

## Application Process

### Phase 1 Application Phase

Approximate time to complete:  
4 to 8 weeks - dependant on  
full disclosure

Application Arrives at the KGC office and is assigned to a KGC Compliance Officer

\*\* Before application process begins, the compliance officer verifies that the applicable fee has been received.

Preliminary review of documentation - to ensure all applicable schedules are properly filled out and signed.

\*\*\*CSS (Schedule I) procedure begins

Due Dilligence starts (time to complete report estimated at 4 to 8 weeks)

M.I.T is sent an e-mail notifying them of the application

M.I.T acknowledges application and submits letter of reccomendation to KGC regarding applicant company and its principles

Report is received

A report is drafted re: css. If Approved, proceed to next step. If not approved - an e-mail notification is sent to the applicant

Added to weekly agenda and findings are presented to the Commission. Decision to grant or deny the application is made

If Applicant is denied, a notification is sent and appropriate paperwork is completed to issue \$10 000. reimbursement

### Phase 2 Preliminary 12 month permit

Approximate time to complete:  
12 months - to coincide with the 12 month preliminary permit

Applicant is contacted with outcome of application

M.I.T is sent an e-mail notifying them of the decision

Testing Continues

If, as per the regulations, the commission issues a preliminary 6 month permit:  
• Permit holder is sent a contact information sheet.  
• A request for URL listing is also requested

Final report is received and if necessary, recommendations are made to ensure compliance

Compliance Officer is notified of the URL Additions and tracking process begins

Compliance Officer creates certificate and forwards HTML code to Operator

### Phase 3 CPA & Continuous Compliance

Ongoing

KGC does final review of file at the end of initial permit period. Decision to issue second CPA Permit is made

Continuous Compliance begins and the KGC Renewal Process applies to Permit Holder