



Policy Guideline: License Holder Change in Control

Version 1.1

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Version 1.1	18th June 2025	Removal of certification/signature requirement in Clause 2.2

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1. Introduction

This policy guideline outlines the requirements and procedures for submitting and processing requests related to any additions and/or changes in the ownership and control structure of a license

These changes pertain to Ultimate Beneficial Owners (UBOs) and Qualified Interest Holders (including their statutory directors) for both B2C and B2B gaming operators under the supervision of the CGA.

For the definitions of "Ultimate Beneficial Owner" and "Qualified Interest Holder," reference is made to Article 1.1 of the *Landsverordening op de kansspelen* (LOK).

2. Procedure for Requesting Approval

2.1. Prior Authorisation

At no time should the CGA's records reflect unapproved or inaccurate ownership information

To this end, the proposed share transfer transaction or any other underlying document necessary for the appointment of a new UBO or qualified interest holder (including its statutory directors) may not be completed until the CGA has rendered an official decision and has formally approved the request in writing.

Any action to execute the transaction or appointment prior to approval may constitute a breach of regulatory requirements under with the LOK.

2.2. Corporate Information

When requesting approval for changes or additions, the following documents must be submitted to the CGA for review:

1. Draft share transfer agreement
2. Draft updated share ledger
3. New organizational structure

2.3. Personal Information

The following personal information and documentation must be submitted via the CGA Portal for due diligence purposes for each newly proposed UBO or Qualified Interest Holder (including its statutory directors):

1. Completed Personal History Disclosure Form (PHDF)
2. Valid Passport
3. Birth Certificate
4. Proof of Address
5. Criminal records check from the jurisdiction of the person's proven address.
6. Evidence of Source of Wealth ("SOW") for all persons expected to fund the business.

Note: the proof of address, criminal records check and SOW need to be up to date (no older than 6 months) and duly certified in accordance with the CGA guidelines.

Please note that the CGA reserves the right to request additional documentation and/or clarification at any stage of the due diligence process, if deemed necessary.

2.4. Portal Support Ticket

When the information has been uploaded, a support ticket must be opened on the CGA Portal, indicating the intention to request an ownership structure change and specifying the operator's name along with the corresponding license number.

2.5. Invoice

Upon receipt of the support ticket, the CGA Finance Department will issue an invoice in accordance with the applicable fees set out in the LOK.

A breakdown of the fees for B2C and B2B operators is included as an Annex to this policy.

3. Processing

The CGA due diligence process will commence only after payment of the invoice has been received. The CGA will assess the suitability and reliability of the proposed UBO or Qualified Interest Holder (including their statutory directors) based on the submitted documentation and relevant criteria.

Once the due diligence process has been completed, the CGA will formally notify the applicant of its decision in writing (formal letter).

4. Simultaneous Business Changes

If a change in UBO or Qualified Interest Holder is accompanied by a change in business plan and/or platform, a new application should be submitted to the CGA for proper license evaluation.

This new application should be in accordance with the LOK.

5. Annex: Fees table according to the LOK

5.1. B2C operator

Change in UBO: EUR 150 per person

Change in Qualified Interest Holder: EUR 150 per person

Exchange listed UBO: EUR 2,551 per UBO

5.2. B2B operator

Change in UBO: EUR 150 per person

Change in Qualified Interest Holder: EUR 128 per person

Exchange listed UBO: EUR 2,551 per UBO