

# Bingo centre operator's licence – approval as a sole trader/partnership

## 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 Gambling and Casino Control Commission  
GPO Box 1988  
Melbourne Vic 3001

### or lodge in person at:

Level 3, 12 Shelley Street  
Richmond

## Need help?

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

- visit the Victorian Gambling and Casino Control Commission (VGCCC) website at [vgccc.vic.gov.au](http://vgccc.vic.gov.au)
- telephone the VGCCC on 1300 182 457
- email the VGCCC at [contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au)

## Important information

# Bingo centre operator's licence – approval as a sole trader/partnership

Before starting to complete your application, it is recommended that you telephone the VGCCC on 1300 182 457 to discuss the application process.

## 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.**

## Term of licence

If approved, a bingo centre operator's licence is generally granted for a term of 10 years, subject to the conditions specified in the licence, unless cancelled, surrendered or suspended.

## Partnership

If the Bingo Centre business is to be run as a partnership of two or more individuals, being natural persons, then each partner is required to complete a Bingo centre operator's licence – approval as a sole trader/partnership application form. One partner must also submit a fully executed Partnership Deed. The Partnership Deed should specify the partnership's Australian Business Number (ABN) and also provide the names of all partners together with each partner's percentage of ownership with regards to voting rights and income.

For the purposes of this application, the 'applicant' must nominate an 'authorised officer'. The authorised officer will be a person that should have capacity to influence the business direction of the applicant. This capacity to influence may include but extends beyond the day to day management and control of the bingo centre operator. If the nominated person is **not** a partner, that person will be required to complete an associated individual form.

## False or misleading information

It is an offence under 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 [vgccc.vic.gov.au](http://vgccc.vic.gov.au) to confirm the current value of a penalty unit).

## Publication of disciplinary action

As a licence holder you may be subject to disciplinary action being taken by the VGCCC. If the VGCCC does take disciplinary action against you, its decision, including your full name and licence number, will be published on the VGCCC website and in the VGCCC's Annual Report.

Privacy Policy Statement – The VGCCC 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 VGCCC 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 [vgccc.vic.gov.au](http://vgccc.vic.gov.au) to access this Act.

# Bingo centre operator's licence – approval as a sole trader/partnership

This information will help you complete the process to apply for a bingo centre operator's licence.

**Before you complete the application form:**

**Step 1:** Complete 'Attachment 1 - Financial Institution letter'.

**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 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 either Victoria Police or the Australian Federal Police. Read 'Attachment 3 – National Police Certificate' at the back of this application for more information.
- 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 VGCCC on 1300 182 457 to find out what information you need to provide to satisfy this requirement.

**Step 4:** 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.
- 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 VGCCC on 1300 182 457 to find out what information you need to provide to satisfy this requirement.

**Step 5:** Complete '**Attachment 5** – Statement of Adoption of an Approved Generic Responsible Gambling Code of Conduct' or develop your own code.

**Step 6:** 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 7.**

**Step 7:** Complete this application form, ensuring the information you provide is accurate.

**Step 8:** Lodge your application with the VGCCC by mail or in person.

**Your application must include the following:**

- Financial Institution letter
- Historical Personal Name Extract from ASIC
- National Police Certificate
- Credit Report
- Responsible Gambling Code of Conduct or Statement of Adoption
- passport size photos
- copy of submission of application to relevant responsible planning authority
- copy of the public notice
- If the applicant is a Partnership -
  - a COPY of the Partnership Deed
  - a COPY of the Record of Registration for Business Name (if applicable). The Record of Registration can be requested through ASIC at [asic.gov.au](http://asic.gov.au) or through Business Registration Service at [business.gov.au](http://business.gov.au)
  - a COPY of the minute or resolution appointing the person authorised to act on behalf of the partnership
- any other document that forms part of your application.

**Please note:**

The VGCCC's postal and physical addresses are located on the cover page of the application form or at [vgccc.vic.gov.au](http://vgccc.vic.gov.au).

Strictly confidential

# Bingo centre operator's licence – approval as a sole trader/partnership

## OFFICE USE ONLY

Amount Rec'd \$ \_\_\_\_\_

Receipt No. \_\_\_\_\_

Date Rec'd / /

Application No. \_\_\_\_\_

Assigned to \_\_\_\_\_

## Signature

Application is being made to the Victorian Gambling and Casino Control Commission for a new bingo centre operator's licence

by (full name of applicant):

Full Name of Bingo Centre Premises Subject to this application:

Bingo Centre Premises Address:

I declare that I have read and understood the questions in this application form and the directions for answering them and I have answered the questions truthfully and completely to the best of my knowledge.

Applicant's signature:

Date:

Signature of witness\*:

Date:

Print name of witness:

\*Any adult can be a witness

Is the business to be run by a partnership?

▶ YES ▶ NO

If NO, proceed to Q1

If YES, Provide the name of the partnership:

Provide the ABN number (if applicable):

Provide the name of each partner:

Provide the name of the authorised officer:

The partnership's registered office address:

Daytime telephone number:

Mobile telephone number:

Email address:

**Note:** Each partner must complete a bingo centre operator's licence – approval as a sole trader/partnership form. A copy of the Partnership Deed must be provided.

Have further details been provided on an attachment page?

▶ YES ▶ NO

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# Bingo centre operator's licence – approval as a sole trader/partnership

## OFFICE USE ONLY

Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

### IMPORTANT INFORMATION

#### Notification of application to the relevant responsible planning authority

In accordance with section 8.5.3(2)(a) of the *Gambling Regulation Act 2003*, within 14 days of applying for a bingo centre operator's licence, **copies** of application pages 4 and 5 must be sent to the relevant responsible authority within the meaning of the Planning and Environment Act 1987 with jurisdiction over the premises subject to this application. Immediately following the submission of the copies of the application pages to the relevant responsible planning authority, evidence of their submission must be forwarded to the VGCCC.

#### (b) 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):

#### (c) Have you had any legal name changes?

▶ YES    ▶ NO

If **NO**, proceed to Q2.

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

## Personal Particulars

### IMPORTANT INFORMATION

You **must** ensure that **all** names noted in Q1(a)-(c) are advised to the providers of your National Police Certificate and Credit Report.

1. (a)    **Mr**    **Mrs**    **Miss**    **Ms** (Select)

Man:

Woman:

Self-described:

Applicant's surname:

Applicant's first name:

Applicant's middle name(s):

Preferred given name:

Date of birth (dd/mm/yyyy):

Place of birth:

Country

State or region

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

Victorian Gambling  
and Casino Control  
Commission

ABN 56 832 742 797

BCO STP 20220203

Level 3, 12 Shelley Street  
Richmond VIC 3121  
GPO Box 1988  
Melbourne VIC 3001

E: [contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au)  
T: 1300 182 457  
[vgccc.vic.gov.au](http://vgccc.vic.gov.au)  
ABN 56 832 742 797



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## OFFICE USE ONLY

Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

### 2. Current Residential Address:

### 3. Postal Address (if same as Q2, write 'as above'):

### 4. Contact Details:

Daytime telephone number:     Mobile telephone number:

Email address:

### 5. 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:

### IMPORTANT INFORMATION

Family members named in response to Q6 to Q9 are not required to complete an associate form as part of your request for approval. However, where investigations by the VGCCC highlight issues of concern, the VGCCC 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.

### 6. Applicant's Marital Status:

Married                      Single                      De Facto  
Separated                      Divorced                      Widowed

Spouse/De Facto:

First Name:                      Middle Name(s):

Surname                      Date of Birth:

### 7. Applicant's parents, including both natural parents and step-parents:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

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Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

**8. Applicant's brothers and sisters: List all, including half/step brothers and sisters.**

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

**8. Applicant's brothers and sisters: List all, including half/step brothers and sisters (cont'd).**

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

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**OFFICE USE ONLY**

Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

**9 Applicant's children: List all, including step and adopted children.**

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

**9 Applicant's children: List all, including step and adopted children (cont'd).**

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:

Relationship to applicant:

First Name:                      Middle Name(s):

Surname:

Date of Birth:



# Bingo centre operator's licence – approval as a sole trader/partnership

## OFFICE USE ONLY

Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

### Racing and Gambling History

**10. Other than in Victoria, have you ever applied, either personally or via a business association\* (ie. as a director or company secretary of a company), for any racing or gambling industry licence, approval, authorisation or registration?**

\*Business Association - includes a partnership, joint venture, collaboration or similar relationship, however described. This includes any association you have where you are or were a director or company secretary of a company or an office holder of an incorporated association either in or outside of Australia. A business association may be with a person, body or association.

▶ YES     ▶ NO

If **NO**, proceed to Q11.

If **YES**, in respect of each application complete (a) & (b) below and proceed to Q11.

**(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

**(b) If the application was refused or withdrawn, provide details below:**

Type of licence, approval etc sought:

Date of application (mm/yyyy):

Name of Racing/Gambling Regulator (if known):

Provide reason for refusal or withdrawal of request on an attachment page.

Have further details been provided on an attachment page?

▶ YES     ▶ NO

### Other Regulatory History

**11. Have you ever applied for a liquor licence, in Victoria or elsewhere?**

▶ YES     ▶ NO

If **NO**, proceed to Q12.

If **YES**, has:

**(a) an application ever been refused?**

▶ YES     ▶ NO

**(b) a licence ever been suspended or revoked or been the subject of any disciplinary action?**

▶ YES     ▶ NO

If **NO** to Q11(a) and (b), proceed to Q12.

If **YES** to either Q11(a) or (b), provide details:

Licence No. (if known)

Date action taken (mm/yyyy):

Jurisdiction\*

Type of action taken and reason:

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

**12.(a) 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?**

▶ YES     ▶ NO

If **NO**, proceed to Q13.

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

Type of licence, approval etc

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## OFFICE USE ONLY

Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

Licence No. (if known)

Position Held:

Name of gaming regulator (if known)

Date finished (mm/yyyy):

Jurisdiction\*

**15. 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.)**

**(b) If the application was refused or withdrawn, provide details below:**

▶ YES     ▶ NO

Type of licence, approval etc:

If **NO**, proceed to Q16.

Licence No. (if known):

If **YES**, provide details below:

Type of licence, approval etc

Date of application (mm/yyyy):

Licence No. (if known):

Name of Gambling Regulator (if known):

Name of Regulator (if known):

Reason for refusal or withdrawal:

Date action taken (mm/yyyy):

Type of action taken and reason:

Have further details been provided on an attachment page?

▶ YES     ▶ NO

**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

**14. Have you been a member of or been employed by the Victorian Gambling and Casino Control Commission or its predecessors?**

▶ YES     ▶ NO

If **NO**, proceed to Q15.

If **YES**, provide details below:

Have further details been provided on an attachment page?

▶ YES     ▶ NO

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## 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:

The legal action was (tick appropriate box):

▶ personal     ▶ via business association

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Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

If via a business association, describe on an attachment page how your responsibilities or actions related to the legal 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 (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 3). Your NPC **must** be obtained not more than 3 months before this form is lodged and you **must** ensure that **all** names noted in Q1(a) - (c) 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 Q18 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 Q18.

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.

### (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

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

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## OFFICE USE ONLY

Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

**18.(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) and (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

## Establishment of Associates

**19. How will the profits be distributed?** (e.g. dividends to shareholders, capital reinvestment plans, etc)?

Have further details been provided on an attachment page?

▶ YES     ▶ NO

**20. Are any individuals or entities entitled to receive from the applicant, directly or indirectly, any compensation (excluding wages and salaries), benefit or rents based on a percentage or share of the proceeds of bingo (e.g. rent payable on a percentage of gross or net bingo turnover)?**

▶ YES     ▶ NO

If **NO**, proceed to Q21.

If **YES**, provide details below:

**Note:** Any entity or person named in response to Q20 **must** complete an associate form.

Have further details been provided on an attachment page?

▶ YES     ▶ NO

**21. Provide details of the proposed management structure of the operations of the bingo centre. Include details of any existing or proposed management contract arrangements and the names and positions of personnel proposed to manage the operations of the bingo centre.**

Have further details been provided on an attachment page?

▶ YES     ▶ NO

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

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

▶ YES     ▶ NO

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Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

**(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 Q23.

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

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

### IMPORTANT INFORMATION

Q23 relates to any business interests, business associations (see definition at Q10) directorships or partnerships (either within or outside Australia), not disclosed in your ASIC Extract or any equivalent report. When completing Q23 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.

**23. List below any business interests, business associations, 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

**24. Have you operated or do you intend to operate under any business name/s?**

YES      NO

If **NO**, proceed to Q25.

If **YES**, provide details below.

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

**25. Has your business/trading name changed in the last 3 years?**

YES      NO

If **NO**, proceed to Q26.

If **YES**, provide 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 have been provided on an attachment page?

YES      NO

**26. Are you making this application in your capacity as trustee for any Trust?**

YES      NO

If **NO**, proceed to Q27.

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

**(a)** Name(s) of Trust:

Address:

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Assigned to: \_\_\_\_\_

Type of Trust (tick one only):

Discretionary Trust      Unit Trust

A copy of the Trust Deed **must** be provided. Is a copy of Trust Deed attached?

YES

**(b)** List below details of the persons and/or entities that are beneficiaries or unit holders of the Trust:

Full Name:

Company      Person (tick appropriate box)

% of Ownership:     Income:

Full Name:

Company      Person (tick appropriate box)

% of Ownership:     Income:

Full Name:

Company      Person (tick appropriate box)

% of Ownership:     Income:

**(c)** Specify which of the beneficiaries/unit holders of the Trust received 10 per cent or more of the Trust's income distribution in any one of the last three (3) years:

**(d)** Of the Trust beneficiaries/unit holders, identify those who, by virtue of the Trust Deed have voting rights enabling them individually or as a group to remove/change the Trustee or to influence the decisions of the Trustee.

Have further details been provided on an attachment page?

YES      NO

**Note:** All beneficiaries or unit holders identified at Q26(d) **must** complete an Associated Entity or Associated Individual form as appropriate.

## Financial Particulars

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

YES      NO

If **NO**, proceed to Q28.

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

YES      NO

If **NO**, proceed to Q28.

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

Have further details been provided on an attachment page?

YES      NO

### IMPORTANT INFORMATION

#### Financial Institution letter

The Financial Institution letter (see Attachment 1) must be forwarded to the applicant's major financial provider for completion and submission as part of this application.

**28. Is a Financial Institution letter from the major financial provider attached?**

YES      NO

### 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 or 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 Q1(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 4.

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# Bingo centre operator's licence – approval as a sole trader/partnership

## OFFICE USE ONLY

Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

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

YES            NO

If **YES**, proceed to Q30.

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

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

YES            NO

If **NO**, proceed to Q31.

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:

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.

### 31.(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 Q31(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

Name of Trustee:

Address:

### (b) Are bankruptcy or any like proceedings pending?

YES            NO

If **NO**, proceed to Q32.

If **YES**, provide details of circumstances leading to these proceedings on an attachment page.

Have further details been provided on an attachment page?

YES            NO

### 32. 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 involved in similar proceedings?

YES            NO

If **NO** to Q32, proceed to Q33.

If **YES** to Q32, in relation to each matter complete the following and provide details of circumstances leading to proceedings on an attachment page.

Company/Incorporated Association name

Type of proceedings:

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# Bingo centre operator's licence – approval as a sole trader/partnership

## OFFICE USE ONLY

Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

Commencement date (dd/mm/yyyy):

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

### IMPORTANT INFORMATION

A list of the applicant's creditors, stating the name of the creditor, amount owing and number of days debt has been owed must be attached. The list should be completed as at the end of the latest calendar month and be **certified** by the applicant as to its accuracy.

**33. Is a listing of your creditors attached?**

YES      NO

If **YES**, proceed to Q34.

If **NO**, provide an explanation below:

Have further details been provided on an attachment page?

YES      NO

### IMPORTANT INFORMATION

**Copies** of your taxation returns and notices of assessment for the **three most recent completed financial years** must be provided, which should include the balance sheet and profit and loss (trading) statement of your business (if any). If the date of application is more than six months from the end of the most recent completed financial year, you must also provide a balance sheet and profit and loss statement covering the period from the most recent completed financial year to the date of application.

**34. Copies of my taxation returns and notices of assessment for the three most recent completed financial years are enclosed.**

YES      NO

### IMPORTANT INFORMATION

**Requirements for an applicant purchasing the business or freehold**

Where an applicant is purchasing the business/freehold relating to this application, a **copy** of the contract of sale, details of the source of funding for the purchase and documentary evidence in support of the funding arrangements must be provided. If clarification is required, contact the VGCCC on 1300 182 457 or at [contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au).

**35. Have you purchased, or are you proposing to purchase, the business and/or freehold property that relate to this licence application?**

YES      NO

If **NO**, proceed to Q36. If **YES**, is relevant documentation as noted above attached?

YES      NO

**36. Have you ever been disqualified from acting as an office holder of a company or are any like proceedings pending?**

YES      NO

If **NO**, proceed to Q37. If **YES**, provide details below:

Date of disqualification (day/month/year):

Jurisdiction\*:

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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# Bingo centre operator's licence – approval as a sole trader/partnership

## OFFICE USE ONLY

Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

### 37. Statement of assets as at:

(dd/mm/yyyy)

List all assets (A\$) at the appropriate line below. Enter the amount as of the date of this statement, which should be a date as recent as possible and within the past 12 months. Joint assets must be distributed between the applicant and the spouse/de facto according to beneficial ownership.

ASSETS:	Applicant	Spouse/de facto
Cash on hand		
Cash at financial institutions (see Schedule A)		
Accounts receivable (see Schedule B)		
Shares and fixed interest securities (see Schedule C)		
Business investments (see Schedule D)		
Real estate (see Schedule E)		
Other assets (see Schedule F)		
<b>TOTAL ASSETS</b>		

### 38. Statement of liabilities as at:

(dd/mm/yyyy)

List all liabilities (A\$) at the appropriate line below. Enter the amount as of the date of this statement, which should be a date as recent as possible and within the past 12 months. Joint liabilities must be distributed between the applicant and the spouse/de facto according to personal share of liability.

LIABILITIES:	Applicant	Spouse/de facto
Accounts payable		
Taxes payable		
Unsecured loans (see Schedule G)		
Secured loans (mortgages) (see Schedule H)		
Other liabilities (see Schedule I)		
<b>TOTAL LIABILITIES</b>		
<b>NET WORTH</b> (total assets less total liabilities)		
<b>Contingent liabilities*</b> (see Schedule J)		

\* Contingent liabilities are potential debts that could be incurred, e.g. on default of a person for whom you have acted as loan guarantor

### 39. Source of funds for past five (5) years

(a) Australian tax year ended 30 June

(insert applicable year)

	Applicant	Spouse/de facto
Gross salary		
Interest		
Dividends		
Trust/partnership distributions		
Other income		
<b>TOTAL GROSS INCOME</b>		
<b>LESS DEDUCTIONS</b>		
<b>TAXABLE INCOME</b>		

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# Bingo centre operator's licence – approval as a sole trader/partnership

## OFFICE USE ONLY

Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

(b) Australian tax year ended 30 June

(insert applicable year)

Applicant

Spouse/de facto

	Applicant	Spouse/de facto
Gross salary		
Interest		
Dividends		
Trust/partnership distributions		
Other income		
<b>TOTAL GROSS INCOME</b>		
<b>LESS DEDUCTIONS</b>		
<b>TAXABLE INCOME</b>		

(c) Australian tax year ended 30 June

(insert applicable year)

Applicant

Spouse/de facto

	Applicant	Spouse/de facto
Gross salary		
Interest		
Dividends		
Trust/partnership distributions		
Other income		
<b>TOTAL GROSS INCOME</b>		
<b>LESS DEDUCTIONS</b>		
<b>TAXABLE INCOME</b>		

(d) Australian tax year ended 30 June

(insert applicable year)

Applicant

Spouse/de facto

	Applicant	Spouse/de facto
Gross salary		
Interest		
Dividends		
Trust/partnership distributions		
Other income		
<b>TOTAL GROSS INCOME</b>		
<b>LESS DEDUCTIONS</b>		
<b>TAXABLE INCOME</b>		

(e) Australian tax year ended 30 June

(insert applicable year)

Applicant

Spouse/de facto

	Applicant	Spouse/de facto
Gross salary		
Interest		
Dividends		
Trust/partnership distributions		
Other income		
<b>TOTAL GROSS INCOME</b>		
<b>LESS DEDUCTIONS</b>		
<b>TAXABLE INCOME</b>		

**SCHEDULE A – Cash at financial institutions**

List below all accounts, foreign and domestic, maintained by you solely or in conjunction with another person(s).

Name and address of financial institute	Name of person/s appearing on account	Account number	Date opened	Interest rate	Types of accounts	Balance at current date

**SCHEDULE B – Accounts receivable**

List below all accounts receivable held by you solely or in conjunction with another person(s). For those not solely held by you, indicate the percentage (%) you hold.

Name and address of debtor	Date incurred	Original amount	Unpaid balance	% held	Payment/period	Interest rate	Maturity date	Purpose	Collateral

**SCHEDULE C – Shares, Fixed Interest Security (bonds)**

List below the information requested for all shares and bonds held or controlled by you. Whenever interest exists through a trust/mutual fund or holding company, the shares held by such trust/mutual fund or holding company need not be listed. Indicate publicly traded shares and bonds by an asterisk.\*

Issuer	Types	Number of Shares or units	Purchase price	Date of purchase	Name in which held	Market value

**SCHEDULE D – Business investment**

List below the information requested regarding any business investment in which any direct, indirect, vested, or contingent interest is held by you, along with the names of all persons or entities that share a direct, vested or contingent interest therein. This should include but not be limited to joint ventures, partnerships, sole proprietorships and corporations. For those not solely held by you, indicate the percentage (%) you hold.

Entity	Type of entity	No. of shares* or units	% held	Purchase price	Date of purchase	Name in which held	Persons or entities sharing interest and percentage ownership	Market value

\*Shares include US stocks

**SCHEDULE E – Real Estate**

List below the information requested regarding any real property in which any direct, vested, or contingent interest is held by you, along with the name of persons or entities who share direct, indirect, vested or contingent interest therein. For those not solely held by you, indicate the percentage (%) you hold.

Address/location	Type	Size	Purchase price/ improvements at cost	% held	Date of purchase	Other owners	Income	Market value

**SCHEDULE F – Other assets**

List below the information requested for all other assets held by you, (i.e. automobiles, personal property, cash surrender value of life insurance policies, pension plans, etc.).

Type of asset	Purchase price	Date of purchase	Market value	Other information

**SCHEDULE G – Unsecured loans**

List below the information requested for all unsecured loans payable for which you are solely or partly obligated. If partly obligated, list percentage (%) of obligation.

Name and address of creditor	Date incurred	Original amount	Unpaid balance	% of obligation	Payment/period	Interest rate	Maturity date	Purpose	Collateral

**SCHEDULE H – Secured loans**

List below the information requested for all secured loans payable for which you are solely or partly obligated. If partly obligated, list percentage (%) of obligation.

Name and address of creditor	Date incurred	Original amount	Unpaid balance	% of obligation	Payment/period	Interest rate	Maturity date	Purpose	Collateral

Unsecured loans = US notes payable      Secured loans = mortgages

**SCHEDULE I – Other liabilities**

List below the information requested for any other indebtedness for which you are solely or partly obligated. If partly obligated, list percentage (%) of obligation.

Name and address of creditor	Date incurred	Original amount	Unpaid balance	% of obligation	Payment/period	Interest rate	Maturity date	Purpose	Description of liability	Collateral

**SCHEDULE J – Contingent liabilities**

List below the information requested for all contingent liabilities for which you are solely or partly obligated. If partly obligated, list percentage (%) of obligation.

Name and address of creditor	Date incurred	Original amount	Unpaid balance	% of obligation	Payment/period	Interest rate	Maturity date	Purpose	Collateral	Persons liable in addition to you

# Bingo centre operator's licence – approval as a sole trader/partnership

## OFFICE USE ONLY

Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

## Responsible Gambling Code of Conduct

### IMPORTANT INFORMATION

A bingo centre operator must have a Responsible Gambling Code of Conduct (Code) approved as part of the licence application. The VGCCC may not approve a new licence application without an approved Code and your application will not be finalised until a Code is lodged and approved by the VGCCC. Applicants may adopt an approved Code, a list of which is available at the VGCCC website under 'Responsible Gambling'.

If it wishes to develop its own Code, a bingo centre operator must refer to the Ministerial Directions which set out the matters which must be contained in a Code and the criteria and benchmarks applied by the VGCCC in assessing a Code. The Ministerial Directions and the VGCCC criteria and benchmarks are available at the VGCCC website under 'Responsible Gambling'.

#### 40. In regard to the Code, one of the following documents must be attached to this application:

- A statement confirming that an approved Code developed by an industry peak body has been adopted (refer to Attachment 5); or
- Where the applicant has amended an approved Code, a copy of that amended approved Code; or
- Where the applicant has developed its own Code, a copy of that Code.

Is one of the above documents attached?

- ▶ YES     ▶ NO

## Advertising requirements

### IMPORTANT INFORMATION

In accordance with section 8.5.3 (2)(b) of the *Gambling Regulation Act 2003*, within 14 days of applying for a bingo centre operator's licence, the applicant must publish in a newspaper circulating in the area and in a newspaper circulating generally in Victoria, a notice containing the prescribed information (as detailed below) and a statement that any person may object to the grant of the licence by giving notice in writing to the VGCCC within 28 days of the date of publication, stating the grounds for the objection.

Set out below is the suggested format of the notice to be placed (refer also to regulation 74 of the *Gambling Regulations 2015*).

#### SUGGESTED FORMAT OF THE PUBLIC NOTICE

The Victorian Gambling and Casino Control Commission has received an application for a bingo centre operator's licence from **(applicant's name)** of **(applicant's business address)** to operate bingo at (address of proposed centre).

In accordance with section 8.5.3 (2)(b) of the *Gambling Regulation Act 2003*, any person or organisation may object to the grant of this licence by giving notice in writing within 28 days from the date of this newspaper, stating the grounds for objection to:

Victorian Gambling and Casino Control Commission  
GPO Box 1988  
Melbourne Vic 3001

For further information contact the VGCCC at [contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au) or 1300 182 457.

#### 41. Has the notice been published?

- ▶ YES     ▶ NO

If **YES**, is a copy of the publication of the notice attached?

- ▶ YES     ▶ NO

If **NO**, you **must** forward to the VGCCC a copy of the advertisement immediately following its publication.



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# Bingo centre operator's licence – approval as a sole trader/partnership

## OFFICE USE ONLY

Allocation date:     /     /

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Assigned to: \_\_\_\_\_

## Notification of application

### IMPORTANT INFORMATION

The applicant must provide the relevant responsible authority, within the meaning of the Planning and Environment Act 1987, copies of the application pages (pages 4 and 5). The application pages notify the responsible planning authority of the application for a bingo centre operator's licence and provide it with relevant information concerning the application. Evidence of planning authority notification must be forwarded to the VGCCC immediately it occurs. In addition, a **copy** of the planning permit issued by the local planning authority must be attached.

#### 42. (a) Have you provided the relevant responsible authority with copies of the application pages?

▶ YES     ▶ NO

If **YES**, is evidence of planning authority notification attached?

▶ YES     ▶ NO

If **NO**, you **must** forward evidence of planning authority notification to the VGCCC immediately notification occurs.

#### (b) Is a **copy** of the planning permit issued by the local planning authority attached?

▶ YES     ▶ NO

If **NO**, you must forward a copy of the planning permit issued by the local planning authority to the VGCCC within 7 days of receiving it.

## Details of bingo centre premises

### 43. Bingo centre contact details:

Premises Phone No:

Bingo Centre Premises Email Address:

Full name of owner of the premises:

Address of owner:

Owner's Telephone no. (BH):

Owner's Telephone no. (AH):

**Note:** Any entity or person named in response to Q43 **may** be required to complete an Associated Entity or Associated Individual form, as appropriate.

#### 44. (a) Is evidence of proof of tenure (i.e. a copy of the title or the lease agreement) for the bingo centre premises attached?

▶ YES     ▶ NO

#### (b) Is a copy of floor plans (scale 1:50) detailing the location of the caller's podium, display boards, playing area, safe/storage facilities for bingo tickets and money, toilets, catering facilities etc attached?

▶ YES     ▶ NO

#### (c) Provide details below in relation to the security arrangements for bingo tickets:

#### (d) Provide details below in relation to the procedures for the handling and storage of money:

#### (e) Provide details below in relation to the location of safe/storage facilities for money:

#### (f) Provide details below in relation to the equipment to be used:

Have further details been provided on an attachment page?

▶ YES     ▶ NO

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# Bingo centre operator's licence – approval as a sole trader/partnership

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Allocation date:     /     /

Application No: \_\_\_\_\_

Assigned to: \_\_\_\_\_

## Fee Payment

### IMPORTANT INFORMATION

Applications must be accompanied by the relevant fee. Please note that once an application has been registered, the application fee is non-refundable. To confirm the current fee, refer to the 'Gambling fees' fact sheet on our website. The application fee can be paid by:

- cheque or money order, made payable to the Victorian Gambling and Casino Control Commission; or
- credit card (Visa or MasterCard)

If you wish to make payment by credit card, please lodge your completed application with the VGCCC and we will contact you directly to arrange payment if your application is accepted.

**Privacy** – the VGCCC is committed to responsible and fair handling of personal information consistent with the *Policy and Data Protection Act 2014* and its obligations under the *Gambling Regulation Act 2003* and the *Liquor Control Reform Act 1998*. Credit card details will be destroyed once your payment has been processed.

This page intentionally left blank.

# Financial Information Release Form

Gambling Regulation Act 2003

In the matter of this application for a bingo centre operator's licence by:

Name: \_\_\_\_\_ of \_\_\_\_\_  
(Full name of applicant – print name)

Address: \_\_\_\_\_ ('applicant')  
(Full address of applicant)

The applicant hereby authorises all **persons** who receive this **financial information release form** from the Victorian Gambling and Casino Control Commission (the VGCCC) and its staff to undertake the **authorised actions** for the **authorised purposes** as set out below:

## AUTHORISED ACTIONS

1. To allow the VGCCC 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 VGCCC 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 VGCCC 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 VGCCC 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 VGCCC considers that the applicant is no longer a bingo centre operator; or
- the expiry of any bingo centre operator's licence (if granted).

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Applicant's signature) (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 VGCCC includes a reference to a member of its staff and any other person appointed in writing by the VGCCC.

# Consent for Release of Information of Law Enforcement Agencies

*Gambling Regulation Act 2003*

In the matter of this application for bingo centre operator's licence and for the purposes of ongoing monitoring by:

Name: \_\_\_\_\_  
(Full name of applicant)

Address: \_\_\_\_\_ ('applicant')  
(Full address of applicant)

## CONSENT

The applicant hereby consents to all probity investigations carried out by the Victorian Gambling and Casino Control Commission (the VGCCC) 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 gambling 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 VGCCC to the investigation or assessment of my application for approval as a bingo centre operator under the *Gambling Regulation Act 2003*.

## RELEASE

Upon signing this consent, the applicant hereby releases the VGCCC, 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 applicant.

## 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 VGCCC considers that I am no longer a bingo centre operator; or
- the expiry of any bingo centre operator's licence (if granted).

## EXECUTION AS A DEED

\_\_\_\_\_  
Signature of applicant

Dated: \_\_\_\_\_  
(day/month/year)

\_\_\_\_\_  
Signature of witness

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

Victorian Gambling  
and Casino Control  
Commission

Level 3, 12 Shelley Street  
Richmond VIC 3121  
GPO Box 1988  
Melbourne VIC 3001

E: [contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au)  
T: 1300 182 457  
[vgccc.vic.gov.au](http://vgccc.vic.gov.au)  
ABN 56 832 742 797



## Attachment Page

**NOTE:**

The following 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

## General Information

### Who is an associate?

The questions contained in this application form assist to identify an applicant's associates. Each associate must complete an Associated Individual or Associated Entity form, as appropriate. Your application form **must** be accompanied by completed associated individual or entity forms for **each** associate identified from the completion of this form. For the purposes of the Act, an "associate" of a gambling industry participant, in the case that the participant is a bingo centre operator, is—

- (a) a person who holds or will hold any relevant financial interest, or is or will be entitled to exercise any relevant power (whether in right of the person or on behalf of any other person) in the gambling business of the gambling industry participant, and by virtue of that interest or power, is able or will be able to exercise a significant influence over or with respect to the management or operation of that business; or
- (b) a person who is or will be an executive officer, whether in right of the person or on behalf of any other person, of the gambling business of the gambling industry participant.

The Act also provides the following definitions:

**"executive officer"**, in relation to a body (whether incorporated or not), means—

- (a) a director, secretary or member of the committee of management of the body (by whatever name called); or
- (b) any other person who is concerned with, or takes part in, the management of the body, whether or not the person's position is given the name of executive officer;

**"relevant financial interest"**, in relation to a gambling business, means—

- (a) any share in the capital of the business; or
- (b) any entitlement to receive any income derived from the business; or
- (c) any entitlement to receive any payment as a result of money advanced;

**"relevant power"** means any power, whether exercisable by voting or otherwise and whether exercisable alone or in association with others—

- (a) to participate in any directorial, managerial, or executive decision; or
  - (b) to elect or appoint any person as an executive officer.
- Examples of an associate include, but are not limited to:

- partners with a partnership interest of 10 per cent or greater in income of the applicant/operator or associated entity(ies);

- where the applicant/operator or an associated entity(ies) is a trustee of a trust, the trust unit holders that own 10 per cent or more of units (or income entitlement) or beneficiaries, if a discretionary trust, who have received 10 per cent or more of the trust's income distribution in the last three years; and
- any person who could exercise a significant influence over or with respect to the ownership, management or operation of the bingo centre operator's business.

Subsequent investigations by the VGCCC may reveal additional associates of the applicant who will also be required to complete and lodge an associate form.

### Lodgement of associate forms

Associated Individual and Associated Entity forms are part of the application for a bingo centre operator's licence and must be lodged as part of that application. The VGCCC is aware of the confidentiality of personal information provided in Associated Individual forms. Accordingly, these forms may be provided with an application in a **sealed envelope** with instruction that it may only be opened after it has been lodged with the VGCCC. Where an associated individual has failed to provide necessary information, the Associated Individual form will be **returned in a sealed envelope** (marked 'strictly confidential' and 'to be opened by addressee only') to the applicant to organise completion and re-lodgement to the VGCCC.

### Requirement for notification of change:

#### **While your application is in progress**

Between lodging your application and a decision being made about it, you must notify the VGCCC in writing about any changes to the information you have provided (including any documents lodged with the application). Failure to provide the VGCCC with updated information may result in your application being refused, or any licence granted being subsequently cancelled.

#### **Following grant of a licence**

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

# Attachment 1 – Financial Institution Letter

The Manager,

(Name/Address of Bank)

Dear Sir/Madam

(applicant's name) has applied to the Victorian Gambling and Casino Control Commission (the VGCCC) for a bingo centre operator's licence.

As part of the application process, the VGCCC is performing a review of this applicant. In connection with this review, we request that you provide the following details:

- i. The amounts outstanding and available under all facilities made available to the applicant;
- ii. The next review date and expiry date for each existing facility;
- iii. The security held over each facility outlined above;
- iv. Whether any of the original facilities are in default of any payments of principal or interest;
- v. The nature of any current or previous discussions between yourselves and the applicant which may materially impact upon the continuing availability of credit to the applicant or have previously resulted in alterations to the original funding facility; and
- vi. Confirm that the bank supports the application.

The completion of this review is an integral part of the processing of the application for a bingo centre operator's licence, and accordingly, I would appreciate your reply at the earliest convenience.

Please forward your reply on this matter directly to the undersigned at the address listed below.

Yours Sincerely,

(Signature)

(Name and Position)

(Address)



## Attachment 2 – 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 application 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 application 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 VGCCC. 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 application 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: [www.asic.gov.au](http://www.asic.gov.au)

Email: [info.enquiries@asic.gov.au](mailto:info.enquiries@asic.gov.au)

ASIC's Infoline: 1300 300 630

## Attachment 3 – 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 VGCCC. 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 VGCCC'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
5. That it is an original document if issued by Victoria Police, or a certified copy if issued by the Australian Federal Police
6. That it is current and no more than three months old when you submit your application.

### Application fees

Fees are charged for an NPC. For the current fee go to the Victoria Police or the Australian Federal Police website and search for 'National Police Certificate'.

### Disclosures

All matters detailed in your NPC will be taken into consideration by the VGCCC 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 VGCCC by writing to the:

Manager, Public Enquiry Service  
Records Services Division, Victoria Police  
GPO Box 919, Melbourne, Victoria 3001.

## Attachment 3 (cont'd) – 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 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.

### HOW TO OBTAIN YOUR CREDIT REPORT

#### illion

To obtain your Credit Report from illion please visit [express.illion.com.au](https://express.illion.com.au) or alternatively, you may contact illion on 13 23 33 to arrange for its provision. Additional information may also be found at [illion.com.au](https://illion.com.au).

#### Equifax

To obtain your Credit Report from Equifax, please visit [mycreditfile.com.au](https://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](https://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 VGCCC application form];
- any **preferred** given name [as stated in the Personal Particulars section of your VGCCC 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 VGCCC 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 VGCCC application form. **If you fail to meet any of the requirements noted below, your VGCCC application form will be considered incomplete and returned to you.** Your Credit Report must:

- be submitted to the VGCCC 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 VGCCC application form.

# Attachment 5 – Statement of Adoption of an Approved Generic Responsible Gambling Code of Conduct

## Statement for completion by applicant

**Note:** This Statement must be completed only if the applicant has adopted an approved generic Responsible Gambling Code of Conduct (Code) approved by the Victorian Gambling and Casino Control Commission.

Name of Approved Generic Code:

VGCCC Code Number\*:

Date Code adopted by applicant (dd/mm/yyyy):

Signature of applicant:

Date (dd/mm/yyyy):

Print name of applicant:

Signature of witness (any adult can be a witness):

Print name of witness:

\* The VGCCC Code Number can be found with the Code on the VGCCC website