

# Registered bookmaker – approval as a nominee of a corporation

This package contains the application and information material for approval as a nominee of a bookmaking corporation.

## 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 4, 12 Shelley Street  
Richmond Vic 3121

### or via email to:

[contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au)

## 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 599 759
- email the VGCCC at [contact@vgccc.vic.gov.au](mailto:contact@vgccc.vic.gov.au)

## Important Information

# Registered bookmaker – approval as a nominee of a corporation

## Directions for completion

Ensure that you type or print in BLOCK LETTERS an answer to every question.

If a question does not apply to you or if there are no details to disclose in response to a particular question, state N/A in response.

If there is not enough space on the form for your answer, please supply the required information on an attachment page. Begin each answer with the question number.

The application form will be returned if you don't provide a response to all applicable questions and ensure all required attachments are enclosed (Note: There is currently no fee payable for this application).

## What is a nominee?

The *Gambling Regulation Act 2003* (the Act) requires that if approval is granted for a corporation to be a registered bookmaker, it must nominate a natural person to be approved by the VGCCC to be responsible as the nominee on its behalf. This provision ensures that one person is accountable for the management and control of the bookmaking business, with the person nominated and approved being liable under the Act as a registered bookmaker.

The nominee is responsible for ensuring that the bookmaking business is operated in accordance with legislative and regulatory provisions. The VGCCC must receive notification in writing within 14 days if you resign or cease to be the nominee. The registered bookmaker then has 60 days, or longer period allowed by the VGCCC, to nominate and make an application for another person to be the bookmakers' nominee.

## What is a Nominee Identification Card?

You will receive a Nominee Identification Card following approval, which must be worn so that it is visible to other people while working at an approved racecourse and must be surrendered to the VGCCC if you cease to be a nominee.

## Requirements for Notification of Change

### While your application is in progress

Between lodging this form and its determination by the VGCCC, 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 the application being refused, or any registration granted being subsequently cancelled.

### Following grant of approval

If approved, you will be given a set of Directions which gives you an ongoing responsibility to notify the VGCCC within 14 days of specified changes in your situation. If you fail to do so you may be prosecuted and fined up to 60 penalty units.

### 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.

### How long does an approval last?

An approval continues until either the VGCCC considers that you are no longer a nominee or associate of a registered bookmaker or for the life of the bookmaker's current registration.

#### Privacy Policy

The Victorian Gambling and Casino Control Commission 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 Act (to access these provisions go to [vgccc.vic.gov.au](http://vgccc.vic.gov.au)).

# Registered bookmaker – approval as a nominee of a corporation

This information will help you complete the process to apply for approval as nominee of a registered bookmaker.

## Before you complete the licence 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 VGCCC on 1300 599 759 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 2 – 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 VGCCC on 1300 599 759 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 licence 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 VGCCC by mail or in person.

## Your application must include the following:

- National Police Certificate
- credit report
- passport size photos and
- any other document that forms part of your application.

## Please note:

Address: 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

# Registered bookmaker – approval as a nominee of a corporation

## OFFICE USE ONLY

Registering Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Rec'd: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Nominee No: \_\_\_\_\_

## Details of Company

### 1. This request for approval as a nominee relates to:

(tick applicable box and provide details below)

- an application for new registration as a bookmaker;
- an application for renewal as a registered bookmaker; or
- an application as a new nominee of a currently registered bookmaker.

Registered bookmaker's name:

Bookmaker's registration number (if applicable):

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

YES NO

If **YES**, list other name/s:

(d) Have you had any legal name changes?

YES NO

If **NO**, proceed to Q3.

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

(i) Date changed to current name (dd/mm/yyyy):

Name prior to change:

(ii) Date changed to previous name (if applicable) (dd/mm/yyyy):

Name prior to change:

Have further details been provided on an attachment page?

YES NO

3. Current Residential Address:

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

5. Contact Details:

Daytime telephone number:      Mobile telephone number:

Email address:

## Personal Particulars

### IMPORTANT INFORMATION

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

### 2. (a) Mr/Mrs/Miss/Ms (Circle)

Man:

Woman:

Self-described:

Surname:

First name:

Middle name(s):

Date of Birth (dd/mm/yyyy):

Place of birth (Country, State or region):

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

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



Relationship to nominee:

First Name:

Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name:

Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name:

Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name:

Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

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

Relationship to nominee:

First Name:

Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name:

Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name:

Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

Relationship to nominee:

First Name:

Middle Name(s):

Surname:

Date of Birth (dd/mm/yyyy):

**Racing and Gambling History**

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

YES NO

If **NO**, proceed to Q13.

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

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

Type of licence, approval etc:

Licence No. (if known):

Name of Racing/Gambling Regulator (if known):

Name shown on licence, approval etc:

Licence/approval/association dates (dd/mm/yyyy):

to

**12. Have you been a member of or been employed by the Victorian Gambling and Casino Control Commission within the last four years?**

YES NO

If **NO**, proceed to Q13.

If **YES**, provide details below:

Position Held:

Date finished (dd/mm/yyyy):

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

YES NO

If **NO**, proceed to Q14.

If **YES**, provide details below.

Have further details been provided on an attachment page?

YES NO

**Other Regulatory History**

**14. Have you personally, or any entity 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 Q15.

If **YES**, provide details below:

Type of licence, approval etc:

Licence No. (if known):

Name of Regulator (if known):

Date action taken (mm/yyyy):

Type of action taken and reason:

Have further details been provided on an attachment page?

YES NO

**(b)** If the application was refused or withdrawn, provide details in the next column:

Type of licence, approval etc:

Licence No. (if known):

Date of application (mm/yyyy):

Name of Racing/Gambling Regulator (if known):

Reason for refusal or withdrawal:

Have further details been provided on an attachment page?

YES NO

**Legal Action**

**Note:** A business association includes cases where you are or were a:

- director or company secretary of a company;
- partner in a partnership; or
- office holder of an incorporated association at the time the legal action was taken against the company, partnership or incorporated association.

**15. 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 Q16.

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

The legal action was (tick appropriate box):

personal via business association

If via a business association, describe below how your responsibilities or actions related to the legal action.

Nature of legal action:

Plaintiff:

Jurisdiction\*:

Result/Settlement:

Court or tribunal where matter was heard:

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

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

A **copy** of independent documentation confirming the court outcome or, if settled out of court, a **copy** of the settlement agreement **must** be provided, regardless of whether any terms of the agreement are confidential.

Is a copy of the court outcome/settlement agreement attached?

YES NO

Have further details been provided on an attachment page?

YES NO

## Charges, Findings of Guilt and Convictions

### IMPORTANT INFORMATION

#### Persons Living in Australia

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 3). 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 Q17 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 Q17.

You **must** ensure that **all** names noted in Q3(a), (b) & (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.

#### Persons Living outside Australia

If you live outside Australia, to assist the VGCCC with its investigations you must seek an equivalent report from your local Police Agency. An equivalent report 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 lived in Australia for at least 12 months during the last 10 years?

YES NO

If **YES** to Q17(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 Q17(b), an equivalent report from the relevant Police Agency must be provided and if an equivalent report is not enclosed, you must provide an explanation on an attachment page.

**18.(a)** 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

**(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

## Business Interests

### IMPORTANT INFORMATION

**Historical Personal Name Extract from the Australian Securities and Investments Commission (ASIC) and/or an equivalent report from other jurisdiction/s**

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 this Historical Personal Name Extract from the regulatory authority in each of those jurisdictions with this form. Refer to Attachment 1 for further instructions for obtaining an extract and for the type of information an equivalent report is expected to reveal.

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

YES NO

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

YES NO

If **NO**, proceed to Q20.

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

YES NO



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

Have further details been provided on an attachment page?

YES NO

#### IMPORTANT INFORMATION

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

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

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

Have further details been provided on an attachment page?

YES NO

#### Financial Particulars

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

YES NO

If **NO**, proceed to Q22.

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

Have further details been provided on an attachment page?

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 of officeholder of an Australian company.

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

The Credit Report you obtain cannot be more than 3 months old when you lodge this application and you **must** ensure that **all** names noted in Q3(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

**23. 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 Q24.

If **YES**, complete the following:

Financial Institution or creditor:

Total amount owing (\$): Total amount in default (\$):

Number of days payment is overdue:

Financial Institution or creditor:

Total amount owing (\$): Total amount in default (\$):

Number of days payment is overdue:

Financial Institution or creditor:

Total amount owing (\$):            Total amount in default (\$):

Number of days payment is overdue:

Financial Institution or creditor:

Total amount owing (\$):            Total amount in default (\$):

Number of days payment is overdue:

**IMPORTANT INFORMATION**

You must ensure that the following documents are submitted with your application:

- A **copy** of both your tax return and your Notice of Assessment from the Australian Tax Office for the past 3 financial years; and
- Schedules A to J (which are provided as part of this application).

**25. Have you attached a copy of both your tax return and your Notice of Assessment from the Australian Tax Office for the past 3 financial years and Schedules A to J?**

YES

**26.(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 Q26(b).

If **YES**, complete the following on the following page 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            NO

Name of Trustee:

Address:

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

YES            NO

If **NO**, proceed to Q27.

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

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

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

YES            NO

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

YES            NO

If **NO** to Q28, proceed to Declaration.

If **YES** to Q28, complete the following for each matter and provide details of circumstances leading to proceedings on an attachment page.

Company/Incorporated Association Name:

Type of proceedings:

Commencement Date (dd/mm/yyyy):

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

Name:

Phone no:

Have further details been provided on an attachment page?

YES            NO

## Declaration

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, including information provided in the Schedules appended.

Signature of applicant:

Date: (dd/mm/yyyy)

Signature of witness\*:

Date: (dd/mm/yyyy)

Print name of witness:

\* Any adult can be a witness.

**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 (dd/mm/yyyy)	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 (dd/mm/yyyy)	Original amount	Unpaid balance	% held	Payment/ period	Interest rate	Maturity date (dd/mm/yyyy)	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 (dd/mm/yyyy)	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 (dd/mm/yyyy)	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 (dd/mm/yyyy)	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 (dd/mm/yyyy)	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 (dd/mm/yyyy)	Original amount	Unpaid balance	% of obligation	Payment/period	Interest rate	Maturity date (dd/mm/yyyy)	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 (dd/mm/yyyy)	Original amount	Unpaid balance	% of obligation	Payment/period	Interest rate	Maturity date (dd/mm/yyyy)	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 (dd/mm/yyyy)	Original amount	Unpaid balance	% of obligation	Payment/period	Interest rate	Maturity date (dd/mm/yyyy)	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 (dd/mm/yyyy)	Original amount	Unpaid balance	% of obligation	Payment/period	Interest rate	Maturity date (dd/mm/yyyy)	Purpose	Collateral	Persons liable in addition to you



Registered bookmaker – approval as a nominee of a corporation

# Consent for Release of Information by Law Enforcement Agencies

*Gambling Regulation Act 2003*

In the matter of this application for approval as a nominee of a registered corporate bookmaker and for the purposes of ongoing monitoring by:

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

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

## 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 gaming regulatory body;
- any casino regulatory body;
- any Court;
- any government agency.

(collectively referred to as 'law enforcement agencies')

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

- details of all prosecutions, including acquittals and matters withdrawn or dismissed and all findings of guilt, whether or not a conviction was recorded;
- matters or charges still outstanding;
- law enforcement agencies intelligence howsoever obtained;
- any other matters recorded as arising either in Victoria or elsewhere by any law enforcement agency and considered relevant by the VGCCC to the investigation or assessment of my application for approval as a nominee of a registered corporate bookmaker 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 nominee of a registered corporate bookmaker; or
- the expiry of any registration as a bookmaker (if granted).

## EXECUTION AS A DEED

Signature of nominee

Date (dd/mm/yyyy)

Signature of witness

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

# Financial Information Release Form

Gambling Regulation Act 2003

In the matter of this application for approval as a nominee of a registered corporate bookmaker and for the purposes of ongoing monitoring by:

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

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

The nominee 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 nominee (or to the nominee and another person and to any subsidiary, related body corporate, trust or partnership to which the nominee 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 nominee.

## 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 nominee providing any of those particulars recorded against the nominee 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 nominee 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 I am no longer a nominee of a registered corporate bookmaker; or
- the expiry of any registration as a bookmaker (if granted).

Signature of nominee

Date (dd/mm/yyyy)

## NOTES

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

# Nomination –Registered Bookmaker

*Gambling Regulation Act 2003*

## Background

Under section 4.5A.2 of the *Gambling Regulation Act 2003* (the Act), if an applicant for registration as a bookmaker is a corporation, the board of directors must nominate, a natural person to be approved by the Victorian Gambling and Casino Control Commission (the VGCCC) to be responsible as the registered bookmaker on behalf of the corporation. A person nominated and approved as a nominee is liable under the Act as a registered bookmaker in respect of the corporation.

Please note that the approval of a nominee does not limit the liability of the corporation as a registered bookmaker.

## When must a nomination under section 4.5A.2 of the Act be completed?

The following are circumstances requiring the completion of the nomination under section 4.5A.2 of the Act, with respect to a registered bookmaker:

- when an application is made for the registration of a bookmaker which is a corporation; or
- when a new nominee is required to replace a former nominee (e.g. as a result of the resignation or dismissal of a nominee or if the previous nominee has ceased to be responsible as licensee in respect of a registered bookmaker).

## NOMINATION UNDER SECTION 4.5A.2

*Gambling Regulation Act 2003*

(Name of registered bookmaker):

(Bookmaker's registration number):

**authorises the nomination of**

(Full name of proposed nominee):

**to be responsible as the registered bookmaker in respect of the corporation.**

Signature of proposed nominee:

Date: (dd/mm/yyyy)

Print the full name of Authorised Officer on behalf of registered bookmaker  
(director/secretary of the registered bookmaker other than the proposed nominee)

Signature of Authorised Officer on behalf of the registered bookmaker: Date: (dd/mm/yyyy)

# Attachment Page

**NOTE:**

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

Please copy if additional attachment pages are required.

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

YES

NO

# 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 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. 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 name<sup>1</sup>.
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](http://police.vic.gov.au) and search for 'National Police Certificate'.

## Disclosures

All matters detailed on 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

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<sup>1</sup>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 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

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

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

\* The roles identified in a personal name search include:

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

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

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

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

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 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: [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 – 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.