

Commercial raffle organiser licence – approval as a nominee

MARCH 2016
CD/15/64522

This package contains the application and information material for approval as a nominee of a commercial raffle organiser.

How to apply

Send application to:

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

or lodge in person at:

49 Elizabeth Street
Richmond

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



Request for approval as a nominee of a commercial raffle organiser

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IMPORTANT INFORMATION

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, state N/A (not applicable) in response.
- ANY QUESTION NOT ANSWERED OR LEFT BLANK WILL RESULT IN THE APPLICATION FORM BEING RETURNED.
- If the space available is insufficient, please supply the required information on an attachment page. Begin each answer with the title and reference of that question.
- Prior to lodging this application please ensure that you have attached all required items.

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 [refer to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) website for the current value of a penalty unit].

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 and what are a Nominee's responsibilities?

The Act requires that if a Commercial Raffle Organiser's Licence is granted to a body corporate, it must nominate a natural person to be approved by the VCGLR to be responsible as the licensee on behalf of the commercial raffle organiser. This provision ensures that one person is accountable for the management and control of the business of the commercial raffle organiser, with the person nominated and approved being liable under the Act as licensee.

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.

Privacy Policy Statement

The Victorian Commission for Gambling and Liquor Regulation 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.

How can the application form be lodged?

Your completed application form (including all attachments) can be submitted by post or lodged in person at the VCGLR's office.

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.

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 Commercial Raffle Organiser's Licence.

What if a commercial raffle organiser doesn't nominate a nominee or the nominee resigns?

If a commercial raffle organiser 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 Commercial Raffle Organiser's Licence (approval may be affected if disciplinary action is required).

LODGEMENT GUIDE

This information will help you complete the process to apply for approval as nominee of a commercial raffle organiser.

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 '**Attachment 1 – 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 2 – 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 3 – 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:

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

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3. Current Residential Address:

.....
No. Street
.....
City/Town/Suburb State Postcode

4. Postal Address (if same as Q3, write 'as above'):

.....
No/PO Box Street
.....
City/Town/Suburb State Postcode

6. Contact Details:

Phone No. (AH): Phone No. (BH):
Mobile No: Fax No:
Email Address:

7. 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.

**Attach colour passport
photographs here**

Complete the following:

- (a) I have attached two passport size photographs:
- (b) Date photographs taken (day/month/year): / /

Racing and Gambling History

8. 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 Q10. If **YES**, in respect of each application complete (a) and (b) below and proceed to Q9.

(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 Gaming Regulator (if known) Name shown on licence, approval etc
Licence/Approval Association dates: / to /
(month/year) (month/year)

(b) If the application was refused or withdrawn, provide details below and reason for refusal or withdrawal on an attachment page.

..... /
Type of licence, approval etc sought Licence No. (if known)
..... /
Date of application (month/year) Name of Gaming Regulator (if known)

Have further details been provided on an attachment page? YES NO

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9. With respect to Q8(a), other than in Victoria have you ever had a licence, approval, authorisation or registration suspended, cancelled, amended or revoked, or been the subject of disciplinary action by a racing or gambling regulatory body? (**Note:** Include details of any special conditions or restrictions imposed on a licence, approval, authorisation or registration) YES NO

If **NO**, proceed to Q10. If **YES**, provide the following details:

..... Type of licence, approval etc Licence No. (if known)
..... Name of Gaming Regulator (if known) / Date action taken (month/year)

Type of action taken and reason:

.....

Have further details been provided on an attachment page? YES NO

10. 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 Q11. If **YES**, provide details below:

Position Held: Date finished (month/year): .. / ..

11. Have you ever been excluded from a casino either in Australia or overseas (list of excluded persons, book of cheats, Black Book – USA etc)? 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

Other Regulatory History

12. In Victoria or elsewhere, have you ever had any other (non gaming) licence, approval, authorisation or registration, suspended, cancelled, amended or revoked, or been the subject of disciplinary action by a regulatory body? (**Note:** Exclude your drivers licence and motor vehicle registration and include details of any special conditions or restrictions imposed on a licence, approval etc) YES NO

If **NO**, proceed to Q14. If **YES**, provide details below:

..... Type of licence, approval etc Licence No. (if known)
..... Name of Regulator (if known) / Date action taken (month/year)

Type of action taken and reason:

.....

Have further details been provided on an attachment page? YES NO

Legal Action

13. During the last 10 years, have you been personally named as either a defendant or a respondent in any legal action? (**Note:** Include any legal action of a private nature as well as any instances where you have been personally named as either a defendant or a respondent in your capacity as a director, secretary or committee member of a company or an incorporated association, as a partner in a partnership or as a sole trader) YES NO

If **NO**, proceed to Q14. If **YES**, provide the following details for each action:

Nature of legal action:

.....

.....

Plaintiff: Jurisdiction*:

Result/Settlement (indicate here if not finalised):

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

Case no. issued by court/tribunal: Date of delivery of judgement: .. / .. / ..
(if known) (if known) (day/month/year)

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

14. During the last 10 years, has any legal action been taken against a company, incorporated association or partnership of which you were at the time a director, secretary or committee member or partner? YES NO

If **NO**, proceed to Q15. 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 will be heard (if applicable):

Case no. issued by court/tribunal: Date of delivery of judgement: .. / .. / ..
(if known) (if known) (day/month/year)

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

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

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) from the Victoria Police (refer to instructions at Attachment 1). The NPC you provide **cannot** be a copy and **must** be obtained not more than 3 months before this form is lodged.

You **must** advise details at Q16 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 Q16. You **must** ensure that **all** names noted in Q2(a) - (c) are advised to the Victoria Police when applying for your NPC. If all such names are not shown in your NPC, your application will **not** be accepted.

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.

15. (a) Do you currently live in Australia or have you have lived in Australia for at least 12 months during the last 10 years? YES NO

If **YES** to Q15(a), a NPC must be provided.

(b) Do you currently live outside Australia or have you lived outside Australia for more than 12 months during the last 10 years? YES NO

If **YES** to Q15(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

16. Other than already disclosed in your NPC or any equivalent report from your local Police Agency:

(a) Have you ever been found guilty of any offence? YES NO

(b) Is there any investigation or charge currently pending against you in respect of any offence? YES NO

(c) Have you ever participated in a Diversion Program? YES NO

If **NO** to Q16(a), (b) and (c), proceed to Q17. If **YES** to Q16(a), (b) or (c), provide details below in relation to each matter.

Nature of Offence/Charge:

Date:/...../..... Jurisdiction*:
(day/month/year)

Result:
Result of Hearing or other Disposition

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 **original** 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 2 for further instructions for obtaining an extract from ASIC and for the type of information an equivalent report is expected to reveal.

17. (a) Is your **original** Historical Personal Name Extract from ASIC enclosed? YES

(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 Q18. 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

Q18 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 Q18 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.

18. 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

19. Have you ever been disqualified from acting as a director or company secretary of a company or are any like proceedings pending? YES NO

If **NO**, proceed to Q20. If **YES**, complete the following:

Date of disqualification:/...../..... Jurisdiction*:
(day/month/year)

Reason for disqualification/proceedings:
.....

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

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(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: \$ %
Total amount share of responsibility

Institution/source address:

Type of Loan: Account Number:

(ii) Name of institution/source: \$ %
Total amount share of responsibility

Institution/source address:

Type of Loan: 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.

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

..... \$
Reason for loan Amount owing share of responsibility %

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

..... \$
Reason for loan Amount owing share of responsibility %

Have further details been provided on an attachment page? YES NO

21. Have you provided a personal guarantee which is still current to any person or corporation for any debt or loan facilities for \$50,000 or more? YES NO

If **NO**, proceed to Q22. If **YES**, is any person, including any corporation, in respect of whom you have given a guarantee for \$50,000 or more, 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

IMPORTANT INFORMATION

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*.

The Credit Report you obtain cannot be more than three (3) months old when you lodge this application and you **must** ensure that **all** names noted in Q2(a) - (c) 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 3.

22. Have you enclosed your **original** Credit Report and/or an equivalent report from a relevant overseas jurisdiction*? YES NO

If **YES**, proceed to Q23. 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

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

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23. Apart from matters recorded in your Credit Report or any equivalent report from a relevant overseas jurisdiction, are you currently in default of any debt incurred solely or jointly in your name? (**Note:** Do not include details **unless** a payment is overdue or in arrears) YES NO

If **NO**, proceed to Q24. If **YES**, complete the following:

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

24. (a) Have you ever been declared bankrupt or been the subject of any insolvency arrangements, proceedings or related orders, in any jurisdiction*? YES NO

If **NO**, proceed to Q24(b). If **YES**, complete the following and provide details of circumstances leading to bankruptcy/arrangement proceedings on an attachment page:

Date of Bankruptcy/Arrangement:/...../.....
(day/month/year)

Date of Discharge/Completion (proposed date):...../...../.....
(day/month/year)

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

Name of Trustee:

Address:
No. Street City/Town/Suburb

.....
State Postcode (.....) Telephone Number

(b) Are bankruptcy or any like proceedings pending? YES NO

If **NO**, proceed to Q25. 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

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Gambling Regulation Act 2003

Financial Information Release Form

In the matter of this application for approval as the nominee of a commercial raffle organiser and for the purposes of ongoing monitoring by:

Name:
(Full name of nominee)

Address: (**'nominee'**)
(Full address of nominee)

the nominee 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) 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 the applicant (or to the applicant and another person and to any subsidiary, related body corporate, trust or partnership to which the applicant 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 the financial resources of the applicant.

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 the applicant 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 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 the nominee of a commercial raffle organiser; or
- * the expiry of any commercial raffle organiser's licence (if granted).

Signed:
Nominee's signature

Dated: / /
(day/month/year)

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.

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Gambling Regulation Act 2003

Consent for Release of Information by Law Enforcement Agencies

In the matter of this application for approval as the nominee of a commercial raffle organiser and for the purposes of ongoing monitoring by:

Name:
(Full name of nominee)

Address: (**'nominee'**)
(Full address of nominee)

CONSENT

The nominee hereby consents 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 crime investigation agency;
 - * any gambling regulatory body;
 - * any Court;
 - * any State, Territory, federal or overseas police force;
 - * any corporate regulatory agency;
 - * any casino regulatory body.
 - * 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 to the investigation or assessment of my application for approval as the nominee of a commercial raffle organiser under the *Gambling Regulation Act 2003* to the VCGLR.

RELEASE

Upon signing this consent, the nominee hereby releases 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 relate to the nominee.

ACKNOWLEDGEMENT

I acknowledge having read and understood the terms of the consent and the release and have noted that independent legal advice may be sought before signing this consent. This authorisation commences on the date below and continues until the later of:-

- * the VCGLR considers that I am no longer the nominee of a commercial raffle organiser; or
- * the expiry of any commercial raffle organiser's licence (if granted).

A photocopy of this form will be considered as effective and as valid as the original.

EXECUTION AS A DEED

.....
Signature of nominee

Dated:/...../.....
(day/month/year)

.....
Signature of Witness

.....
Printed Name of Witness (any adult can be a witness)

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VICTORIA

Gambling Regulation Act 2003

NOMINATION - COMMERCIAL RAFFLE ORGANISER'S LICENCE

Background

Under section 8.5A.10 of the *Gambling Regulation Act 2003* (the Act), if a Commercial Raffle Organiser's Licence is granted to a body corporate or the managing committee of a club, the body corporate/managing committee must nominate a natural person to be approved by the Victorian Commission for Gambling and Liquor Regulation to be responsible as licensee on behalf of the body corporate/managing committee. A person nominated and approved as a nominee is liable under the Act as licensee.

Please note that, where a body corporate or the managing committee of a club fails to nominate a natural person to be the nominee, the directors of the body corporate/members of the managing committee 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, the body corporate/managing committee of a club 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/members of the managing committee 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 8.5A.10 of the Act be completed?

The following are circumstances requiring the completion of the nomination under section 8.5A.10 of the Act:

- when an application is made for a Commercial Raffle Organiser'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).

NOMINATION UNDER SECTION 8.5A.10

Gambling Regulation Act 2003

(Name of Commercial Raffle Organiser),

(Commercial Raffle Organiser's Licence Number) ./ **authorises the nomination of**

(Full name of proposed nominee)

..... / /
Signature of proposed nominee Date

.....
Print the full name of Authorised Officer on behalf of Commercial Raffle Organiser
(director/committee member/secretary of the Commercial Raffle Organiser other than the proposed nominee)

..... / /
Signature of Authorised Officer on behalf of the Commercial Raffle Organiser Date

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 or the Australian Federal 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. 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 an NPC. For the current fee that applies to your application, go to 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 gaming 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 1

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 2

Historical Personal Name Extract from The Australian Securities & Investments Commission (ASIC)

A Historical Personal Name Extract is a print-out provided by 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:
- it **must not** be dated more than three (3) months from the date your application is lodged; and
- the **original** Historical Personal Name Extract must be lodged (i.e. **not** a photocopied extract).

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 3

Credit Report

You **must** obtain an **original** 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 Dun & Bradstreet Australia (D&B) or Veda Advantage (Veda). 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.

HOW TO OBTAIN YOUR CREDIT REPORT

DUN & BRADSTREET AUSTRALIA

D&B offers two timescales for delivery. The '**Standard Service**' allows for your Credit Report to be supplied to you free of charge in 10 business days. This report may be received via mail, or via an online account created specifically for you. The '**Instant Access**' service allows you to view your report within 24 hours online or have it delivered by Express post (refer to D&B website for current fee).

The D&B 'My Credit Report' form can be completed online at dnbcreditreport.com.au (secure site) or alternatively, you may contact D&B on 13 23 33 (+61 3 9828 3333 for international callers) or at clientservices@dnb.com.au to arrange for provision of your Credit Report. D&B's 'Frequently Asked Questions' may be viewed at dnbcreditreport.com.au/faqs/.

VEDA ADVANTAGE

To obtain your Credit Report from Veda, you must submit the 'My Credit File – Request by Gaming or Racing Applicant' form by post, fax or email, as addressed on the form (refer to the form for current fee). The Credit Report will be forwarded within one business day. This form may be downloaded at mycreditfile.com.au or alternatively, you may contact Veda on 1300 921 621 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 original and not a photocopy;
- 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.