



October 1, 2021

Procedures for the Transportation of Gaming Equipment

The Bermuda Casino Gaming Commission (“the Commission”) requires that all applicants for a casino licence and all casino operators follow this procedure in relation to the shipping and storage of slot machines and other gaming equipment under the jurisdiction of the Commission (“gaming equipment”). The Commission reserves the right to modify these requirements at any time. Items not covered in these requirements are subject to the Commission’s review. Further information may be requested to evaluate the continued integrity of gaming equipment shipped into and out of Bermuda.

Definitions

As used in this procedure, the following definitions apply:

“fully assembled” device means an approved electronic gaming device that is configured with all components so that it is not rendered inoperable and with software embedded.

“gaming equipment” is defined in the Gaming Act 2014 (“the Act”) as “...an electronic, electrical, or mechanical contrivance or machine or any device or thing (including chips) used, or capable of being used, for or in connection with gaming and betting and includes any of the following—

- a) a gaming machine;
- b) linked jackpot equipment or system;
- c) cashless wagering system;
- d) an electronic monitoring system; and
- e) a part of, or a replacement part for, any such machine, equipment or system;
- f) devices used in connection with the operation of table games, including but not limited to playing cards, chips and dice;
- g) a computerized betting system;

“gaming machine” is defined as “...any device, whether wholly or partly mechanically or electronically operated, that is so designed that—

- a) it may be used for the purpose of playing a game of chance or a game of mixed chance and skill; and
- b) as a result of making a wager on the device, winnings may become payable;”

“*gaming vendor* means a person who offers goods or services to a casino operator or applicant for a casino licence that directly relate to the operation of casino a person who offers goods or services to a casino operator or applicant for a casino licence that directly relate to the operation of casino;”

“*software*” means operating media, game media, configuration media, and any other type of media that aids and its’ critical to the operation of an electronic gaming device and is required to be approved for use in Bermuda.

Shipping Requirements

1. All gaming equipment must be securely shipped, and evidence in support of the “chain of custody” is to be provided. Gaming devices that have been certified by the Commission’s testing lab and approved for use in Bermuda may be shipped and delivered fully assembled. The cargo area of a transportation carrier or the shipping container for the gaming equipment, whichever is applicable, must be sealed with a unique identification number seal and identified in the shipping notification filed with the Commission at least five (5) business days prior to shipment. The shipping notification shall include the following information and documentation:
 - a. Company name, trade name, and business address of the entity supplying or removing the gaming equipment.
 - b. Contact name, telephone number, and e-mail address for the applicant’s or operator’s representative submitting the shipping notification.
 - c. The manufacturer’s company name and the name, phone number and email address for the contact person.
 - d. Serial number, model number, theme, software set description, laboratory certification numbers, or other documented identification information that corresponds with the gaming equipment being shipped, and the corresponding number of each type of gaming equipment or approved software components to be shipped. Alternative methods of identifying gaming equipment may be approved in writing by the Chief Executive if the aforementioned identifiers are not applicable to the gaming equipment being shipped.
 - e. Reason for shipment.
 - f. Date of shipment.

- g. Company name, trade name, and address of the ultimate owner of the gaming equipment, and location where the gaming equipment is to be delivered.
- h. Contact name, telephone number, and e-mail address for the applicant's or operator's representative responsible for the receipt of the gaming equipment.
- i. Expected date and time of delivery.
- j. Method of shipment and the name, business address, and telephone number of transportation carrier.
- k. An inventory of the gaming equipment or approved software components to be shipped.
- l. The port of exit for the gaming equipment shipment and the point of entry into Bermuda.
- m. Unique transportation carrier cargo area seal number or product serial number in cases of shipments destined for multiple locations.

The Commission must be notified of any changes in the details of any of the required information as soon as is practical.

2. Electronic gaming devices shall only be delivered during normal business hours.
3. Each item of gaming equipment transported into Bermuda shall be subject to inspection by an agent of the Commission at a location to be determined by the Commission.

Shipping of Gaming Equipment

Applicants for a casino licence or casino operators must confirm before a shipment of gaming equipment takes place that the manufacturers and suppliers providing the gaming equipment are each approved by the Commission as a gaming vendor.

In addition to the above requirements, casino operators must also adhere the following requirements:

1. Ensure the safe and secure transport of all gaming equipment destined for Bermuda.
2. Ensure all gaming equipment bears an identifying plate listing the serial number and model number and gaming vendor name or other unique identifier approved in writing by the Chief Executive.
3. Ensure all gaming equipment is shipped directly to an approved location for an applicant for a casino licence or location for a casino operator or another location expressly authorized by the Chief Executive. If the gaming vendor has a warehouse in Bermuda, it must be approved by the Commission and the gaming equipment may be shipped to the

warehouse for any preparation/configuration work required prior to shipping it to the authorized location.

4. Ensure the gaming equipment is placed in such a manner as to offer easy access to the Commission staff to verify the serial number and model number on the ID plate, or other unique identifier approved in writing by the Chief Executive.

Shipping of Commission approved Gaming Equipment within or outside of Bermuda by Gaming Vendors

Any gaming vendor that removes gaming equipment from an authorized location to be transported outside of Bermuda, or to another authorized location within Bermuda is responsible for ensuring the secure transportation of the gaming equipment leaving the possession of the applicant for a casino licence or the casino operator that the Commission has approved the operator for the transportation of that equipment, and the compliance with all relevant requirements in this procedure.

Machines removed for destruction

When a machine is removed for destruction, the critical software media must be removed and returned to the Commission or its' designate for destruction.

Authorized Locations

The Commission will authorize a storage facility or location for storing gaming equipment that complies with the following requirements:

1. Must be inaccessible by and/or closed to the general public.
2. The storage area and all entrances/exits must be under continuous video surveillance with recording capabilities.
3. Access should be limited to specified identified personnel only; entry and exit of personnel must be recorded in writing by the owner/manager of the facility. These records must include:
 - a. Dates
 - b. Time of entrance
 - c. Name of the person entering the location
 - d. Signature of the person entering the location
 - e. Purpose for entering the location

f. Time of departure

Interpretation of Procedure

1. The provisions of this procedure shall be liberally interpreted in order to allow the Commission to carry out their legal functions and duties, and to ensure that all the objectives of the Gaming Act 2014 and Regulations are achieved.
2. In special circumstances and only for just cause, the Commission may allow deviations from the provisions of this procedure when strict and literal compliance of the provisions results in defeating the purposes of the procedure.

Customs Information¹

1. Licensed casinos and customs clearing agents must have a CAPS trader ID² which must be specified in all customs declarations.
2. All customs declarations for gaming machines, parts and accessories must be accompanied by documentation certifying that the machines, parts or accessories in question are for a named licensee and are exempted from import prohibition.



Mr. Jean Major

Chief Executive of the Bermuda Casino Gaming Commission

¹ This information is required by the Bermuda Customs Department. Any queries about this information must be directed to this Department and not the Commission.

² <https://www.gov.bm/online-services/apply-caps-id-number>