

Bingo centre operator – approval as a nominee

This package contains the application and information material for approval as a nominee of a bingo centre operator.

How to apply

This is an interactive PDF form which allows you to:

- complete the form using a computer or tablet
- save your progress and continue at a later time
- print the completed form to sign and return.

You are still able to print the form and complete it by hand if you prefer.

This form has been designed to be completed using the free Adobe Acrobat Reader software. To download this free software, [please visit the following link](#) or search for the free “Adobe Acrobat Reader” on your devices app store.

This form may not function as intended if you use any other software.

Send application to:

Victorian Commission for Gambling and Liquor Regulation
GPO Box 1988
Melbourne Vic 3001

or lodge in person at:

Level 3, 12 Shelley Street
Richmond Vic 3121

Need help?

For more information on how to apply for a liquor or gambling licence or permit:

- visit the Victorian Commission for Gambling and Liquor Regulation
- (VCGLR) website at vcglr.vic.gov.au
- telephone the VCGLR on 1300 182 457
- email the VCGLR at contact@vcglr.vic.gov.au



Important Information

Bingo centre operator – approval as a nominee

Directions for Completion

Answer every question and use **BLOCK** letters-

- If a question does not apply, or if there are no details to disclose in response to a particular question, print N/A (not applicable) in response.
- If the space available is insufficient, please supply the required information on an attachment page(s). If you do so, begin each answer with the title and reference of the question you are responding to.

Prior to lodging this application ,please ensure that you have attached all required items.

The application form will be returned to you if you do not provide a response to all applicable questions or if all required attachments are not enclosed

Note: There is **no** fee payable for this application.

Are you required to notify changes while your application is in progress?

Between lodging this form and its determination by the VCGLR, you must notify the VCGLR in writing about any changes to the information you have provided (including any documents lodged with the application). Failure to do so may result in you being prosecuted and fined up to 60 penalty units.

What is a nominee?

The Act requires that if a Bingo Centre Operator's licence is granted to a body corporate, it must nominate a natural person to be approved by the VCGLR to be responsible as operator on behalf of the bingo centre operator. This provision ensures that one person is accountable for the management and control of the bingo centre, with the person nominated and approved being liable under the Act as the licensee.

What are the responsibilities of a nominee?

The Act requires that if a Bingo Centre Operator's licence is granted, the licensee must nominate, in respect of each approved bingo centre, a natural person to be approved by the VCGLR to be responsible as the licensee on behalf of the bingo centre operator. This provision ensures that one person is accountable for the management and control of each bingo centre, with the person nominated and approved being liable under the Act as licensee.

Who must nominate a nominee?

The holder of a Bingo Centre Operator's licence must nominate an individual as nominee.

False or Misleading Information

It is an offence under the *Gambling Regulation Act 2003* (referred to in this form as the Act) to give information that is false or misleading. If you give false or misleading information, your application may be refused and/or you may be prosecuted and fined up to 60 penalty units (go to Gambling Fees and Fines at vcglr.vic.gov.au to confirm the current value of a penalty unit).

Privacy Policy Statement – The VCGLR is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* and its obligations under the *Gambling Regulation Act 2003*

Confidentiality Provisions – Information provided in your application must not be disclosed by the VCGLR or its staff to someone else, except for the purposes stated in Division 6 of Chapter 10 of the *Gambling Regulation Act 2003*. Go to vcglr.vic.gov.au to access this Act.



Victorian Commission for
Gambling and Liquor Regulation

Victorian Commission for Gambling and Liquor Regulation
Level 3, 12 Shelley Street, Richmond VIC 3121
GPO Box 1988, Melbourne VIC 3001

Email contact@vcglr.vic.gov.au
Telephone 1300 182 457
vcglr.vic.gov.au
ABN 56 832 742 797



Bingo centre operator – approval as a nominee

This information will help you complete the process to apply for approval as nominee of a bingo centre operator.

Before you complete the application form:

Step 1:

Obtain a police clearance:

- If you live in Australia or have lived in Australia for at least 12 months during the last 10 years, you are required to obtain a National Police Certificate (NPC) from Victoria Police. Read '**Attachments 1 and 2 – National Police Certificate**' at the back of this application for more information.
and
- If you have lived outside Australia for 12 months or more in the last 10 years, you may be required to obtain a police clearance from the country you lived in. Contact the VCGLR on **1300 182 457** to find out what information you need to provide to satisfy this requirement.

Step 2:

Obtain your Historical Personal Name Extract from the Australian Securities and Investments Commission (ASIC) and/or an equivalent report from other jurisdiction/s. Read 'Attachment 3 – Historical Personal name Extract' at the back of this application for more information.

Step 3:

Obtain a credit report:

- If you live in Australia or have lived in Australia for at least 12 months during the last 10 years, you are required to provide an Australian individual credit report that is no more than three months old. Read '**Attachment 4 – Credit Report**' at the back of this application for more information.
and
- If you have lived outside Australia for 12 months or more in the last 10 years, you may be required to obtain a credit report from the country you lived in. Contact the VCGLR on **1300 182 457** to find out what information you need to provide to satisfy this requirement.

Step 4:

Obtain two colour passport size photos and print your name on the back of each photo.

You are now ready to complete your application – proceed to Step 5.

Step 5:

Complete this application form, ensuring the information you provide is accurate.

Step 6:

Lodge your application with the VCGLR by mail or in person.

Your application must include the following:

- National Police Certificate
- Historical Personal Name Extract from ASIC
- Credit report
- Passport size photos and
- any other document that forms part of your application.

Please note:

- The VCGLR's postal and physical addresses are located on the cover page of the application form or at **vcglr.vic.gov.au**.

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Request for approval as a nominee of a bingo centre operator

OFFICE USE ONLY

Allocation date: / /

Applicant No: _____

Assigned to: _____

Details of Company or Incorporated Association

1. This request for approval as a nominee relates to (select applicable box and provide details below):

an application for a new Bingo Centre Operator's Licence

an application for renewal of a Bingo Centre Operator's Licence

an application as a new nominee of the holder of a current Bingo Centre Operator's Licence

Bingo Centre Operator's name:

Bingo Centre Operator's Licence number (if applicable):

Personal Particulars

IMPORTANT INFORMATION

You **must** ensure that **all** names noted in Q2(a) - (d) are advised to the providers of your National Police Certificate and Credit Report.

2. (a) Mr/Mrs/Miss/Ms (Circle) Male Female

Surname:

First name:

Middle name(s):

Date of Birth (dd/mm/yyyy):

Place of birth:

Country

State or region

Arrival date in Australia (if applicable, dd/mm/yyyy):

(b) Preferred given name to appear on identity card:

(c) Are you currently known or have you previously been known by another name(s), including any alias(es), Anglicised name(s), maiden name, married name(s) and name(s) changed via deed poll?

YES NO

If **YES**, provide additional details below:

Name changed from:

Name changed to:

Date of change (dd/mm/yyyy):

Name changed from:

Name changed to:

Date of change (dd/mm/yyyy):

(d) Have you had any legal name changes?

YES NO

If **NO**, proceed to Q3.

If **YES**, provide additional details below:

Name changed from:

Name changed to:

Date of change (dd/mm/yyyy):

Name changed from:

Name changed to:

Date of change (dd/mm/yyyy):

Have further details been provided on an attachment page?

YES NO

3. Current Residential Address:



Victorian Commission for
Gambling and Liquor Regulation

Victorian Commission for Gambling and Liquor Regulation
Level 3, 12 Shelley Street, Richmond VIC 3121
GPO Box 1988, Melbourne VIC 3001

Email contact@vcglr.vic.gov.au
Telephone 1300 182 457
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4. Postal Address (if same as Q3, write 'as Q3'):

5. Contact Details:

Daytime telephone number: Mobile telephone number:

Email address:

6. Photographs:

Securely attach two (2) colour passport size photographs taken within the last 3 months to this application. Do not cut or separate passport photographs. Ensure your name is **clearly** printed on the back of each photograph. It is recommended that you provide your photographs in a sealed envelope with your name **clearly** printed on the front of the envelope. Securely attach the envelope to this page.

Complete the following:

(a) I have attached two passport size photographs:

YES

(b) Date photographs taken (dd/mm/yyyy):

IMPORTANT INFORMATION

Family members named in response to Q7 to Q10 are not required to complete an associate form as part of your request for approval. However, where investigations by the VCGLR highlight issues of concern, the VCGLR may determine that a completed associate form is required from one or more nominated family members. In this circumstance, you will be notified of the requirement for the provision of completed associate form/s and advised regarding the completion and lodgement of the required form/s.

7. Applicant's Marital Status:

Married	Single	De Facto
Separated	Divorced	Widowed

Spouse/De Facto:

First Name: Middle Name(s):

Surname Date of Birth (dd/mm/yyyy):

8. Nominee's parents, including both natural parents and step-parents:

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

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Applicant No: _____

Assigned to: _____

9. Nominee's brothers and sisters: List all, including half/step brothers and sisters.

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

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Applicant No: _____

Assigned to: _____

10. Nominee's children: List all, including step and adopted children.

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name: Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

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Allocation date: / /

Applicant No: _____

Assigned to: _____

Racing and Gambling History

11. Other than in Victoria, have you ever applied for any racing or gambling industry licence, approval, authorisation or registration?

YES NO

If **NO**, proceed to Q12.

If **YES**, in respect of each application complete (a) & (b) below and proceed to Q12.

(a) If the application was granted/approved or is still pending, provide details below:

Type of licence, approval etc:

Licence No. (if known):

Name of Gambling Regulator (if known):

Name shown on licence, approval etc

Licence/Approval Association dates (dd/mm/yyyy):

to

Have further details been provided on an attachment page?

YES NO

(b) Have you had an application refused or withdrawn?

YES NO

If **NO**, proceed to Q12.

If **YES**, provide details on an attachment page.

Have further details been provided on an attachment page?

YES NO

12. Have you been a member of or been employed by the Victorian Commission for Gambling and Liquor Regulation or its predecessors within the last four years?

YES NO

If **NO**, proceed to Q13.

If **YES**, provide details below:

Position Held:

Date finished (mm/yyyy):

13. Have you ever been excluded from a casino or racecourse?

YES NO

If **NO**, proceed to Q14.

If **YES**, provide details on an attachment page.

Have further details been provided on an attachment page?

YES NO

Other Regulatory History

14. In Victoria or elsewhere, have you had any application for a liquor licence refused or has a liquor licence ever been suspended, revoked or been subject to any disciplinary action?

YES NO

If **NO**, proceed to Q15.

If **YES**, provide the details below:

Licence No. (if known)

Date action taken (mm/yyyy)

Name of Regulator (if known)

Type of action taken and reason

Have further details been provided on an attachment page?

YES NO

15. Have you personally, or any entity that you have been an officer of, ever been the subject of disciplinary action, or had an application for any licence or permit refused? Have you personally ever been disqualified from involvement in the management of an entity?

If **NO**, proceed to Q16.

If **YES**, provide details below:

Type of licence, approval etc

Licence No. (if known)

Name of Regulator (if known)

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Allocation date: / /

Applicant No: _____

Assigned to: _____

Date action taken (mm/yyyy)

Type of action taken and reason:

Have further details been provided on an attachment page?

YES NO

Legal Action

16. Have you personally, or any entity that you have been an officer of, ever been the defendant/respondent to any legal action in the past 10 years (including in progress)?

YES NO

If **NO**, proceed to Q17.

If **YES**, provide the following details for each action:

Nature of legal action:

Briefly describe how your responsibilities or actions related to this matter:

Plaintiff:

Jurisdiction*:

Result/Settlement (indicate here if not finalised):

Court or tribunal where matter was or is being heard (if applicable):

* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

Case no. issued by court/tribunal (if known):

Date of delivery of judgement (if known, dd/mm/yyyy):

If a matter has been finalised you **must** provide a **copy** of independent documentation confirming the court outcome or, if settled out of court, a **copy** of the settlement agreement, regardless of whether any terms of the agreement are confidential. Copy of the court outcome or settlement agreement attached?

YES

Have further details been provided on an attachment page?

YES NO

Charges, Findings of Guilt and Convictions

IMPORTANT INFORMATION

If you currently live in Australia or if you have lived in Australia for at least 12 months during the last 10 years this form **must** be accompanied by your **original** National Police Certificate (NPC) obtained by you from Victoria Police (refer to instructions at Attachment 1). Your NPC **must** be obtained not more than 3 months before this form is lodged and you **must** ensure that all names noted in Q2(a) - (d) are advised to Victoria Police when applying for your NPC. If all such names are not shown in your NPC, your application will **not** be accepted.

You **must** disclose details at Q20 of any offence **not** included in your NPC, including participation in a Diversion Program, spent convictions, findings of guilt, suspended sentences, matters where a good behaviour bond is given and/or matters where no conviction is recorded, other court orders and provide details of all outstanding charges. Failure to disclose such matters may affect your application. However, Children's Court matters more than 10 years old and non-custodial traffic matters, which are those for which a penalty other than a jail sentence or community based order was given, are **not** matters which you are required to disclose at Q20.

In addition, if you currently live outside Australia or you have lived outside Australia for more than 12 months during the last 10 years you are requested to seek an equivalent report from the relevant Police Agency in that jurisdiction*. An equivalent report, which must be an original document or a certified copy of the original document, would be expected to reveal details in relation to any convictions, findings of guilt (either with or without conviction) and any matters still outstanding against you.

17. (a) Do you currently live in Australia or have you lived in Australia for at least 12 months during the last 10 years?

YES NO

If **YES** to Q17(a), an NPC must be provided.

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Allocation date: / /

Applicant No: _____

Assigned to: _____

(b) Do you currently live outside Australia or have you have lived outside Australia for more than 12 months during the last 10 years?

If **YES** to Q17(b), you are requested to seek an equivalent report from the relevant Police Agency which is an original document or a certified copy of the original document. If an equivalent report is not enclosed, provide an explanation on an attachment page.

Have further details been provided on an attachment page?

YES NO

17(a). Have you ever been charged with, or found guilty of, a criminal offence, or been investigated by a law enforcement agency for an alleged offence against you, that is not recorded on your attached Police documentation?

YES NO

(b) Have you ever participated in a Diversion Program?

YES NO

If **NO** to Q18(a) & (b), proceed to Q19.

If **YES** to Q18(a) or (b), provide details below in relation to each matter.

Nature of Offence/Charge:

Date (dd/mm/yyyy):

Jurisdiction*:

Result:

Result of Hearing or other Disposition (if known)

Have further details been provided on an attachment page?

YES NO

* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

Business Interests

IMPORTANT INFORMATION

Historical Personal Name Extract from the Australian Securities and Investments Commission (ASIC) and/or Equivalent Report from Other Jurisdictions

Regardless of your place of residence, you are required to provide an Historical Personal Name Extract from ASIC (a copy will not be accepted). If you are not recorded on ASIC's database you will be provided with a letter to that effect. In addition, if you have ever been a director or company secretary of a company registered in a jurisdiction outside Australia, you are requested to submit an equivalent report to the ASIC Historical Personal Name Extract from the regulatory authority in each of those jurisdictions with this form. Refer to Attachment 3 for further instructions for obtaining an extract from ASIC and for the type of information an equivalent report is expected to reveal.

19.(a) Is your Historical Personal Name Extract from ASIC enclosed?

YES NO

(b) Have you ever been a director or company secretary of a company registered in a jurisdiction outside Australia?

YES NO

If **NO**, proceed to Q20.

If **YES**, is an equivalent report from the regulatory authority in each of those jurisdictions attached?

YES NO

If **NO**, provide reasons why an equivalent report from the regulatory authority in any of those jurisdictions has not been enclosed on an attachment page.

Have further details been provided on an attachment page?

YES NO

IMPORTANT INFORMATION

Q20 relates to any business interests, directorships or partnerships (either within or outside Australia), **not** disclosed in your ASIC Extract or any equivalent report. When completing Q20 you must disclose details of:

- **All** directorships (either within or outside Australia), including positions of director, secretary etc, you hold or have resigned from (whether or not the company is trading) during the last 3 years; and
- **All** business interests or partnerships you have been involved in (either within or outside Australia), including provision of finance of A\$50,000 or more in relation to any business dealing during the last 3 years.

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Allocation date: / /

Applicant No: _____

Assigned to: _____

20. List below any business interests, directorships or partnerships (either within or outside Australia), NOT disclosed in your Extract from ASIC or any equivalent report:

Have further details been provided on an attachment page?

YES

NO

Financial Particulars

IMPORTANT INFORMATION

When completing the statement of liabilities, you are required to provide details of **all** financial institutions/sources with which you have borrowings/liabilities of \$50,000 or more. As example, **all** loans, debt or credit facilities \$50,000 or greater.

21. Statement Of Liabilities

(a) **Property (including: residential home, holiday home, apartment, business premises, commercial property, investment property etc.) where the mortgage is \$50,000 or greater.**

(i) Property address:

Name of mortgagee:

Address of mortgagee:

Current market value (\$): Amount owing (\$): Share of ownership (%):

(ii) Property address:

Name of mortgagee:

Address of mortgagee:

Current market value (\$): Amount owing (\$): Share of ownership (%):

(b) **Motor Vehicles, Boats, Caravans, Equipment and Machinery (loans/credit \$50,000 or more).**

(i) Description:

Name of credit provider:

Address of credit provider:

Current market value (\$): Amount owing (\$): Share of ownership (%):

(ii) Description:

Name of credit provider:

Address of credit provider:

Current market value (\$): Amount owing (\$): Share of ownership (%):

(c) **Credit card/s you hold (e.g. Bankcard, MasterCard, Visa, Store Cards etc.) owing \$50,000 or more.**

(i) Name of credit provider:

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Request for approval as a nominee of a bingo centre operator

OFFICE USE ONLY

Allocation date: / /

Applicant No: _____

Assigned to: _____

Type of card:

Total amount (\$):

Share of responsibility (%):

Account number:

Institution/source address:

Total amount owing (\$):

Share of responsibility (%):

(ii) Name of credit provider:

Type of Loan:

Type of card:

Account Number:

Account number:

(e) Persons (including relatives and friends), companies or other organisations to whom you owe \$50,000 or more. Include the reason you owe money and the total amount owed.

Total amount owing:

Share of responsibility:

(i) Name of person or organisation to whom you owe money:

Have further details been provided on an attachment page?

YES NO

Reason for loan

(d) Financial institutions/sources, other than those already detailed at Q24(a), (b) and (c), with which you have borrowings (including all personal or business loans, debentures, overdraft facilities etc.) of \$50,000 or greater.

(i) Name of institution/source:

Amount owing (\$):

Share of responsibility (%):

Total amount (\$):

Share of responsibility (%):

(ii) Name of person or organisation to whom you owe money:

Institution/source address:

Reason for loan

Type of Loan:

Amount owing (\$):

Share of responsibility (%):

Account Number:

Have further details been provided on an attachment page?

YES NO

(ii) Name of institution/source:

22. Are you the personal guarantor for someone else's debt or loan?

YES NO

If **NO**, proceed to Q23.

If **YES**, is any person, including any corporation, in respect of whom you have given a guarantee for, in default of any agreements with respect to payment of a debt or loan?

YES NO

If **YES**, provide details on an attachment page.

Have further details been provided on an attachment page?

YES NO

Strictly Confidential

Request for approval as a nominee of a bingo centre operator

OFFICE USE ONLY

Allocation date: / /

Applicant No: _____

Assigned to: _____

IMPORTANT INFORMATION

You **must** obtain a Credit Report if:

- you currently live in Australia; or
- you do not currently live in Australia but have lived in Australia at any time during the last 10 years; or
- you are or have been during the last ten years a director of officeholder of an Australian company.

If your circumstances do not meet the criteria noted above, a Credit Report is **not** required. **Note:** If you live or have lived outside Australia for at least 12 months during the last 10 years you are requested to submit an equivalent report from the relevant agency in that jurisdiction*.

You **must** ensure that **all** names noted in Q2(a) - (d) are advised when applying for your Credit Report. If any such names are not shown in your Credit Report, your application will **not** be accepted. Instructions on obtaining your Credit Report are provided at Attachment 4.

23. Have you enclosed your Credit Report and/or an equivalent report from a relevant overseas jurisdiction*?

YES NO

If **YES**, proceed to Q24.

If **NO**, provide reasons why a Credit Report and/or an equivalent report from a relevant overseas jurisdiction has not been enclosed on an attachment page.

Have further details been provided on an attachment page?

YES NO

24. Other than disclosed on your Credit Report, are you in default of any debt repayment or loan (including less than \$5,000)?

If **NO**, proceed to Q25.

If **YES**, complete the following:

Financial Institution or creditor:

Total amount owing (\$):

Total amount in default (\$):

Number of days payment is overdue:

Financial Institution or creditor:

Total amount owing (\$):

Total amount in default (\$):

Number of days payment is overdue:

Financial Institution or creditor:

Total amount owing (\$):

Total amount in default (\$):

Number of days payment is overdue:

Have further details been provided on an attachment page?

YES NO

25. (a) Other than disclosed on your Credit Report, have you personally ever been subject to bankruptcy or any insolvency arrangements?

YES NO

If **NO**, proceed to Q25(b).

If **YES**, complete the following and provide details of circumstances leading to bankruptcy/arrangement proceedings on an attachment page:

Date of Bankruptcy/Arrangement (dd/mm/yyyy):

Date of Discharge/Completion (proposed date, dd/mm/yyyy):

Note: If you are a discharged bankrupt, a copy of your Certificate of Discharge From Bankruptcy must accompany this application (Do not send the original certificate).

Is a copy enclosed?

YES

Strictly Confidential

Request for approval as a nominee of a bingo centre operator

OFFICE USE ONLY

Allocation date: / /

Applicant No: _____

Assigned to: _____

Name of Trustee:

Address:

(b) Are bankruptcy or any like proceedings pending?

YES NO

If **NO**, proceed to Q26.

If **YES**, provide details of circumstances leading to these proceedings below:

Have further details been provided on an attachment page?

YES NO

* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

26.(a) Have you ever been an officer of an entity that has been wound up, placed into liquidation, had a receiver, controller, administrator or agent for a mortgage appointed, entered into a scheme of arrangement, or been involved in other similar proceedings?

YES NO

(b) Have you personally, or any entity that you have been an officer of, ever been investigated by a regulatory body or law enforcement agency? (e.g. ASIC, RIA, APRA, ACCC)

YES NO

If **NO** to Q26(a) and (b), proceed to Declaration.

If **YES** to Q26(a) or (b), complete the following for each matter.

Company/Incorporated Association name

Commencement date (dd/mm/yyyy)

Type of proceedings:

Circumstances leading to proceedings:

Company name:

Details of administrator, liquidator, receiver, controller, regulatory body or law enforcement agency:

Name:

Telephone number:

Have further details been provided on an attachment page?

YES NO

Declaration

I hereby:

- (i) acknowledge that I have read and understood the questions in this application form and the directions for answering them;
- (ii) confirm that I have answered the questions truthfully and completely to the best of my knowledge; and
- (iii) consent to all information relating to the me, in or pursuant to this application form, whether provided verbally or in writing, being made available to the applicant for a Bingo Centre Operator's licence in the event that the information and material provided by me may raise matters which the VCGLR considers should be provided or discussed with the applicant.

Signature of applicant:

Date (dd/mm/yyyy):

Signature of witness:

Date (dd/mm/yyyy):

Print name of witness:

* Any adult can be a witness

Request for approval as a nominee of a bingo centre operator Financial Information Release Form

Gambling Regulation Act 2003

In the matter of this application for approval as a nominee of a bingo centre operator by:

Name: _____ of _____
(Full name of applicant)

Address: _____ ('applicant')
(Full address of applicant)

I: _____
(Full name of Authorised Officer signing the form on behalf of the applicant)

I hereby authorise all **persons** who receive a photocopy of this **financial information release form** from the Victorian Commission for Gambling and Liquor Regulation (the VCGLR) and its staff to undertake the **authorised actions** for the **authorised purposes** as set out below:

AUTHORISED ACTIONS

1. To allow the VCGLR to inspect and obtain a copy of any document, record or correspondence in the possession or under the control of the person, which contains information pertaining to me (or to myself and another person and to any subsidiary, related body corporate, trust or partnership to which I was a party), including but not limited to:
 - any loan information;
 - any information relating to an account held with a financial institution (passbook, statement or other), including information relating to withdrawals, deposits, transfers and balances;
 - any information (including trust account information) of any solicitor, accountant, real estate agent or other fiduciary.
2. To answer written or verbal queries of, and to provide information (by any means) to the VCGLR to undertake the authorised actions, about my financial resources.

RELEASE

In consideration of a bank, other financial institution, solicitor, accountant, financial adviser or any other person or organisation who has lent money to or borrowed from me providing any of those particulars recorded against the applicant as detailed above under the heading "Authorised actions", **I hereby release** the VCGLR to the full extent of the law and against any claim or demands of any kind and any actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the use or misuse of the information obtained out of this authorisation.

AUTHORISED PURPOSES

To enable the VCGLR to be satisfied that the applicant and each of its associates is of sound and stable financial background and that, in conducting on-going monitoring, those financial resources continue to be desirable and satisfactory. This authorisation commences on the date below and continues until the later of:

- the VCGLR considers that I am no longer an associated individual or nominee a bingo centre operator; or
- the expiry of any bingo centre operator's licence (if granted).

Signature of applicant:

Date (dd/mm/yyyy):

NOTES

1. A photocopy of this form will be considered as effective and as valid as the original.
2. A reference in this **financial information release form** to the VCGLR includes a reference to a member of its staff and any other person appointed in writing by the VCGLR.

Consent to release information by law enforcement agencies

Consent for Release of Information of Law Enforcement Agencies

Gambling Regulation Act 2003

In the matter of this application for approval as a nominee of a bingo centre operator and for the purposes of ongoing monitoring by:

Name: _____
(Full name of applicant)

Address: _____ ('applicant')
(Full address of applicant)

CONSENT

I hereby consent to all probity investigations carried out by the Victorian Commission for Gambling and Liquor Regulation (the VCGLR) and its staff, including but not limited to:-

(a) Inspection of criminal, intelligence or other records kept or maintained by:

- the Victoria Police;
- any State, Territory, federal or overseas police force;
- any crime investigation agency;
- any corporate regulatory agency;
- any gaming regulatory body;
- any casino regulatory body;
- any Court;
- any government agency.

(collectively referred to as 'law enforcement agencies')

(b) Release of particulars of any convictions, findings of guilt or other information recorded against me by the law enforcement agencies including, without limitation:-

- details of all prosecutions, including acquittals and matters withdrawn or dismissed and all findings of guilt, whether or not a conviction was recorded;
- matters or charges still outstanding;
- law enforcement agencies intelligence howsoever obtained;
- any other matters recorded as arising either in Victoria or elsewhere by any law enforcement agency and considered relevant by the VCGLR to the investigation or assessment of my application for approval as a nominee of a bingo centre operator under the *Gambling Regulation Act 2003*.

RELEASE

Upon signing this consent, I hereby release the VCGLR, each law enforcement agency and their servants, agents or contractors to the full extent of the law and against any claim or demands of any kind and any actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the use or misuse of the information obtained out of this consent, including particulars of any conviction, findings of guilt or other adverse material purporting to relating to me.

ACKNOWLEDGMENT

I acknowledge having read and understood the terms of the consent and have noted that independent legal advice may be sought before signing this consent.

This consent commences on the date below and continues until the later of:-

- the VCGLR considers that I am no longer an associated individual or nominee of a bingo centre operator; or
- the expiry of any bingo centre operator's licence (if granted).

EXECUTION AS A DEED

Signature of applicant

Date (dd/mm/yyyy):

Signature of witness

Printed name of witness (any adult can be a witness):

Request for approval as a nominee of a bingo centre operator

Nomination – Bingo Centre Operator’s licence

Gambling Regulation Act 2003

BACKGROUND

Under section 8.5.9 of the *Gambling Regulation Act 2003* (the Act), if a Bingo Centre Operator’s Licence is granted to a body corporate, the body corporate must nominate a natural person to be approved by the Victorian Commission for Gambling and Liquor Regulation (the VCGLR) to be responsible as licensee on behalf of the body corporate. A person nominated and approved as a nominee is liable under the Act as licensee in respect of that approved bingo centre.

Please note that, where a body corporate fails to nominate a natural person to be the nominee of an approved bingo centre, the directors of the body corporate are severally liable under the Act as licensee until such time as a natural person is nominated and approved by the VCGLR.

Similarly, where the nominee has ceased to be responsible as licensee in respect of an approved bingo centre, the body corporate must nominate a new nominee for approval by the VCGLR. If a nominee is dismissed or resigns **before** VCGLR approval is obtained for a new nominee, the directors of the body corporate are severally liable under the Act as licensee until such time as a new nominee is approved by the VCGLR.

When must a nomination under section 8.5.9 of the Act be completed?

The following are the circumstances requiring the completion of the nomination under section 8.5.9 of the Act, with respect to each approved bingo centre:

- when an application is made for a Bingo Centre Operator’s Licence; or
- when a new nominee is required to replace a former nominee (e.g. as a result of the resignation or dismissal of a nominee or if the previous nominee has ceased to be responsible as licensee in respect of an approved bingo centre).

NOMINATION UNDER SECTION 8.5.9

Gambling Regulation Act 2003

(Name of Bingo Centre Operator) _____,

(Bingo Centre Operator’s Licence Number) _____

authorises the nomination of

(Full Name of Proposed Nominee)

to be responsible as licensee for

Name of Bingo Centre Premises: ..

Signature of applicant

Date (dd/mm/yyyy):

Print the full name of the Authorised Officer on behalf of bingo centre operator
(director/committee member/secretary of the bingo centre operator other than the proposed nominee)

Signature of Authorised Officer on behalf of the bingo centre operator

Date (dd/mm/yyyy):

Attachment Page

NOTE:

This attachment page is provided for additional information that requires more space than that provided in the original question. Precede your entry with the question number and title to which the additional information relates.

Please copy if additional attachment pages are required.

Have you used an additional attachment page to provide any further information?

YES

NO



Victorian Commission for
Gambling and Liquor Regulation

Victorian Commission for Gambling and Liquor Regulation
Level 3, 12 Shelley Street, Richmond VIC 3121
GPO Box 1988, Melbourne VIC 3001

Email contact@vcglr.vic.gov.au
Telephone 1300 182 457
vcglr.vic.gov.au
ABN 56 832 742 797



General Information

Are you required to notify changes following determination of your application?

If approval is granted, you will also be given a set of Directions which give you an ongoing responsibility to notify the VCGLR of specified changes in your situation. Whenever a specified change takes place, you must give written notice to the VCGLR within 14 days of the change taking place. If you do not notify the VCGLR of a specified change, disciplinary action may be taken against you and/or you may be prosecuted and fined up to 60 penalty units.

When must a nominee be proposed?

A natural person must be nominated as nominee within 60 days, or any longer period allowed by the VCGLR, after a licensee is notified that it has been granted a licence.

How long does the consideration process take for nominee approval?

Investigation and approval of a proposed nominee takes approximately the same time as it does to approve a Bingo Centre Operator's Licence.

What if a bingo centre operator doesn't nominate a nominee or the nominee resigns?

If a bingo centre operator fails to nominate an individual as nominee (or if the nominee has resigned, been dismissed) the directors or committee members of the body corporate/managing committee of the club are each individually responsible and liable under the Act as licensee until such a time as an individual is nominated and approved by the VCGLR.

How long does an approval last?

The approval of a nominee lasts for the life of the current Bingo Centre Operator's Licence (approval may be affected if disciplinary action is required). An approved nominee may, within the life of the current Bingo Centre Operator's Licence, be nominated with respect to more than one approved bingo centre. In this circumstance each nomination requires a section 8.5.9 nomination form to identify the approved nominee for each approved bingo centre.

What is a Nominee Identification Card?

Following approval as a nominee you will receive a Nominee Identification Card. While wearing this card so that it is visible to other people you are allowed to perform any function of a gaming industry employee in relation to the bingo centre of which you are nominee. For your information, the functions of a gaming industry employee are detailed below. You must surrender this card to the VCGLR if you cease to be a nominee.

Functions of a gaming industry employee in a bingo centre

The prescribed functions of a gaming industry employee in a bingo centre are:

- (a) selling bingo tickets;
- (b) writing up running sheets;
- (c) checking back numbers on bingo tickets;
- (d) paying prizes;
- (e) supervising persons performing any of the functions referred to in paragraphs (a) to (d).

Attachment 1 – National Police Certificate

Requirement to obtain a National Police certificate

If you live in Australia or have lived in Australia for at least 12 months during the last 10 years, you are required to obtain a National Police certificate (NPC) from Victoria Police as part of your application to the VCGLR. Please note that Victoria Police requires approximately 20 working days to issue a NPC.

Important information

It is important that you follow the instructions on how to apply for a NPC so that it meets the VCGLR's requirements. Your NPC must show the following information:

1. That it was issued by Victoria Police or by the Australian Federal Police.
2. Type of check:
 - National name check.
3. Reason for the check: Casino or gaming licence.
4. Personal details: Your correct date of birth, current name and previous names in full (first name, all middle names and surname). You should also include an alias that you may have or have previously had, as well as a preferred first name¹.
5. That it is an original document and not a photocopy or certified photocopy.
6. That it is current and no more than three months old when you submit your application.

Application fees

Victoria Police charges a fee to apply for a NPC. For the current fee that applies to your application, go to www.police.vic.gov.au and search for 'National Police Certificate'.

Disclosures

All matters detailed on your NPC will be taken into consideration by the VCGLR when making an assessment of your character, honesty and integrity. Should you wish to dispute any of the information disclosed in your NPC, you should do so prior to submitting your application to the VCGLR by writing to the:

Manager, Public Enquiry Service

Records Services Division, Victoria Police

GPO Box 919, Melbourne, Victoria 3001

¹ Preferred first name: Your identity card will, by default, have your first name at the front of the card. However, you may opt to use your anglicised name or your commonly known name at the front. If your preferred name is not exactly the same as your first name your NPC must include that name. For example if your first name is Joseph and your preferred name is Joe, you must state both names on your NPC application and have both names shown on your NPC.

Attachment 2 – Proof of Identity

Proof of Identity Documentation

When applying for a National Police Certificate, applicants must supply a minimum of two types of identification from the list below with a minimum total of 100 points. Identification must include at least one type of photo ID (Category A) plus identification that contains the applicant's current residential address, signature and date of birth.

Category A (at least one Category A document must be provided)

	Points
Current Passport	70
Driver licence/Learner's permit/boat licence	40
Firearms/Private security licence	40
Current tertiary student ID card (with photo)	40
WWC Check card/Keypass/Proof of age card	40
Certified current passport size photo (if the applicant does not possess any other Category A ID)	40

Category B

Australian citizenship certificate	70
Birth certificate (not extract)	70
Birth card	70
Australian travel documents or current Australian Visa	70
Department of Veterans Affairs (DVA) card	40
Centrelink card (with reference number)	40
Government employee ID	40

Category C

Medicare card	25
Credit card or account card	25
Marriage certificate (registry issue only)	25
Change of name certificate (registry issue only)	25
Bank statement (with residential address)	25
Motor vehicle registration or insurance papers	25
Property rates notice/utilities notice	25
Property lease agreement	25
Home insurance papers	25
Taxation assessment notice	25
Records of primary, secondary or tertiary education	25
Records from a current or previous employer	25
Records of a professional or trade association	25

Attachment 3 – Historical Personal Name Extract

An Historical Personal Name Extract is a print-out provided by the Australian Securities & Investment Commission (ASIC) which contains the following information:

- person's name and birth details
- companies against which the person's name is recorded, number and current status
- role(s)* held and residential address
- date appointed and date ceased, where applicable.

* The roles identified in a personal name search include:

- | | | |
|---------------------------|--------------------------------|--------------------------|
| • Administrator | • Local Agents | • Receiver |
| • Appointed Auditor | • Member of a Futures Exchange | • Representative |
| • Appointed Liquidator | • Official Manager | • Representative Futures |
| • Deputy Official Manager | • Petitioner Court Action | • Scheme Manager |
| • Director | • Provisional Liquidator | • Secretary |

When making your search application to ASIC, ensure that you specify that you require an Historical Personal Name Extract and **not** a Current Personal Name Extract. An Historical Personal Name Extract identifies **both current and historical** roles held by you in organisations registered with ASIC, while the Current Extract identifies only current roles. If your associate form is lodged with an extract other than an Historical Personal Name Extract it will be considered incomplete and will be returned to you to be re-lodged when you have obtained the correct extract. **Note:** If you are not recorded on ASIC's database you will be provided with a letter to that effect.

If the Historical Personal Name Extract you provide fails to meet any of the following requirements your associate form will be considered incomplete and will be returned to you –

- an Historical Personal Name Extract rather than a Current Personal Name Extract must be lodged; and
- it **must not** be dated more than three (3) months from the date your application is lodged.

All matters detailed on your Historical Personal Name Extract may be taken into consideration by the VCGLR. Should you wish to dispute any of the information disclosed in your Historical Personal Name Extract you should do so with ASIC **prior** to lodging your associate form.

Fees

Fees are payable for searching ASIC databases. ASIC fees for on-line/telephone searches through brokers may differ from the fees charged at an ASIC Business Centre. Information brokers, however, may charge a service delivery fee in addition to the ASIC fee. The delivery fee may vary between brokers. ASIC does not regulate the amount of the broker delivery fees. ASIC can advise you of the cost of obtaining the Extract.

How to apply for your Historical Personal Name Extract

An Historical Personal Name Extract can be obtained from ASIC. You may also contact ASIC's Infoline or refer to the ASIC website to obtain details of regional ASIC Business Centres and ASIC Representatives or Information Brokers.

Contact Details

Website: asic.gov.au

Email: info.enquiries@asic.gov.au

ASIC's Infoline: 1300 300 630

Attachment 4 – Credit Report

You **must** obtain a Credit Report if you currently live in Australia, or if you have lived in Australia for at least 12 months during the last 10 years or if you are or have been a director or company secretary of an Australian company during the last 10 years. (**Note:** If your circumstances do not meet these criteria, a Credit Report is not required).

You may obtain a copy of your Credit Report from either illion or Equifax. These companies offer a number of services to monitor and manage your credit profile and adhere to the Privacy Act, Credit Reporting Code of Conduct and the National Privacy Principles by providing you with the right to obtain a copy of your Credit Report.

illion

To obtain your Credit Report from illion please visit express.illion.com.au or alternatively, you may contact illion on 13 83 32 to arrange for its provision. Additional information may also be found at illion.com.au.

Equifax

To obtain your Credit Report from Equifax, please visit mycreditfile.com.au or alternatively, you may contact Equifax on 13 83 32 to arrange for its provision. Additional information may also be found at mycreditfile.com.au.

IMPORTANT INFORMATION REGARDING YOUR CREDIT REPORT

When requesting a copy of your Credit Report, you are required to provide the following details:

- Family Name, First Name, Middle Name, Salutation [as stated in the Personal Particulars section of your VCGLR application form];
- any **preferred** given name [as stated in the Personal Particulars section of your VCGLR application form];
- Any other name(s) you have used - List any other name(s) by which you are currently known or were known previously, such as alias(es), anglicised name(s), maiden name, married name(s) and name(s) changed via deed poll [as stated in the Personal Particulars section of your VCGLR application form]; and
- Current and Previous Residential Address Date of Birth and Driver Licence Number (if available).

Your Credit Report and any other letter from the Credit Report provider advising of the result of the search conducted must accompany your VCGLR application form. **If you fail to meet any of the requirements noted below, your VCGLR application form will be considered incomplete and returned to you.** Your Credit Report must:

- be submitted to the VCGLR within three months from its date of issue;
- include your current name and any other name(s) that you are currently or were previously known by, such as any **preferred** given name, alias(es), anglicised name, maiden name, name(s) changed via deed poll;
- correctly disclose your date of birth, address and driver licence number (if available); and
- include **all** pages of the report as provided to you by the Credit Report provider.

If you find any issues with your Credit Report, e.g. it is incomplete or you wish to dispute any of the information disclosed therein, you should contact the Credit Report provider (see contact details above) and resolve the issue/s **prior** to lodging your VCGLR application form.