigation.

## Item 6 - Contact person

You must state the name of the person whom the Danish Gambling Authority can communicate with.

There are no formal demands on the contact person.

## Item 7 - Additional information in connection to the administration of the case

If there is additional information which the Danish Gambling Authority should be made aware of, you must state it here.

## Item 8 - The declaration and signature of the representative

By adding his signature the representative agrees that the Danish Gambling Authority may obtain the necessary information and that the relevant authority passes on this information to the Danish Gambling Authority.

The information will be controlled by the Danish Gambling Authority when we process the declaration.

By adding his signature the representative declares that the stated information is correct and complete.

The whole management and board of directors must sign that the stated information is correct and complete.

## Item 9 - Attachments which must be enclosed

- Documentation for company registration
- Ruling or out-of-court settlement
- Other

### Further information

If you have questions to this form, please contact the Danish Gambling Authority at this e-mail: [mail@spillemyndigheden.dk](mailto:mail@spillemyndigheden.dk).