

Instructions for Filing Regulation 8.130 Supplemental Information Forms

The instructions set forth below are provided to assist you in preparing the Regulation 8.130 Supplemental Information Form. Additional assistance may be obtained by calling the Audit Division at (702) 486-2060.

Licensee Information

This section is designed to identify the transactions for which supplemental information is being supplied. The licensee should be identified by licensee number and trade name. If questions arise regarding the proper name, the licensee (borrower) should be requested to supply this information.

Lender Information

The term “Lender” is used generically throughout the supplemental form and encompasses any individual or entity which provides the licensee with cash, property, credit, guaranty, benefit or any form of security loaned to, leased to or provided for or on behalf of the licensee, or an officer, director, agent, employee or stockholder of the licensee, in a transaction required to be reported under Regulation 8.130(2) – (6). The term “Loan” is also used generically throughout this document and encompasses any of the transactions reported under Regulation 8.130(2) – (6).

The “lender name” should be the name of the entity providing some form of benefit to the licensee (borrower). If the loan is made by a corporation, partnership, trust or any other similar entity, the name, address, phone number and tax identification number of that entity should be entered in the top section. Information on the entity’s principals should be entered in the next section, following the instructions on the form.

If the lender is a person or persons, the lender information should be supplied for the individual(s). The federal tax identification number(s) would be the Social Security Number(s).

Per Regulation 8.130(7), a copy of any record documenting a transaction required to be reported under Regulation 8.130 must be maintained for a period of 5 years after the completion of the applicable transaction or the termination date of the underlying financing or other legally binding agreement, whichever is later, and must be provided to the Board upon request.

Other Lenders

This section should be completed only if a third party advanced the funds to the person or entity completing the reportable transaction with the licensee, or if the property being leased to the licensee was leased from a third party (i.e., a sublease or similar agreement).

As with the primary lender, if the other lender is an entity other than a person or persons, the principals of this entity must be identified on page two.

Security, Collateral and Guaranties

If a transaction is collateralized or secured and a third party provides the collateral or other form of security or guaranty, information on the entity and its officers, partners, etc. must be supplied.

Other

Since the Board may have questions regarding the information on this form, please identify the individual who can answer such questions. Include the person’s name, telephone number, title and the name of the entity he or she represents.

The form must be signed by someone who is authorized to sign on behalf of the lenders or other parties named. If additional signatures are required, please attach a separate page or pages containing these signatures.

Submissions

An electronic copy of the completed Regulation 8.130 Transaction Reporting Form along with the completed Regulation 8.130 Supplemental Information Form, if applicable, are to be submitted in PDF form by email to 8.130filings@gcb.nv.gov. Include in the subject line of the e-mail the licensee's trade name and transaction date (as indicated on the reporting form).

The lender may submit sensitive information to be included on the Supplemental Information Form directly to the Board by using the applicable electronic email account. However, the licensee is ultimately responsible to ensure compliance with the submission of the required information.

An e-mail acknowledgement of receipt will be returned. This e-mail should be maintained as evidence of submission.