

## Gambling Commission Remote Lottery Operator Licence - Changing Named Annex A Individuals

### Summary

As the Remote Lottery Operator Licence Holder, it is your responsibility to ensure you remain compliant and keep accurate records with the Gambling Commission.

This guide will support you if you ever need to go through the process of changing your nominated Annex A personnel (often referred to as 'licence holders') on your Gambling Commission Remote Operating Licence. You will always find them listed on '**Schedule X**' of your Licence.

***This is guidance only; it is not endorsed by the Gambling Commission (GC). If you want specific guidance, please contact your Regulatory Caseworker directly at the GC. Accurate as of 11/10/2022.***

It is critical to have **at least two named Annex A individuals** on your licence at any one time so that if one **leaves the organisation**, you always have a back-up. This will help to ensure you;

- Remain compliant with the Gambling Commission and licence conditions
- Allow for effective business continuity for all organisations involved (you, Gatherwell, the GC and, most importantly, your causes to continue their fundraising through your lottery)
- Do not negatively impact your lottery fundraising channel and brand

Be mindful that it can take the **GC up to 8 weeks to process the change of licence.**

If a current Annex A holder is changing roles within your organisation and is still happy to remain a named on your licence, you do not need to update the licence.

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### Making changes to 'Schedule X' of your licence: Annex A holders

To **add or remove** Annex A individuals to your Operating Licence you **MUST** complete the following **steps**:

**Submit an 'application to vary' the licence:** this cannot be done online at present, so a form will need to be completed and emailed to the Gambling Commission via [licensing@gamblingcommission.gov.uk](mailto:licensing@gamblingcommission.gov.uk)

The Gambling Commission may also ask about roles in the recent 'application to vary' form if applicable. Therefore it is best to pre-empt this request by **providing the following information with any 'application to vary' forms you submit.**

**They will need to know which individuals have been assigned responsibility for each role.** This was covered at the point of the initial licence application and thus with the name changes the GC will want an update on those changes. To provide contingency, all roles must be additionally covered by a second individual, for example if person (A) has 3 main roles, then person (B) will have secondary responsibility for these roles. Similarly, person (A) will have secondary responsibility for person (B)'s main roles.

The roles are as follows:

Roles	Person A	Person B
Overall strategy and delivery of gambling		
Financial planning, control and budgeting		
Regulatory compliance		
Marketing and commercial development		
Gambling and related IT provision and security		
Money laundering reporting officer		

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Along with this you will need to **share an updated organisation chart** that includes where these above people sit within the organisation."

**No more than three Annex A holders** are allowed on your licence in order for you to be classed as a Small Scale Operator (SSO). If this additional person increases the number of individuals on your licence to more than three you **MUST also remove one current Annex A holders to stay within the limit of three**. This should be done on the same 'application to vary' form.

The '**Application to vary form**' and '**Guidance notes**' can be found at the following link: <https://www.gamblingcommission.gov.uk/licensees-and-businesses/guide/page/adding-or-removing-a-named-person-to-your-licence-schedule-x>

You will need to complete sections 1, 2, 8, 10, 11 & 12 of the form.

1. **Complete the Annex A Declaration:** The individual(s) being added need to complete an **Annex A**. Use the following guidance notes to assist in completing the Annex A Application : <https://gatherwell.co.uk/wp-content/uploads/Gatherwell-Annex-A-application-guidanceV1.pdf>

**NB:** The Annex A declaration has a section where you can link it to the operator (your organisation is the Operator, not Gatherwell). Your operator reference can be obtained via the eservices portal within the 'Hub' Section - <https://secure.gamblingcommission.gov.uk/EServices/Account/Login>

**The Annex A declaration(s) should be done at the same time that the 'application to vary' your licence is submitted.**

2. Make payment to the GC. The payment will need to be made via BACS using your GC account number as the payment reference so that they can marry the two up.

You can find the details of the costs for various changes here: [www.gamblingcommission.gov.uk/licensees-and-businesses/guide/page/changes-that-cannot-be-made-online](https://www.gamblingcommission.gov.uk/licensees-and-businesses/guide/page/changes-that-cannot-be-made-online)

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The GC bank details are found here:

<https://www.gamblingcommission.gov.uk/licensees-and-businesses/page/paying-fees>

3. The new Annex A licence holder(s) **MUST** complete the '**Licence holder training**' supplied by Gatherwell. Use the following link to complete the training: <https://gatherwell.co.uk/wp-content/uploads/Licence-holder-training-V3-Jun22.pdf>
4. Once you have been provided a copy of your updated licence, please provide a copy to Gatherwell.