



Victorian Commission for
Gambling and Liquor Regulation

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4 January 2018

Michelle Fielding
Group General Manager – Regulatory and Compliance
Crown Resorts Limited
Crown Melbourne Limited
8 Whiteman Street
SOUTHBANK VIC 3006

Dear Ms Fielding

The Victorian Commission for Gambling and Liquor Regulation (VCGLR) is responsible for the supervision of operations at Crown Casino (Crown) for the purposes of ascertaining whether or not the casino operator is complying with provisions of the Casino Control Act 1991 ('the Act'), the conditions of the casino licence, and any directions issued by the Commission under this Act.

The VCGLR is currently investigating the circumstances regarding the arrest and convictions on 26 June 2017 of Crown employees in the Shanghai Baoshan District Court, Peoples Republic of China. The employees were convicted of contraventions of Article 303, Clause 1 and Article 25, Clause 1 of the Criminal Law of the Peoples Republic of China.

In accordance with powers appointed under Part 4 of the *Victorian Commission for Gambling and Liquor Regulation Act 2011* and pursuant to *section 26(1) of the Act*

I require Crown Resorts Limited/Crown Melbourne Limited to produce the following records (the records):-

- Any written Court records or materials including;- verdicts, reason for decisions, briefs of evidence, pleas, admissions, Court transcripts and findings, statements made, details of fines paid and any undertakings made to the Court regarding the Court matter heard at the Shanghai Baoshan District Court.
- Correspondence and material between Australian Department of Foreign Affairs and Trade (DFAT) and Crown regarding the above.
- The letter referred to in Michael CHEN's email to Randy Phillips on 10 July 2015 regarding the request from Chinese authorities for a Crown employee to provide '... a letter from the company proving that he worked for Crown.'
- Crown's Premium Gaming Strategy from 2014 to 2017.
- Crown's Internal Audit Plan relevant to its overseas operations including marketing, junket operations and Premium Gaming Strategy.
- The August 2015 presentation of Crown Melbourne's Corporate Risk profile presented to the Crown Resorts Limited Board.
- Minutes of the Risk Management Committee meeting held on 12 November 2015.
- The MCE Risk Assessment and Mitigation Report regarding the Crown employees convicted in China including any reviews conducted of its related processes.

- Reports provided by the Co-ordination team reporting to the Crown Resorts CEO and other key executives and stakeholders.
- Any out of cycle or additional reviews of the Risk Profile for Crown relating to the arrest and conviction of crown employees.
- The last known contact details including email, telephone and address of former Crown employees Dan PAN, Alfred GOMEZ and Jerry XUAN.
- The budget for the operation of Crown's overseas offices in China and or Hong Kong for each financial year between 2012 and 2017. The relevant authorisation position(s) or role(s) for the budget. The reporting line between Crown's overseas operations and Crown Resorts Limited/Crown Melbourne Limited.
- All correspondence between Mintz and Crown Resorts Limited/Crown Melbourne Limited, and Mintz and Crowns overseas operation.
- The details and timeframes of the contract that Mintz was engaged for. If no formal contract was entered into, the details of any requests and billing between Mintz and Crown.

I require you to produce the records by 19 January 2018.

If there is anything that you would like to discuss in relation to this matter, please do not hesitate to contact Tim Bryant on [REDACTED] or [REDACTED]

Yours sincerely



Stephen Berriman
Director, Compliance