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**Personal**

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**REGULATORY AND COMPLIANCE DEPARTMENT**

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To: Melbourne International Business Operations  
Mahogany Cage; VIP Service Team; VIP International

CC: Joshua Preston; Jan Williamson; Ishan Ratnam; Jacinta Maguire; Stephen Hancock; Mike Ohlmus; Xavier Walsh; Barry Felstead

From: Michelle Fielding

Date: 22 December 2017

Subject: **Junket and Premium Player Program Internal Control Statement (ICS) Compliance**

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Please remind your teams of the following obligations to ensure compliance with the current Junket and Premium Program Player ICS:

- All Junket Program Player names must be physically added to the Program Agreement **prior** to each individual player commencing play under a Junket Program; and
- A SYCO printout is no longer acceptable in place of player names on the Program Agreement and as provided above, all player names must be written on the Program Agreement prior to play.

In addition, please remind staff of the critical importance of:

- All fields (Front Money, Program Type etc.) on Junket and Premium Player Program Agreements being checked for completeness prior to the Program being opened in SYCO;
- All fields on Junket packet documents (Settlement Sheets, Authority to Disperse Funds etc.) being checked for completeness when actioned and again upon closure of each Program; and
- All Crown Representatives' ID numbers must be clear and legible on all documents.

Please contact Michelle Fielding or Justin Butler for further clarification as needed. Thank you for your ongoing commitment to Crown's regulatory compliance.

  
Michelle Fielding  
Group General Manager – Regulatory and Compliance