



2008-01-18 12:27:00

## G004\_ORGANISATIONAL\_CHART

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# Organisational chart

## Guidelines

G 004



## 1. Preliminary

### 1.1 Authority

This document is issued by the Financial Services regulatory Commission (the Commission) pursuant to Regulation 105 of the Antigua & Barbuda Interactive Gaming and Interactive Wagering Regulations.

### 1.2 Confidentiality

This document, all related documents, and methodologies embodied in this document and related documents ("the documents") are the property of the Financial Services Regulatory Commission. Unauthorised copying and distribution of the documents, by any means, on any media is prohibited.

This document, its themes, and ideas are strictly confidential and may not be used in any manner other than its expressed purpose, without the written permission of the author. The documents are authorised for use by licence holders.

The documents are copyright.

### 1.3 Disclaimer

The guidelines provided in this document are current at the time of writing. The Commission may in its absolute discretion amend these guidelines, or any definitions or interpretations pursuant to this or related documents at anytime.

Each licence holder should ensure it has the current version of each document.

### 1.4 Queries

All queries relating to this document should be made, in writing, to:

Director of Gaming  
Financial Services Regulatory Commission  
First Caribbean Financial Centre  
Old Parham Road  
St John's  
Antigua and Barbuda

e-mail : [director@antiguagaming.gov.ag](mailto:director@antiguagaming.gov.ag)

### A.1 References & related documents

The Financial Services Regulatory Commission utilised many documents and international standards when compiling the suite of guidelines.

The current list of related guidelines is available from the Commission's website at <http://www.antiguagaming.gov.ag>.

Licence holders and other interested parties should acquaint themselves with the contemporary documents before relying on them.

### 1.5 Table of contents

<b>1. Preliminary</b> .....	<b>2</b>
1.1 Authority.....	2



1.2	Confidentiality .....	2
1.3	Disclaimer .....	2
1.4	Queries .....	2
A.1	References & related documents .....	2
1.5	Table of contents .....	2
<b>2.</b>	<b>Guidelines .....</b>	<b>4</b>
2.1	Corporate structure .....	4
2.2	Actual & proposed associates .....	4
2.3	Organisational structure .....	4
2.4	Job Descriptions .....	4
2.5	Compliance Officer .....	5
2.6	Staff Training .....	5
2.7	External Consultants .....	5
	<b>End of document .....</b>	<b>6</b>



## 2. Guidelines

### 2.1 Corporate structure

This section should include a diagrammatic representation of the corporate structure, in particular demonstrating the relationship with parent, subsidiary and associated companies and any significant investors (holders of 5% or more of issued share capital).

This section should also identify all significant equity, non-equity, and loan capital provided by parent and associated companies and investors, together with details of any repayment terms and security given.

The country of incorporation or residence of these parties should also be identified.

### 2.2 Actual & proposed associates

Details of any other gambling operations currently or previously carried out by the applicant or its parent, subsidiary or associated companies should be identified.

### 2.3 Organisational structure

The control system should contain a chart showing the organisational structure including reporting lines.

Accompanying this chart should be a delegation list detailing the decision making and control responsibilities of each employee who is in a position to exercise influence over or with respect to the operation of the licence holder's operations. These individuals may be regarded as key Individuals, and as such may be required to apply for a Key Person certificate.

The individual(s) responsible for ensuring compliance with requirements of the Commission should be identified in the control system.

The individual(s) responsible for "compliance officer" functions pursuant to anti-money laundering (AML) and counter financing of terrorism (CFT) requirements shall be identified.

### 2.4 Job Descriptions

Job descriptions for each Key Individual and department head position containing, at a minimum, the following information:

- a. the role and objectives of the position;
- b. the reporting relationships both internally and externally, including delegated authorities;
- c. the major duties, controls and responsibilities of the position;
- d. the titles of the position(s), if any, which report to this position;
- e. the knowledge, skills, qualifications and experience required to perform the duties of the position; and
- f. notification of any changes to job descriptions and/or the responsibilities that attach to a position should be given to the Commission and approval granted prior to the implementation of any change.



Job descriptions shall mandate that each person has a responsibility to ensure compliance with the Interactive Gaming and Interactive Wagering Regulations (the Regulations).

## 2.5 Compliance Officer

The licensee should provide the details (including résumé) of the Gaming Compliance Officer, who will be responsible for interacting with the Commission regarding any changes to its control system.

The licensee should provide the details (including résumé) of the AML/CFT Compliance Officer, who will be responsible for interacting with the Commission regarding any changes to its control system.

## 2.6 Staff Training

The licensee should provide details of the controls that exist to ensure that all staff members are suitably trained to perform the control functions defined by the job descriptions (see 2.4 *Job Descriptions* above) of their position.

## 2.7 External Consultants

Details of the key gambling external consultants should be included as part of the control system. This should identify their role within the business and the nature of their contractual relationship with the business where their ongoing involvement is critical to the business. The extent to which due diligence has been performed should also be recorded.



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