1. General Process

Description		Responsible person/s		Action *(if applicable)*
Enquiry	►	TA - Manager TA - Administration Officer TA – Gambling Inspector	►	Send out LoC Gambling: • Application for "Letter of Certification" form
Submission	►	TA - Administration Officer	►	Client submit Application forms through the dedicated • e-mail : Loc-appl@nrcs.org.za
TA- Gambling Administration	►	TA - Project Coordinator	►	Register Projects on the Gambling Analysis **Compile Gambling Pack** includes: • Application form • Test Report • Checklist
Hand over to responsible TA-Gambling Inspector	►	TA - Project Coordinator	►	Hand Over

2. Financial Process

Description		Responsible person/s		Action *(if applicable)*
Enquiry	►	TA - Project Coordinator	►	• Enquire from NRCS finance: • Is the submitter registered as a supplier, if yes, is the submitters account up to date(paid), no bad debt? if no, submit credit clearance application to finance
Invoice	►	TA - Project Coordinator	►	Create invoicing Spreadsheet per Mnf Submit to Finance Dept for invoicing
Submission	►	TA - Project Coordinator	►	Submit credit clearance application • Wait for result of credit clearance
Hand over to responsible TA-Gambling Inspector	►	TA - Project Coordinator	►	• Discus requirements and process

3. Technical Process

Description		Responsible person/s		Action *(if applicable)*
Document Checklist	▶	TA-Gambling Inspector	▶	• Update Gambling-Analysis • Validate if documents submitted are adequate
TA-Analysis-Plan & Review	▶	TA - Project Coordinator	▶	• Complete/Update TA-Analysis
Evaluation:	▶	TA-Gambling Inspector	▶	• Do evaluation of report according to submission and TA-Gambling Analysis

4. Admin Process

Description		Responsible person/s		Action *(if applicable)*
Compile LoC	▶	TA-Gambling Inspector	▶	• Test Report • Checklist • LoC Certificate
LoC to TA-Manager	▶	TA-Manager	▶	• Sign LoC electronically via "SignFlow" *Only documents with a valid Inspector and TA Manager signature are allowed to be distributed*
Issue PDF Certificate	▶	TA-Gambling Inspector	▶	Send electronic: • PDF Certificate to submitter • Save on database LoC • Close out filing: electronic + hard copy
Close project	▶	TA - Gambling Inspector TA - Project Coordinator	▶	• Complete TA Gambling Analysis • Close/update project on TA Gambling Analysis within 3 working days of receiving Invoice