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| **Responsible Service of Alcohol Program Register** |  |  |
| **Licensee name:**  |
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| **Name of person responsible for the management or control of the venue:\* (insert name here)** |  |  |
|  |  |  |  |  |
| **Staff member name** | **Date first served or supplied liquor** | **Date of most recent certificate (RSA or RSA refresher)** | **Most recent certificate on file? Y/N (hard copy or electronic copy is acceptable)** | **Date RSA refresher due\*\*?** |
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| **\***If licensee is a body corporate, you must list the name of the person responsible for the management or control of the venue |  |
| **\*\***RSA refresher **must** be completed every 3 years from the last RSA completed |  |  |
| Licensee (or if applicable, responsible person) RSA details **must** also be listed in this register |  |  |
| The RSA program register must be kept up to date and produced when requested by a member of Victoria Police or a Gambling and Liquor Inspector  |
|  |  |  |  |  |
| **Disclaimer: This document is an example of what information an RSA program register may contain.** |  |  |
| **This information should not be relied upon as a substitute for professional legal advice and reference to relevant legislation.** |  |