

## INSTRUCTIONS FOR FILING AN APPLICATION FOR RENEWAL OF A JUNKET ENTERPRISE LICENSE

These instructions are applicable only to licensed junket enterprises offering junket services on a regular or continuing basis, which employ or otherwise engage the services of a junket representative in connection with a junket to a licensed casino regardless of whether or not those activities occur within the state of New Jersey, and which have been directed to file an application for license renewal. (N.J.S.A. 5:12-92c, 94 and 102).

**The original and one (1) copy of all forms** shall be sent to the Casino Control Commission with the appropriate fee. For casino service industries filing an application for renewal of a junket enterprise license, **the required application fee is \$3,750.00, payable to the Casino Control Fund** (see N.J.A.C. 19:41-9.9A on page 3). Payment may be made by check, money order or credit card. Should the Commission renew the junket enterprise license, it will be for a period of five years.

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### 1. APPLICATION FORMS

The forms that make up an application for renewal of a junket enterprise license are as follows:

- A. BUSINESS ENTITY DISCLOSURE FORM–GAMING  
(for applicant entity and each holding or intermediary company)
- B. JUNKET ENTERPRISE QUALIFIER DISCLOSURE FORM AND  
KEY STANDARD QUALIFIER RENEWAL FORM
- C. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION  
OBLIGATIONS FORM
- D. DESIGNATION OF AGENT FOR SERVICE OF PROCESS

A. BUSINESS ENTITY DISCLOSURE FORM GAMING

Please give particular attention to Items 2, 7, 9, 29, 30, 36, 37, 38 and 39 of the Business Entity Disclosure Form-Gaming (BED-Gaming) form. Staff's experience has been that information for these items is frequently omitted or completed incorrectly, which necessitates the applications being returned for corrections.

B. JUNKET ENTERPRISE QUALIFIER DISCLOSURE FORM AND KEY  
STANDARD QUALIFIER RENEWAL FORM

Any person listed in Item 7 of the BED-Gaming who filed a Junket Enterprise Qualifier Disclosure Form (JEQDF) in connection with previous application filings by the enterprise may now complete a Key Standard Qualifier Renewal Form (Key

QRF) in lieu of the more comprehensive form. All other persons identified in Item 7 must file the JEQDF.

Please submit a list of any person who previously filed as a qualifier of the junket enterprise but who no longer functions in a qualifier position, or who no longer is employed by the enterprise. Differentiate between the two categories.

**NOTE THAT ALL PERSONS SUBMITTING FOR QUALIFICATION MUST BE FINGERPRINTED IN ACCORDANCE WITH N.J.A.C. 19:41-7.7. SEE THE INSTRUCTIONS IN THE FORMS FOR FURTHER INFORMATION.**

C. EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION OBLIGATIONS FORM

All enterprises applying for the initial issuance or renewal of a casino service industry license must acknowledge basic equal employment and business opportunity obligations as conveyed in paragraphs one (1) through four (4) of the Equal Opportunity and Affirmative Action Obligations form. In addition, enterprises that employ 50 or more employees in the state of New Jersey must also acknowledge paragraphs five (5) through nine (9) of the form.

D. DESIGNATION OF AGENT FOR SERVICE OF PROCESS

Any junket enterprise applying for renewal of its casino service industry license must complete the enclosed Designation of Agent for Service of Process Form.

2. COPIES

**An original and one (1) copy** of all forms noted above, **including copies of all appendices and attachments**, must be included as a part of the application package.

3. GENERAL

- Make extra copies of the enclosed forms for your use, as needed.
- Be sure to include the filing fee with your application submission.
- All forms must be properly **signed and notarized** as per instructions.
- All copies must be legible.
- All attachments to forms must be copied and properly identified with the corresponding item number clearly noted on the front of each attachment.

**IF YOU HAVE ANY QUESTIONS REGARDING THE ENCLOSED FORMS OR THE INFORMATION REQUIRED TO COMPLETE THIS APPLICATION, PLEASE CONTACT THE ENTERPRISE LICENSE UNIT AT (609) 441-3002**

#### 4. FEES

##### 19:41-9.9A Junket enterprise license fees

- (a) In accordance with subsection 102c of the Act, all qualifiers of junket enterprises shall meet the standards established for casino key employees in order for the junket enterprise to be licensed. Under subsection 94d of the Act, a junket enterprise license shall be issued for a four-year period and shall be renewable for additional five-year periods.
- (b) The initial application and issuance fee for a four-year junket enterprise license shall be \$3,000.
- (c) **The application and issuance fee for the renewal of a five-year junket enterprise license shall be \$3,750.**
- (d) Any enterprise required to apply for the issuance or renewal of a junket enterprise license may request an installment plan for payment of the application fee in accordance with the following schedule:
  - 1. Upon filing of the application, an initial installment payment equal to one-fourth of the total application fee and an additional fee of \$100.00 for the cost of processing such payment plan; and
  - 2. Three subsequent payments each equal to one-fourth of the total application fee, to be paid within 90 days, 180 days and 270 days from the date that the application is filed.

##### N.J.A.C. 19:41-9.19 - Obligation to pay fees; nonrefundable nature of fees; credits

- (a) Any fee obligation arising in accordance with the Act and this subchapter shall be due and payable notwithstanding the withdrawal or abandonment of any application or the termination in any manner of an existing license...
- (b) Except as otherwise provided in (e) below, amounts actually paid by an applicant or licensee in accordance with the Act and this subchapter shall not be refundable...

#### 5. PAYMENT BY CREDIT CARD

The Casino Control Commission will now accept credit card payments for all licensing fees. The credit cards currently accepted are American Express, MasterCard, Visa and Discover. If you wish to pay by credit card, please complete the enclosed Credit Card Authorization form and return it with your casino service industry license application. Any questions regarding the completion of the Credit Card Authorization form should be directed to the Commission's Revenue Unit at (609) 441-3746.