

## **INSTRUCTIONS – REGULATION 3.100 KEY EMPLOYEE REPORT**

The Regulation 3.100 Key Employee report has been updated to reflect the amended requirements of NGC Regulation 3.100. The following instructions have been developed to describe the information which is now required for the Key Employee report. The updated report is designed to allow one company to file a single report which will cover all licensees in the company's organization. **This report can be mailed to the Nevada Gaming Control Board address listed on the report, or it can be downloaded and submitted electronically to the Nevada Gaming Control Board e-mail address listed in SECTION 3 of the report:**

### **Section 1:**

**Company Filing Report:** List the name of the company which is filing the key employee report and its location number. The location number is the identifying number or license number which has been issued to the company.

The location or license number can be found by downloading a location listing at <http://gaming.nv.gov/index.aspx?page=299> .

**Address:** List the address of the company filing the report.

**Person To Contact:** List the name, position, telephone number, and e-mail address for the person who can be contacted regarding the content of the report.

### **Section 2:**

**Location Name(s) / Number(s):** List the name(s) and location number(s) of the licensee(s) which will be included in this report.

### **Section 3:**

**Filing Date:** List the date when the report is submitted to the Nevada Gaming Control Board. The report is due within 30 days after the end of each reporting period. The reporting periods are six months in length and end on March 31 and September 30 of each year. If the 30-day filing period ends on a weekend, the report may be filed on the following Monday. For your convenience you may submit Key Employee Report to our secure email address [complianceinv@gcb.nv.gov](mailto:complianceinv@gcb.nv.gov), fax to (775) 687-1372 or mail to:

Nevada Gaming Control Board  
Investigation Division  
P.O. Box 8003  
Carson City, NV 89702

**Report Date:** List the end date of the reporting period being filed, i.e., March 31 or September 30, followed by the year.