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VGCCC Portal – Commercial Raffle Organiser User Guide

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1. Introduction

1.1 Document Purpose

The purpose of this document is to provide an overview on what an organisation can do once they are a Declared Community or Charitable Organisation.

Note: This guide has been written from the perspective of an organisation on the VGCCC Portal.

This user guide covers the following:

- An overview of the options available on the Community and Charitable Gaming Home page
- How an organisation can renew a licence
- How an organisation can surrender a licence
- How an organisation can apply for a condition modification
- How an organisation can appeal a condition
- How an organisation can request a change to their profile
- How an organisation can submit additional forms (PDF form upload)
- How an organisation can propose a new nominee for the licence.

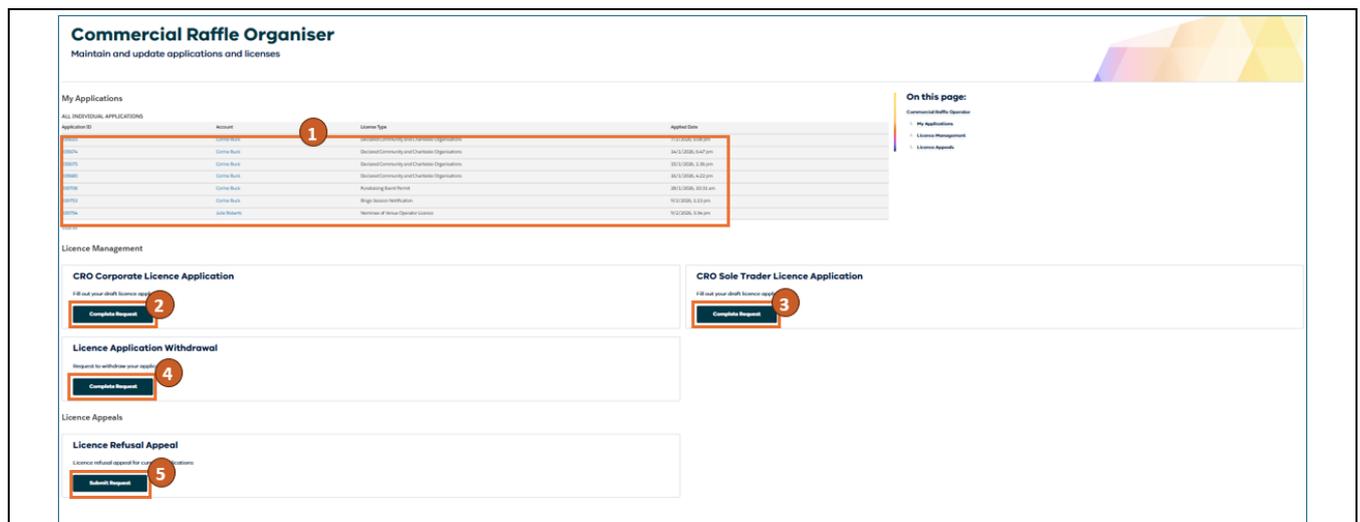
1.2 Audience

This user guide is designed to educate users on what a declared community or charitable organisation can do on the VGCCC Portal.

2. The VGCCC Portal – Community and Charitable Gaming

2.1 Community and Charitable Gaming Tile Home Page

This section will provide an overview of what a Community and Charitable organisation can see on the VGCCC Portal.



Feature	Description
1. My Applications	This section will show all the individual applications the organisation has applied for.
2. CRO Corporate Licence Application Tile	This option will allow the organisation to apply to become a Corporate Commercial Raffle Organisation.
3. CRO Sole Trader Licence Application Tile	This option will allow the organisation to apply to become a Corporate Commercial Raffle Organisation.
4. Licence Application Withdrawal Tile	This option will allow the organisation to withdraw an application if it hasn't been processed.
5. Licence Refusal Appeal Tile	This option will allow the organisation to appeal the decision of not being granted a Corporate / Sole Trader licence.

2.2 CRO Corporate Licence Application

The following instructions and screenshots will show how an organisation applies/renew for a Corporate Commercial Raffle Organisation.

Steps #	Description
1. Click on the Complete Request button on the CRO Corporate Licence Application tile.	

2. Read the VGCCC instructions before starting your application.
3. Once read, click on the **Applicant Details** button

Commercial Raffle Organiser Page Application

Applying for a Commercial Raffle Organiser Licence

▼ IMPORTANT INFORMATION 2

Directions for Completion

The VGCCC website contains information about the requirements when applying for a licence. The VGCCC website is a useful resource when completing this application form.

- If the space available is insufficient, please upload the required information. There are multiple opportunities to upload files throughout the form.

Note: Only persons over 18 years of age can apply. Incomplete applications will not be assessed.

False or Misleading Information

It is an offence under the Gambling Regulation Act 2003 (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 vgccc.vic.gov.au to confirm the current value of a penalty unit).

Note: A licence/registration/approval that is improperly obtained by giving false or misleading information may be cancelled.

Publication of Disciplinary Action

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 related licence/registration number, may be published on the VGCCC website and in the VGCCC Annual Report.

Privacy Policy

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 Act. To access this Act go to the vgccc.vic.gov.au.

> LODGEMENT GUIDE

Payment Details

The prescribed fee must accompany an application. Please note that once the receipt of an application has been registered, the application fee is non-refundable. To confirm the current application go to vgccc.vic.gov.au.

Saving your application

Your application will be auto saved during the course of your application. A facility is available for you to save a partially completed application and return to your application. You must supply a valid email address and mobile phone number (for security validation) to use this facility. Please click on the links below to complete the respective sections of the application.

Applicant Details 3

Compliance/Legal and Criminal History

Financial Particulars

Supporting Information

Industry Associations

Declaration by Applicant

Information Release Law Enforcement

Information Release Financial

Additional Applicant Details

Additional Financial Particulars

Responsible Gaming

Summary of Financial Information

Additional Advertising Requirements

Establishment of Associates

Cancel Next

4. Select if it is a new licence or renewal.

For a Renewal

The steps for a Renewal are the same except you will need to enter your **Licence / registration number** as the next question when you select **Renewal of a licence/registration** from the drop down in the first question.

Input licence/registration number

5. Enter your personal details.
6. Select if you have been known by any other names.

Applicant Details

Personal Details

This application is for, or part of a (Required)

Removal of an existing associate or nomination must be completed as a separate notification

New licence/registration application

Renewal of a licence/registration 4

New association/nominee

This applies to the authorised officer. In case of an entity application

Surname	Middle Name(s)	First Name
Buck 5		Corine

Preferred Name

Preferred name will appear on your identity card. Your police certificate and credit report must show that your preferred name has been checked. This applies to the authorised officer in case of an entity application. To be completed by Authorised Officer, where relevant.

Conny

Date of Birth (Required)

17-02-1964

Place of birth

Australia

What is your residency status?

Upload a copy of your visa conditions checked through Visa Entitlement Verification Online (VEVO).

Australian Citizen

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? (Required)

Ensure that you provide any names noted above when applying for your National Police Certificate and your Credit Report.

No 6

Yes

<p>7. Select if you have had any changes in your legal name(s).</p> <p>8. Enter your current residential address.</p> <p>a) If less than 10 years, enter additional</p> <p>b) Indicate if you have a separate postal address.</p>	<p>Legal Name Changes</p> <p>Have you had any legal name changes? (Required)</p> <p>Ensure that you provide any names noted above when applying for your National Police Certificate and your Credit Report.</p> <p><input checked="" type="radio"/> No 7</p> <p><input type="radio"/> Yes</p> <p>Current residential address</p> <p>Please add your current residential address below:</p> <p>Address 8</p> <p>100 Bourke St, Melbourne VIC 3000, Australia</p> <p>Street (Required) Suburb (Required) Postcode (Required)</p> <p>100 Bourke Street Melbourne 3000</p> <p>State (Required) Country (Required)</p> <p>VIC Australia</p> <p>If less than 10 years at this residential address, please provide list of all addresses for the last 10 years</p> <p>STREET CITY/TOWN STATE 8a New</p> <p>Postal address same as above? (Required)</p> <p><input type="radio"/> No 8b</p> <p><input checked="" type="radio"/> Yes</p>
<p>9. Enter your phone and email address information.</p> <p>10. Confirm that you will notify the VGCCC if any of your contact details change within 14 days of the change occurring.</p> <p>11. Click Save for later to continue.</p>	<p>Contact Details</p> <p>Local Australian number is mandatory.</p> <p>Mobile Phone 9</p> <p>0456-553-355</p> <p>Other Phone</p> <p>At least one contact number is required.</p> <p>Email (Required)</p> <p>cbuck@printuat.com.au</p> <p>Confirm Email address (Required)</p> <p>cbuck@printuat.com.au</p> <p>Yes, I understand that I must notify the Victorian Gambling and Casino Control Commission of any changes of my contact details within (fourteen) 14 days of the change occurring. (Required)</p> <p><input checked="" type="radio"/> Yes, I understand 10</p> <p>Save for later 11</p>
<p>12. The Applicant Details button will turn green if successful.</p>	 <p>The screenshot shows a grid of buttons for various sections: Applicant Details (highlighted in green), Compliance/Legal and Criminal History, Financial Particulars, Supporting Information, Industry Associations, Declaration by Applicant, Information Release Law Enforcement, Information Release Financial, Additional Applicant Details, Additional Financial Particulars, Responsible Gaming, Summary of Financial Information, and Establishment of Associates, Additional Advertising Requirements.</p>
<p>13. Next, click on the Compliance/Legal and Criminal History button.</p>	 <p>The screenshot shows the same grid of buttons as above, but 'Compliance/Legal and Criminal History' is highlighted in orange, and 'Applicant Details' is now greyed out.</p>

<p>14. Answer all the Compliance / Legal and Criminal History questions.</p> <p>15. Click the Save for later button to continue.</p>	<p>Compliance/Legal and Criminal History 14</p> <p>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? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Note:</p> <ul style="list-style-type: none"> A business association Includes cases where you are or were a director or office holder of a company or partner in a partnership at the time the legal action was taken against the company or partnership. A business association Includes cases where the Associate is or was a director or office holder of a company or partner in a partnership at the time the legal action was taken against the company or partnership. Associates are not required to provide details of litigation taken or currently in progress that relate to: <ul style="list-style-type: none"> litigation where damages or other remedies are valued at less than \$200,000; litigation that relates to commercial disputes that do not also involve claims of bad faith, misleading or deceptive conduct or breaches of corporate or other standards against the Associate; litigation that relates to workplace disputes; litigation that was dismissed by consent. Associates should note that the VGCCC reserves the right to request information in relation to these excluded types of litigation when conducting its probity investigations. <p>Has the applicant been the defendant/respondent to any legal action in the past 10 years personally or via business association? Include active or pending. (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Outside of Victoria, has the applicant ever applied for any racing or gambling industry licence, notice, permit, authorisation, registration in any jurisdiction? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Outside of Victoria, has the applicant been the subject of disciplinary action, regulatory breaches or enforcement action in the last 10 years? Include active or pending. (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Is there any investigation underway against the applicant that you are aware of? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Has the applicant ever been investigated by a regulatory body or law enforcement agency? (e.g. ASIC, APRA, ACCC) (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Has the applicant ever taken part in a diversion program? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>What is a Diversion Program? (https://www.mcvlc.gov.au/tna-support/diversion)</p> <p>Is there any investigation or charges currently pending against you in respect of any offence? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Yes, I understand that I must notify the Victorian Gambling and Casino Control Commission of any new charges, investigations or findings of guilt for both civil or criminal matters within 14 days of the change occurring. (Required)</p> <p><input checked="" type="radio"/> Yes, I understand</p> <p>Save for later 15</p>
<p>16. The Compliance/Legal and Criminal History button will turn green if successful.</p>	<p>Applicant Details</p> <p>Supporting Information</p> <p>Information Release Law Enforcement</p> <p>Additional Applicant Details</p> <p>Summary of Financial Information</p> <p>Establishment of Associates</p> <p>Compliance/Legal and Criminal History 16</p> <p>Industry Associations</p> <p>Information Release Financial</p> <p>Additional Financial Particulars</p> <p>Additional Advertising Requirements</p> <p>Financial Particulars</p> <p>Declaration by Applicant</p> <p>Responsible Gaming</p>
<p>17. Next, click on the Financial Particulars button.</p>	<p>Applicant Details</p> <p>Supporting Information</p> <p>Information Release Law Enforcement</p> <p>Additional Applicant Details</p> <p>Summary of Financial Information</p> <p>Establishment of Associates</p> <p>Compliance/Legal and Criminal History</p> <p>Industry Associations</p> <p>Information Release Financial</p> <p>Additional Financial Particulars</p> <p>Additional Advertising Requirements</p> <p>Financial Particulars 17</p> <p>Declaration by Applicant</p> <p>Responsible Gaming</p>

- 18. Answer all the questions regarding your financials. If prompted, upload the relevant documents to support your application.
- 19. Click **Save for Later** button to continue.

Financial Particulars **18**

Provide details of all financial institutions and other sources with which the applicant has accounts, borrowings or investments of \$50,000 or more

House Mortgage

Does the applicant have borrowings of \$50,000 or more with any financial institution or other creditor?

List of Creditors: A listing of the corporation's creditors, stating the name of the creditor, amount owing and number of days debt has been owed, if applicable, must be attached. The list should be completed as at the end of the latest calendar month and be certified by the authorised officer on behalf of the corporation as to its accuracy. Where a corporation has never traded but a holding company exists, a listing of the holding company's creditors must instead be provided as part of this application.

No
 Yes

List of Creditors:

FINANCIAL INSTITUTION/SOURCE NAME:	BRANCH/SOURCE ADDRESS:	NATURE OF ACCOUNT:
ANZ	St Kilda	Home loan

[New](#)

Does the applicant have accounts or investments of \$50,000 or more with any financial institution or other source?

List of Creditors: A listing of the corporation's creditors, stating the name of the creditor, amount owing and number of days debt has been owed, if applicable, must be attached. The list should be completed as at the end of the latest calendar month and be certified by the authorised officer on behalf of the corporation as to its accuracy. Where a corporation has never traded but a holding company exists, a listing of the holding company's creditors must instead be provided as part of this application.

No
 Yes

Has the applicant had any outcomes or disclosures on the credit report or equivalent from the relevant agency. Attach report(s). (Required)

No
 Yes

Credit Report (Required)

[Upload Files](#) Or drop files

Credit Report.pdf

Maximum size: 10MB
Allowed file types: pdf, doc, docx, text, png, gif, jpeg, jpg

Is your credit report's date of issue more than 3 months ago? (Required)

No
 Yes

Is the applicant in default of any debt repayment or loan? (Required)

No
 Yes

Has the applicant ever been, or currently, subject to bankruptcy or any insolvency arrangements? (Required)

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).

No
 Yes

Is the applicant the guarantor for someone else's debt or loan? (Required)

No
 Yes

Has the applicant been an officer of an entity, or in the case of the applicant being 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? (Note: include any pending arrangements known to the applicant) (Required)

No
 Yes

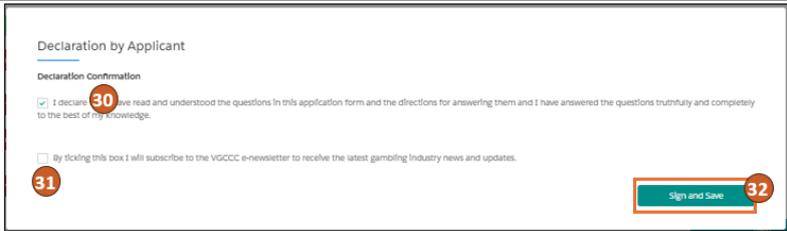
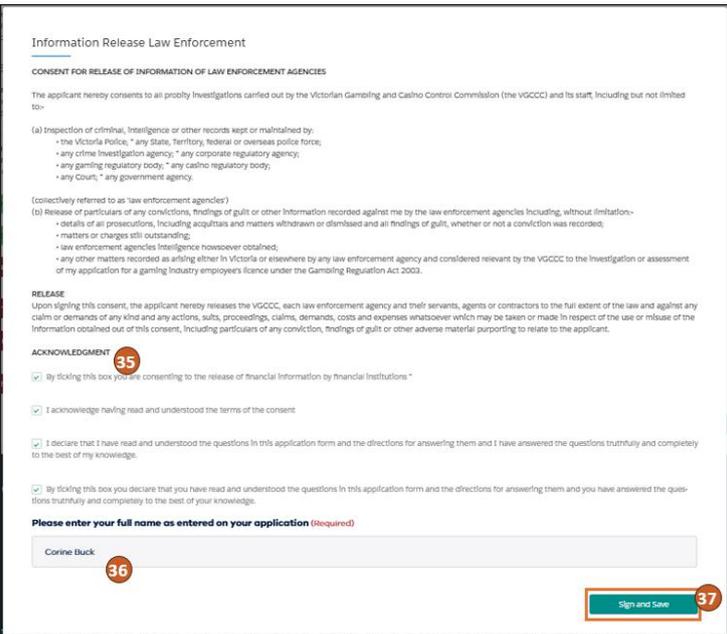
[Save for later](#) **19**

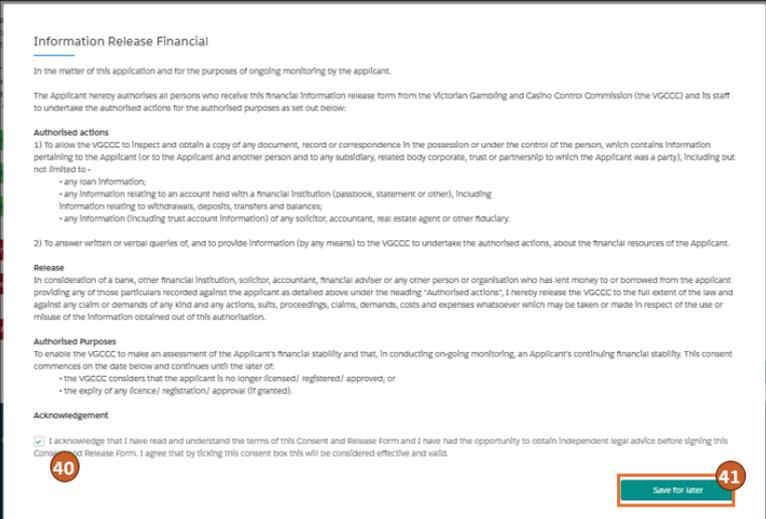
- 20. The **Financial Particulars** button will turn green if successful.

Application progress summary:

- Applicant Details
- Supporting Information
- Information Release Law Enforcement
- Additional Applicant Details
- Summary of Financial Information
- Establishment of Associates
- Compliance/Legal and Criminal History
- Industry Associations
- Information Release Financial
- Additional Financial Particulars
- Additional Advertising Requirements
- Financial Particulars 20**
- Declaration by Applicant
- Responsible Gaming

<p>21. Next, click on the Supporting Information button.</p>	
<p>22. Upload all supporting documentation as required. 23. Click Save for later button to continue.</p>	
<p>24. The Supporting Information button will turn green.</p>	
<p>25. Next, click on the Industry Associations button.</p>	
<p>26. Indicate if you have any other associations in the gambling industry? a) If Yes, a new section will appear in which you can list your associates. 27. Click Save for later button to continue.</p>	
<p>28. The Industry Associations button will turn green.</p>	

<p>29. Next, click on the Declaration by Applicant button.</p>	
<p>30. Declare that all information provided is accurate and answered truthfully.</p> <p>31. Optional. Choose if you want to sign up to the VGCCC Newsletter.</p> <p>32. Click Sign and Save to continue.</p>	
<p>33. The Declaration by Applicant button will turn green.</p>	
<p>34. Next, click on the Information Release Law Enforcement button.</p>	
<p>35. Read and acknowledge the law enforcement questions.</p> <p>36. Enter your full name that you have used on your application.</p> <p>37. Click the Sign and Save button to continue.</p>	

<p>38. The Information Release Law Enforcement button will turn green.</p>	
<p>39. Next, click on the Information Release Financial button.</p>	
<p>40. Read and acknowledge to release your financial information.</p> <p>41. Click the Save for later button to continue.</p>	
<p>42. The Information Release Financial button will turn green.</p>	
<p>43. Next, click on the Additional Applicant Details button.</p>	

- 44. Enter additional details for your application.
- 45. Click the **Save for later** button to continue.

Additional Applicant Details

Full name of the applicant 44

Date of Incorporation

Place of Incorporation

Australian Company Number (ACN)/Associations Incorporated Number

Australian Business Number (ABN)

Corporation's Certificate of Incorporation

Upload Files Or drop files

Maximum size: 10MB
Allowed file types: pdf, doc, docx, text, png, gif, jpg, jpeg

Constitution/Replaceable Rules

Upload Files Or drop files

Is the applicant linked to any other licence/registration?

No
 Yes

Applicant's registered office address

Street (Required)	Suburb (Required)	Postcode (Required)
<input type="text" value="100 Bourke Street"/>	<input type="text" value="Melbourne"/>	<input type="text" value="3000"/>
State (Required)	Country (Required)	
<input type="text" value="VIC"/>	<input type="text" value="Australia"/>	

Postal address same as above?

Applicant's Contact Number

Applicant's Email Address

Has the applicant operated under any other business name/s?

No
 Yes

Does it intend to operate under any other business name/s?
A copy of the section 29 certificate under the Business Names Act 1962 for each business name listed must be attached.

No
 Yes

Has the applicant's name or business/trading name changed in the last 3 years?

No
 Yes

▼ Name of applicant's nominee (If applicable)

The nominee must provide a copy of the minute or resolution authorising them to apply for registration as a bookmaker on behalf of the corporation and complete an approval as a nominee of a corporation form.

First Name

Corine

Middle Name/s

T

Surname

Buck

Is an historical organisational extract or an overseas equivalent report attached? (Required)

Historical organisational extract from the Australian Securities and Investments Commission (ASIC) All corporations incorporated under Australian Corporations Law must lodge with this application form an historical organisational extract from ASIC.

- No
- Yes

Attach a copy of Historical Organisation Extract (Required)

Upload Files Or drop files

historical organisational extract.pdf

Maximum size: 50MB
Allowed file types: pdf, doc, docx, text, png, gif, jpg, jpeg

Please provide further details (if required)

N/A

State below how the profits of the entity are to be distributed (eg: distributions to beneficiaries, trusts, dividends to shareholders, capital investment etc)

capital investment

Provide details of profit distribution by the entity for the last (3) three financial years (include amounts of distribution and the names of beneficiaries of any distribution)

Corine Buck
David Johns

Does the applicant have an ultimate holding company? (Required)

'ultimate holding company' - is a corporation that is a holding company of the applicant company and is itself a subsidiary of no other corporation (Note: Any entity named in response must complete an Associated Entity form and associates of an ultimate holding company named in response must also complete an Associated Entity or Associated Individual form as appropriate).

- No
- Yes

Does the applicant have either a parent or holding company, its shares are held by a company, or it is linked to a trust? (Required)

- No
- Yes

List below the names of all current company directors and the company secretary (if a company) or the names of all current committee members and the secretary (if an Incorporated associations or the names of all partners (if a partnership))

All Individuals Identified above must complete an Associated Individual form, except the proposed nominee, who must complete an application for approval as a nominee form.

Enter Details Below

FIRST NAME	MIDDLE NAME/S	SURNAME
David		JOHNS

New

Provide details of the Company's management structure, including each executive position within the structure and the name of any persons currently filling those positions

These identified individuals / entities are required to complete associate forms

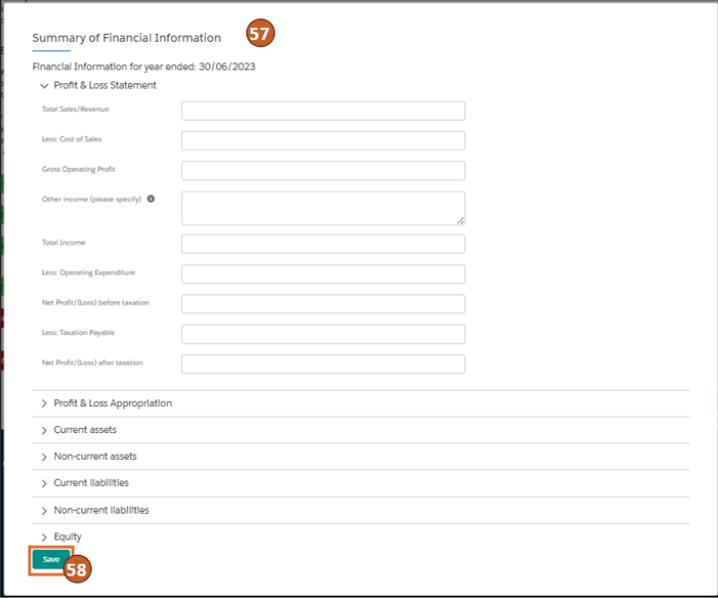
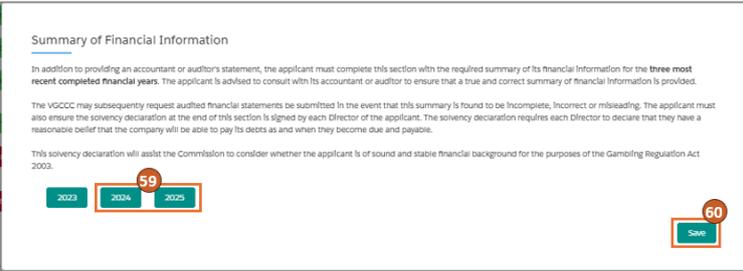
Upload Files Or drop files

Corine Buck Events Org Structure.pdf

	<p>Please attach a copy of the business plan including the following content - financial projections for the first three years, a governance and compliance framework, experiences in managing a business, accepting methods of accepting gambling payments and proportions (cash etc), where and how the business will operate</p> <p>Associated Entities are not required to submit a business plan. All other entities must submit a business plan</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Upload Files Or drop files</p> <p>Income and Expenditure.pdf</p> </div> <p>Maximum size: 10MB Allowed file types: pdf, doc, docx, text, png, gif, jpg, jpeg</p> <p>Give the total number of ordinary shares (voting and income entitlement shares) and preference shares (Income entitlement shares only):</p> <p>Ordinary shares (voting and income entitlement shares): Total Number</p> <input type="text" value="100"/> <p>Preference shares (income entitlement shares only): Total Number</p> <input type="text" value="100"/> <p>Shareholders with 10% or more of shares in the corporation must complete an Associated Entity or Associated Individual form as appropriate. The VGCCC may also require any other shareholder of the corporation to complete an associate form.</p> <p>List below the names of the ten (10) largest shareholders and the number of shares held:</p> <table border="1"> <thead> <tr> <th>NAME OF SHAREHOLDER</th> <th>CLASS OF SHARE</th> <th>NO OF SHARES HELD</th> </tr> </thead> <tbody> <tr> <td>Corine Buck</td> <td>Company</td> <td>100</td> </tr> </tbody> </table> <p style="text-align: right;">New</p> <p>Do any of the shareholders holding 5 per cent or more of shares in the associated entity hold those shares on behalf of or in trust for any person or entity? (Required)</p> <p>Where a beneficial owner of shares is named, and the beneficial owner holds a total of 10% or more of ordinary or preferential shares, the beneficial owner of the shares must complete an Associated Entity or Associated Individual form as appropriate.</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Is the applicant a Corporate Trustee? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Specify all of the current beneficiaries/unit holders of the Trust who received 10% or more of the Trust's Income distribution in any one of the last three (3) years:</p> <input type="text"/> <p style="text-align: right;">New</p> <p>The beneficiaries / unit holders identified must complete an Associated Entity or Associated Individual form as appropriate.</p> <p>Identify below any trust beneficiaries/unit holders with voting rights that, by virtue of the Trust Deed, enable them individually or as a group to remove/change the Trustee or to influence the Trustee's decisions:</p> <input type="text"/> <p style="text-align: right;">New</p> <p>The beneficiaries / unit holders identified must complete an Associated Entity or Associated Individual form as appropriate.</p> <p style="text-align: right;">Save for later 45</p>	NAME OF SHAREHOLDER	CLASS OF SHARE	NO OF SHARES HELD	Corine Buck	Company	100
NAME OF SHAREHOLDER	CLASS OF SHARE	NO OF SHARES HELD					
Corine Buck	Company	100					
<p>46. The Additional Applicant Details button will turn green.</p>	<p>The screenshot shows a grid of application menu items. The 'Additional Applicant Details' button is highlighted in green and has a red circle with the number '46' next to it. Other buttons include 'Applicant Details', 'Supporting Information', 'Information Release Law Enforcement', 'Summary of Financial Information', 'Establishment of Associates', 'Compliance/Legal and Criminal History', 'Industry Associations', 'Information Release Financial', 'Additional Financial Particulars', 'Additional Advertising Requirements', 'Financial Particulars', 'Declaration by Applicant', and 'Responsible Gaming'.</p>						
<p>47. Next, click on the Additional Financial Particulars button.</p>	<p>The screenshot shows the same application menu as above. The 'Additional Financial Particulars' button is now highlighted in green and has a red circle with the number '47' next to it. The 'Additional Applicant Details' button is now red.</p>						

<p>48. Enter additional details for your application.</p> <p>49. Click the Save for later button to continue.</p>	
<p>50. The Additional Financial Particulars button will turn green.</p>	
<p>51. Next, click on the Responsible Gaming button.</p>	

<p>52. Enter additional details for your application.</p> <p>53. Click the Save for later button to continue.</p>	
<p>54. The Responsible Gaming button will turn green.</p>	
<p>55. Next, click on the Summary of Financial Information button.</p>	
<p>56. Click on the first year.</p>	

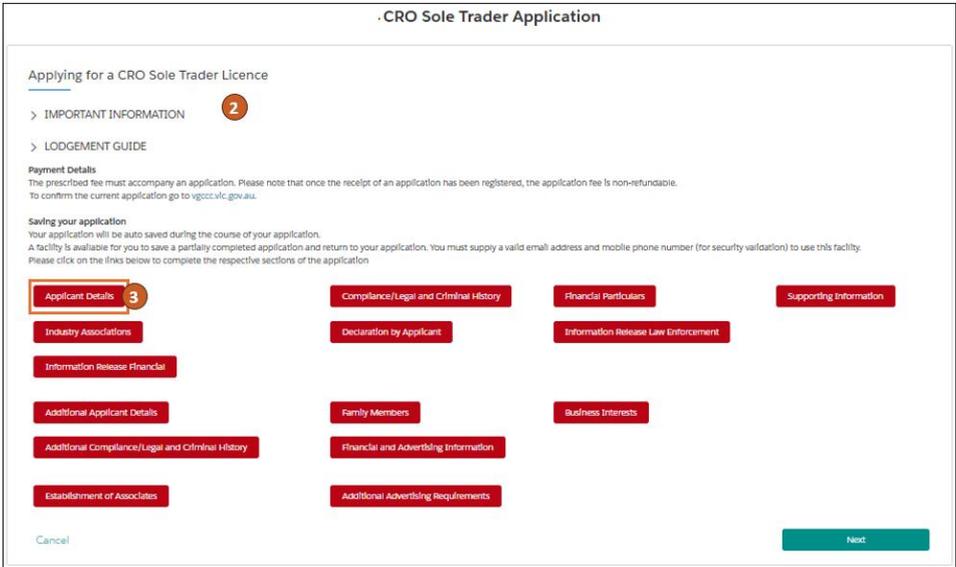
<p>57. Enter your financial information for the financial year.</p> <p>58. Click the Save button to continue.</p>	
<p>59. Repeat steps 57 and 58 for the other financial years.</p> <p>60. When completed, click the Save button to continue.</p>	
<p>61. The Summary of Financial Information button will turn green.</p>	
<p>62. Next, click on the Establishment of Associates button.</p>	

<p>63. Enter your Associate information.</p> <p>64. Click the Save for later button to continue.</p>	
<p>65. The Establishment of Associates button will turn green.</p>	
<p>66. Next, click on the Additional Advertising Requirements button.</p>	
<p>67. Enter your Associate information.</p> <p>68. Click the Save for later button to continue.</p>	
<p>69. The Additional Advertising Requirements button will turn green.</p> <p>Note: All buttons must be green, before you can submit the application.</p> <p>70. Click Next to lodge application.</p>	

<p>71. Enter your Nominee details.</p> <p>72. Click the Submit Nominee button to continue.</p>	
<p>73. Enter your Associate(s) information.</p> <p>74. Click the Add button to add any additional.</p> <p>75. Click the Submit Associates button to continue.</p>	
<p>76. The Associates you entered will need to complete their individual applications.</p> <p>Once all Associates have completed their applications, you will be able to submit and pay.</p>	

2.3 CRO Sole Trader Application

The following instructions and screenshots will show how an organisation applies/renew for a Sole Trader Commercial Raffle Organisation.

Steps #	Description
<p>1. Click on the Complete Request button on the CRO Sole Trader Licence Application tile.</p>	
<p>2. Read the VGCCC instructions before starting your application.</p> <p>3. Once read, click on the Applicant Details button.</p>	

4. Select if it is a new licence or renewal.

For a Renewal

The steps for a Renewal are the same except you will need to enter your **Licence / registration number** as the next question when you select **Renewal of a licence/registration** from the drop down in the first question.

Input licence/registration number

5. Enter your personal details.

6. Select if you have been known by other names.

Applicant Details

Personal Details

This application is for, or part of a (Required)

Removal of an existing associate or nomination must be completed as a separate notification

New licence/registration application

Renewal of a licence/registration **4**

New association/nominee

This applies to the authorised officer. In case of an entity application

Surname **Middle Name(s)** **First Name**

5

Preferred Name

Preferred name will appear on your identity card. Your police certificate and credit report must show that your preferred name has been checked. This applies to the authorised officer in case of an entity application. To be completed by Authorised Officer, where relevant.

Date of Birth (Required)

Place of birth

What is your residency status?

Upload a copy of your visa conditions checked through Visa Entitlement Verification Online (VEVO).

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? (Required)

Ensure that you provide any names noted above when applying for your National Police Certificate and your Credit Report.

No

Yes **6**

7. Select if you have had any changes in your legal name(s).

8. Enter your current residential address.

a) If less than 10 years, enter additional

b) Indicate if you have a separate postal address.

Legal Name Changes

Have you had any legal name changes? (Required)

Ensure that you provide any names noted above when applying for your National Police Certificate and your Credit Report.

No **7**

Yes

Current residential address

Please add your current residential address below:

8

Street (Required) **Suburb (Required)** **Postcode (Required)**

State (Required) **Country (Required)**

If less than 10 years at this residential address, please provide list of all addresses for the last 10 years

8a

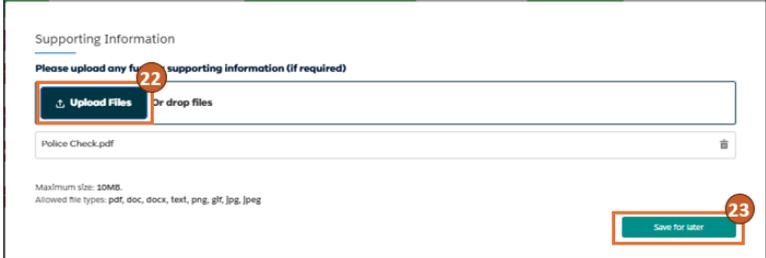
Postal address same as above? (Required)

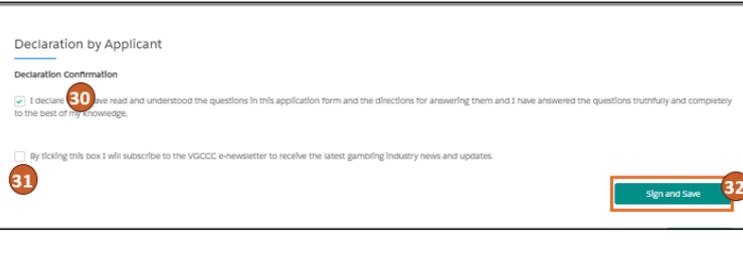
No

Yes **8b**

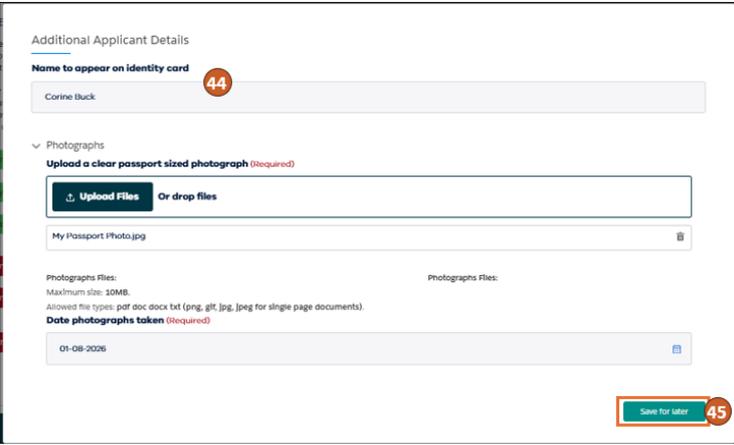
<p>9. Enter your phone and email address information.</p> <p>10. Confirm that you will notify the VGCCC if any of your contact details change within 14 days of the change occurring.</p> <p>11. Click Save for later to continue.</p>	
<p>12. The Applicant Details button will turn green if successful.</p>	
<p>13. Next, click on the Compliance/Legal and Criminal History button.</p>	
<p>14. Answer all the Compliance / Legal and Criminal History questions.</p> <p>15. Click the Save for later button to continue.</p>	

	<p>Is there any investigation underway against the applicant that you are aware of? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Has the applicant ever been investigated by a regulatory body or law enforcement agency? (e.g. ASIC, APRA, ACCC) (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Has the applicant ever taken part in a diversion program? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>What is a Diversion Program? (https://www.mcvlc.gov.au/find-support/diversion)</p> <p>Is there any investigation or charges currently pending against you in respect of any offence? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Yes, I understand that I must notify the Victorian Gambling and Casino Control Commission of any new charges, investigations or findings of guilt for both civil or criminal matters within 14 days of the change occurring. (Required)</p> <p><input checked="" type="radio"/> Yes, I understand</p> <p style="text-align: right;">Save for later 15</p>						
<p>16. The Compliance / Legal and Criminal History button will turn green if successful.</p>							
<p>17. Next, click on the Financial Particulars button.</p>							
<p>18. Answer all the questions regarding your financials. If prompted, upload the relevant documents to support your application.</p> <p>19. Click Save for Later button to continue.</p>	<p>Financial Particulars 18</p> <p>Provide details of all financial institutions and other sources with which the applicant has accounts, borrowings or investments of \$50,000 or more</p> <p>House Mortgage</p> <p>Does the applicant have borrowings of \$50,000 or more with any financial institution or other creditor?</p> <p>List of Creditors: A listing of the corporation's creditors, stating the name of the creditor, amount owing and number of days debt has been owed, if applicable, must be attached. The list should be completed as at the end of the latest calendar month and be certified by the authorised officer on behalf of the corporation as to its accuracy. Where a corporation has never traded but a holding company exists, a listing of the holding company's creditors must instead be provided as part of this application.</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>List of Creditors:</p> <table border="1"> <thead> <tr> <th>FINANCIAL INSTITUTION/SOURCE NAME:</th> <th>BRANCH/SOURCE ADDRESS:</th> <th>NATURE OF ACCOUNT:</th> </tr> </thead> <tbody> <tr> <td>ANZ</td> <td>St Klida</td> <td>Home loan</td> </tr> </tbody> </table> <p style="text-align: right;">New</p> <p>Does the applicant have accounts or investments of \$50,000 or more with any financial institution or other source?</p> <p>List of Creditors: A listing of the corporation's creditors, stating the name of the creditor, amount owing and number of days debt has been owed, if applicable, must be attached. The list should be completed as at the end of the latest calendar month and be certified by the authorised officer on behalf of the corporation as to its accuracy. Where a corporation has never traded but a holding company exists, a listing of the holding company's creditors must instead be provided as part of this application.</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Has the applicant had any outcomes or disclosures on the credit report or equivalent from the relevant agency. Attach report(s). (Required)</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>Credit Report (Required)</p> <p>Upload Files Or drop files</p> <p>Credit Report.pdf</p>	FINANCIAL INSTITUTION/SOURCE NAME:	BRANCH/SOURCE ADDRESS:	NATURE OF ACCOUNT:	ANZ	St Klida	Home loan
FINANCIAL INSTITUTION/SOURCE NAME:	BRANCH/SOURCE ADDRESS:	NATURE OF ACCOUNT:					
ANZ	St Klida	Home loan					

	<p>Maximum size: 10MB Allowed file types: pdf, doc, docx, text, png, gif, jpg, jpeg</p> <p>Is your credit report's date of issue more than 3 months ago? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Is the applicant in default of any debt repayment or loan? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Has the applicant ever been, or currently, subject to bankruptcy or any insolvency arrangements? (Required) 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).</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Is the applicant the guarantor for someone else's debt or loan? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Has the applicant been an officer of an entity, or in the case of the applicant being 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? (Note: include any pending arrangements known to the applicant) (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p style="text-align: right;">19 Save for later</p>
<p>20. The Financial Particulars button will turn green if successful.</p>	
<p>21. Next, click on the Supporting Information button.</p>	
<p>22. Upload all supporting documentation as required.</p> <p>23. Click Save for later button to continue.</p>	
<p>24. The Supporting Information button will turn green.</p>	

<p>25. Next, click on the Industry Associations button.</p>	
<p>26. Indicate if you have any other associations in the gambling industry? a) If Yes, a new section will appear in which you can list your associates.</p> <p>27. Click Save for later button to continue.</p>	
<p>28. The Industry Associations button will turn green.</p>	
<p>29. Next, click on the Declaration by Applicant button.</p>	
<p>30. Declare that all information provided is accurate and answered truthfully.</p> <p>31. Optional. Choose if you want to sign up to the VGCCC Newsletter.</p> <p>32. Click Sign and Save to continue.</p>	
<p>33. The Declaration by Applicant button will turn green.</p>	
<p>34. Next, click on the Information Release Law Enforcement button.</p>	

<p>35. Read and acknowledge the law enforcement questions.</p> <p>36. Enter your full name that you have used on your application.</p> <p>37. Click the Sign and Save button to continue.</p>	
<p>38. The Information Release Law Enforcement button will turn green.</p>	
<p>39. Next, click on the Information Release Financial button.</p>	
<p>40. Read and acknowledge to release your financial information.</p> <p>41. Click the Save for later button to continue.</p>	

<p>42. The Information Release Financial button will turn green.</p>	
<p>43. Next, click on the Additional Applicant Details button.</p>	
<p>44. Enter your details you want to appear on your licence card i.e. name and photograph.</p> <p>45. Click the Save for later button to continue.</p>	
<p>46. The Additional Applicant Details button will turn green.</p>	
<p>47. Next, click on the Family Members button.</p>	

48. Enter details of your immediate family members.

49. Click the **Save for later** button to continue.

Family Members 48

IMPORTANT INFORMATION
Family members named in response to the following questions 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 forms and advised regarding the completion and lodgement of the required form/s. If any family members are involved in the business they may need to complete an associate application.

▼ Partner Details

Surname
Buck

First name
Tony

Middle name(s)

Date of Birth
02-16-1982

Current residential address
100 Bourke St, Melbourne VIC 3000, Australia

Street (Required) 100 Bourke Street **Suburb (Required)** Melbourne **Postcode (Required)** 3000

State (Required) VIC **Country (Required)** Australia

Applicant's parents and the parents of the applicant's spouse/domestic partner. Include both natural parents and step parents.

SURNAME	FIRST NAME	MIDDLE NAME(S)
Smith	John	
Smith	Mary	

[New](#)

Applicant's brothers and sisters and the brothers and sisters of the applicant's spouse/domestic partner. List all including half/step brothers and sisters.

SURNAME	FIRST NAME	MIDDLE NAME(S)
Smith	Daily	

[New](#)

Applicant's children and the children of the applicant's spouse/domestic partner. List all including step and adopted children.

SURNAME	FIRST NAME	MIDDLE NAME(S)
---------	------------	----------------

[New](#)

How will the profits of the applicant be distributed?

[Upload Files](#) Or drop files

Profit Distribution.pdf

Provide details of the proposed management structure of the operations of the applicant. Include details of any existing or proposed management contract arrangements and the names and positions of personnel proposed to manager its operations.

[Upload Files](#) Or drop files

Management Structure.pdf

[Save for later](#) 49

50. The **Family Members** button will turn green.

Dashboard overview showing various sections:

- Applicant Details
- Industry Associations
- Information Release Financial
- Additional Applicant Details
- Additional Compliance/Legal and Criminal History
- Establishment of Associates
- Compliance/Legal and Criminal History
- Declaration by Applicant
- Family Members** 50
- Financial and Advertising Information
- Additional Advertising Requirements
- Financial Particulars
- Information Release Law Enforcement
- Business Interests
- Supporting Information

51. Next, click on the **Business Interests** button.

Dashboard overview showing various sections:

- Applicant Details
- Industry Associations
- Information Release Financial
- Additional Applicant Details
- Additional Compliance/Legal and Criminal History
- Establishment of Associates
- Compliance/Legal and Criminal History
- Declaration by Applicant
- Family Members
- Financial and Advertising Information
- Additional Advertising Requirements
- Business Interests** 51
- Financial Particulars
- Information Release Law Enforcement
- Supporting Information

<p>52. Enter details of your Business Interests.</p> <p>53. Click the Save for later button to continue.</p>	
<p>54. The Business Interests button will turn green.</p>	
<p>55. Next, click on the Additional Compliance / Legal and Criminal History button.</p>	

<p>56. Enter details of your Additional Compliance / Legal and Criminal History.</p> <p>57. Click the Save for later button to continue.</p>	<p>Additional Compliance/ Legal and Criminal History 56</p> <p>Are you or have you been excluded (including self excluded) from a casino, racecourse, gaming venue or online wagering provider? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Have you personally ever been disqualified from involvement in the management of an entity? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Have you been a member of or been employed by the Victorian Gambling and Casino Control Commission in the last two years? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Have you only lived in Australia during the last 10 years? (Required)</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>National Police Check (NPC)</p> <p><input checked="" type="button" value="Upload Files"/> Or drop files</p> <p>Police Check.pdf</p> <p>NPC Reference (Required)</p> <p>12345678</p> <p>Is your NPC date of issue more than 3 months ago?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Tax Return for the past 3 years Notice of Assessment for the past 3 years (Only Applicable for Listing on the Roll of Manufacturers, Suppliers and Testers, Venue Operators Licence (Hotel), Bingo Centre Operator, Commercial Raffle Organiser, Bookmaker) This requirement does not apply to Venue Operators Licence (Club) (Required)</p> <p><input checked="" type="button" value="Upload Files"/> Or drop files</p> <p>Notice of Assessment.pdf</p> <p>Is a listing of your creditors attached (Required)</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>I have not had my employment terminated for misconduct in the last 10 years (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Have you ever been disqualified from acting as an office holder of a company or are any like proceedings pending? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Does the applicant have any business or personal relationships with known criminals? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p><input checked="" type="button" value="Save for later"/> 57</p>
<p>58. The Additional Compliance / Legal and Criminal History button will turn green.</p>	<p>Applicant Details Industry Association Information Reveal Financials Additional Applicant Details Additional Compliance/ Legal and Criminal History 58 Establishment of Associates</p> <p>Compliance/ Legal and Criminal History Declaration by Applicant Family Members Financial and Advertising Information Additional Advertising Requirements</p> <p>Financial Particulars Information Reveal Law Enforcement Business Interest</p> <p>Supporting Information</p>
<p>59. Next, click on the Financial and Advertising Information button.</p>	<p>Applicant Details Industry Association Information Reveal Financials Additional Applicant Details Additional Compliance/ Legal and Criminal History Establishment of Associates</p> <p>Compliance/ Legal and Criminal History Declaration by Applicant Family Members Financial and Advertising Information 59 Additional Advertising Requirements</p> <p>Financial Particulars Information Reveal Law Enforcement Business Interest</p> <p>Supporting Information</p>

- 60. Enter details of your Financial and Advertising Information.
- 61. Click the **Save for later** button to continue.

Financial and Advertising Information
60

You are required to publish a notice of your application to run bingo within 14 days of submitting this application.

I have attached a copy
 I will forward a copy

Attach Copy of Application to run bingo or raffle

Upload Files
Or drop files

Raffle Information.pdf
✕

Statement of assets as at

02-08-2026

> Assets - Applicant

> Assets - Spouse/de facto

Statement of all liabilities as at

> Liabilities - Applicant

> Liabilities - Spouse/de facto

Source of Funds for past five (5) years

AUSTRALIAN TAX YEAR ENDED 30 JUNE XXXX	GROSS SALARY	INTEREST
		New

SCHEDULE A - Cash at financial Institutions

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

Schedule A

NAME AND ADDRESS OF FINANCIAL INSTITU...	NAME OF PERSON/S APPEARING ON ACCOU...	ACCOUNT NUMBER
		New

Schedule B

NAME AND ADDRESS OF DEBTOR	DATE INCURRED	ORIGINAL AMOUNT
		New

SCHEDULE C - Sources of Income and other benefits

List below all sources of funds/financial benefits from any source (in excess of \$30,000 in any one year) for the past three (3) financial years.

Schedule C

DESCRIPTION OF FUNDS/FINANCIAL BENEFIT...	YEAR(S) RECEIVED	DETAILS OF SOURCE/PROVIDERS
		New

SCHEDULE D - 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*

Schedule D

ISSUER	TYPES	NUMBER OF SHARES OR UNITS
		New

SCHEDULE E - Business Investments

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.

Schedule E

ENTITY	TYPE OF ENTITY	NO. OF SHARES* OR UNITS
		New

SCHEDULE F - 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.

Schedule F

ADDRESS/LOCATION	TYPE	SIZE
		New

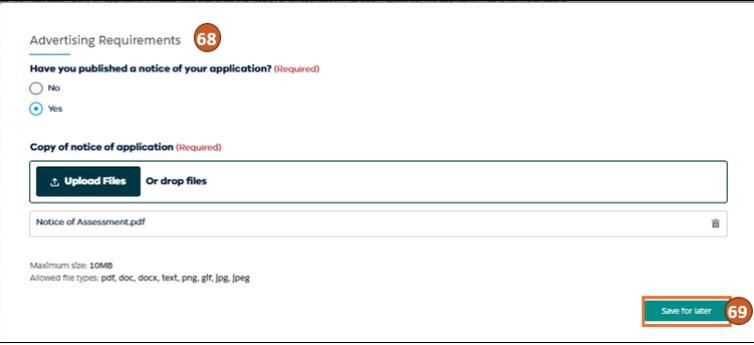
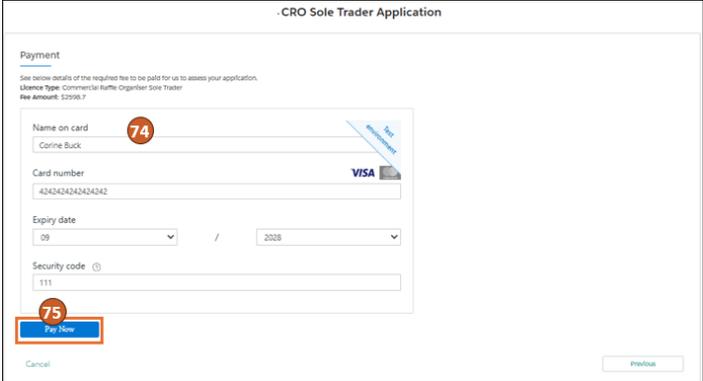
SCHEDULE G - Other assets

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.)

Schedule G

TYPE OF ASSET	PURCHASE PRICE	DATE OF PURCHASE
		New

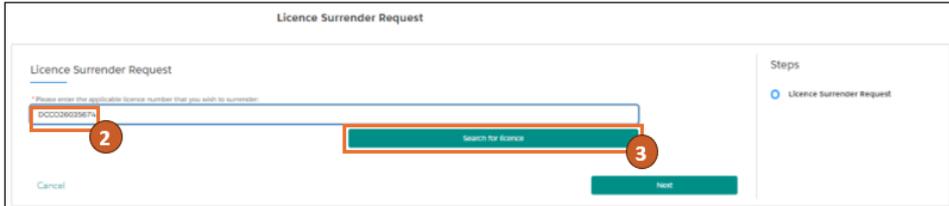
<p>62. The Financial and Advertising Information button will turn green.</p>	
<p>63. Next, click on the Establishment of Associates button.</p>	
<p>64. Enter details of your Establishment of Associates.</p> <p>65. Click the Save for later button to continue.</p>	

<p>66. The Establishment of Associates button will turn green.</p>	
<p>67. Next, click on the Additional Advertising Requirements button.</p>	
<p>68. Enter details of your Establishment of Associates.</p> <p>69. Click the Save for later button to continue.</p>	
<p>70. The Additional Advertising Requirements button will turn green.</p> <p>Note: All buttons must be green, before you can submit the application.</p> <p>71. Click Next to begin submitting your application.</p>	
<p>72. Enter any Associated Individuals / Entities if relevant.</p> <p>73. Click Submit Association to continue.</p>	
<p>74. Enter your banking details.</p> <p>75. Click Pay Now to submit your payment.</p>	

<p>76. You will receive confirmation that your application has been submitted.</p>	
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2.4 Licence Surrender Request

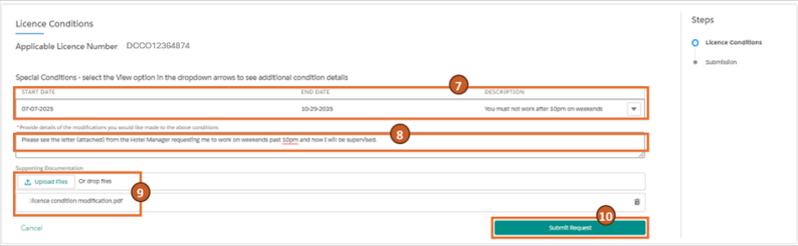
The following instructions and screenshots will show how you how you surrender your licence.

Steps #	Description
<p>1. Click on the Complete Request on the Surrender Tile.</p>	
<p>2. Enter your Licence Number.</p> <p>3. Click the Search for Licence button to continue.</p>	
<p>4. Your licence information will be displayed as shown.</p> <p>5. Click the Next button to continue.</p>	
<p>6. Enter your effective date of the surrender.</p> <p>7. Enter your reason(s) for the surrender.</p> <p>8. Check the box if you have already returned your card.</p> <p>9. Select the method of the card return. Note: Options available: Mailed directly to the VGCCC or Card Lost.</p> <p>10. Upload your Notice of Surrender.</p> <p>11. Click the Submit button to continue.</p>	

<p>12. You will be shown a Success message with the Case number.</p> <p>Note: You must return your card to the VGCCC within 28 days of surrender.</p>	
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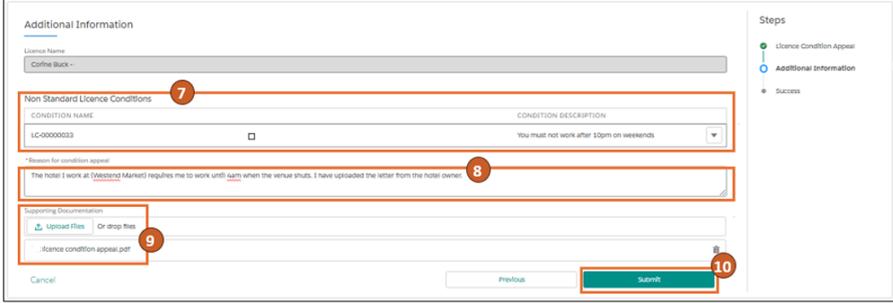
2.5 Condition Modification Request

The following instructions and screenshots will show you how to submit a request to change a condition placed upon your licence.

Steps #	Description
<p>1. Click on the Complete Request on the Condition Modification tile.</p>	
<p>2. Enter your Licence number.</p> <p>3. Click the Search for licence button.</p> <p>4. Your licence information should be displayed.</p> <p>5. Check the tick box if it is the correct licence.</p> <p>6. Click Next to proceed.</p>	
<p>7. The special condition(s) that have been applied against your licence will appear.</p> <p>8. Enter how you want your special condition(s) modified.</p> <p>9. Upload any supporting documentation.</p> <p>10. Click the Submit Request button.</p>	
<p>11. You will be shown a Success message with the Case number.</p> <p>The VGCCC will process your request.</p>	

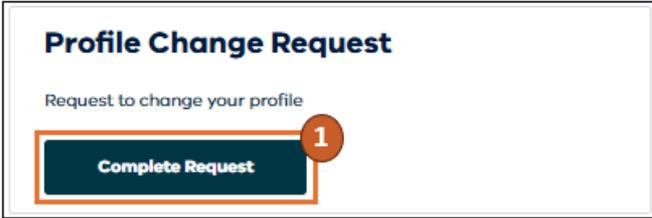
2.6 Condition Appeal Request

The following instructions and screenshots will show how a DCCO licence holder appeals a special condition placed upon them before the granting of the licence. **Note:** The DCCO licence holder has 28 days to appeal.

Steps #	Description
<p>1. Click the Submit Request button on the Licence Condition Appeal tile.</p>	
<p>2. Enter your licence number</p> <p>3. Click the Search for licence button.</p> <p>4. Your licence details should appear.</p> <p>5. Check the box if your details are right.</p> <p>6. Click the Next button.</p>	
<p>7. The special conditions that have been placed on your licence will appear.</p> <p>8. Enter your reasons of why you are appealing these condition(s).</p> <p>9. Upload any supporting documentation to support your appeal.</p> <p>10. Click Submit to proceed.</p>	
<p>11. You will be shown a Success message with the Case number.</p> <p>The VGCCC will process your request.</p>	

2.7 Profile Change Request

The following instructions and screenshots will show how you submit a Profile Change Request

Steps #	Description
<p>1. Click on the Complete Request button on the Profile Change Request tile.</p>	

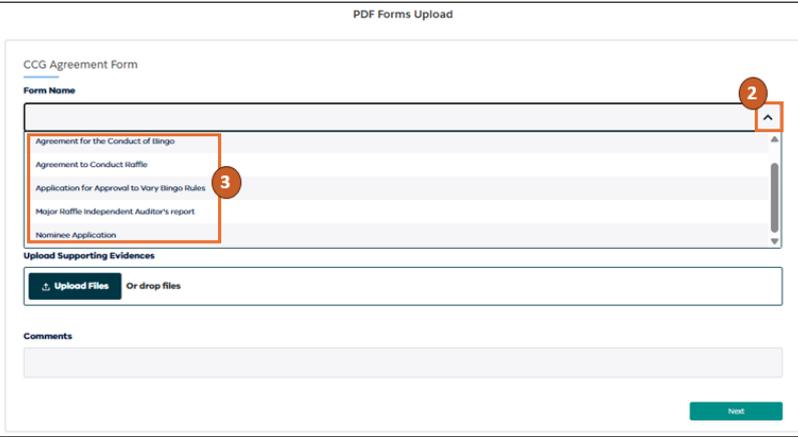
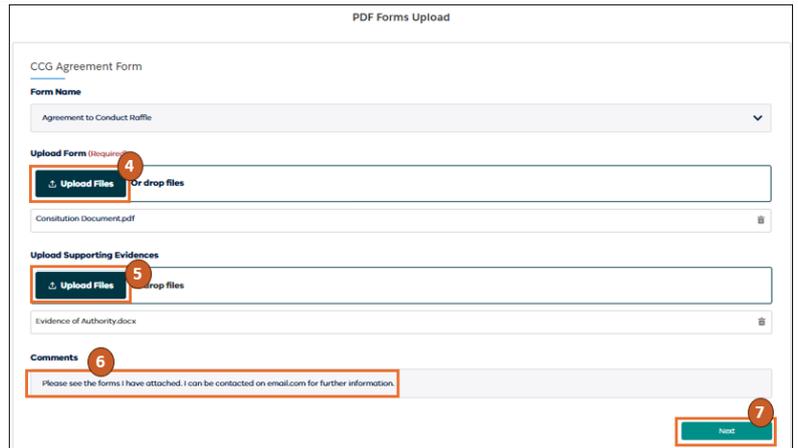
<ol style="list-style-type: none"> 2. Enter your licence number 3. Click the Search for licence button. 4. Your licence details should appear. 5. Check the box if your details are right. 6. Click the Next button. 	
<ol style="list-style-type: none"> 7. Select the relevant check box(s) you would like to change. <p>Note: Change of passport photo and Change of role are not applicable to a DCCO licence holder.</p> <ol style="list-style-type: none"> 8. Click the Next button. 	
<p>In this section, we will display the steps for a Change of name request</p>	
<ol style="list-style-type: none"> 1. Click the Change of name check box. 2. Click the Next button. 	
<ol style="list-style-type: none"> 3. Enter your change of name details. 4. Upload supporting documentation e.g. marriage certificate. 5. Click the Submit button. 	
<ol style="list-style-type: none"> 6. A Success message with the Case number will appear. <p>The VGCCC will process your request.</p>	
<p>In this section, we will display the steps for a Change of name request.</p>	

<ol style="list-style-type: none"> 1. Click on the Change of contact details check box. 2. Click the Next button. 	
<ol style="list-style-type: none"> 3. Enter the date the change occurred. 4. Optional – You can update your email address. 5. Do you need to update your Residential Address? If yes, question 6 will appear. 6. Start entering your address. Google will start to provide suggestions. Select the correct address from the displayed list. 7. This section is automatically populated if an address is selected. <p>Note: If your new address is not found, you have the ability to manually enter the address by clicking the 'check' box.</p> <ol style="list-style-type: none"> 8. You also have the option to update your Postal Address if it is different from your Residential Address. 9. Click the Submit button. 	
<ol style="list-style-type: none"> 10. A Success message with the Case number will appear. <p>The VGCCC will process your request.</p>	

2.8 PDF Forms Upload

The following instructions and screenshots will show you how you submit various PDF forms regarding to Community and Charitable Gaming.

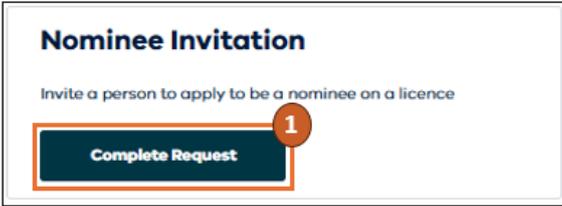
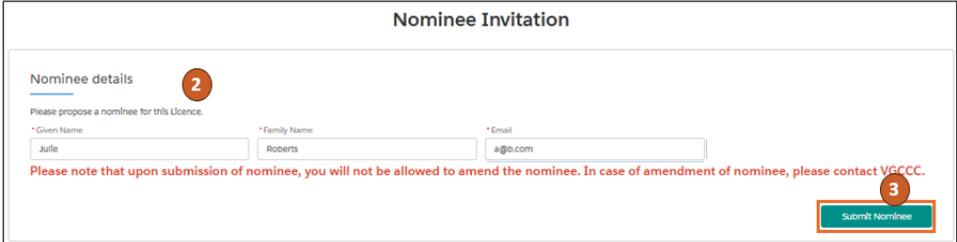
Steps #	Description
<ol style="list-style-type: none"> The following PDF forms will be able to be uploaded by a DCCO via the PDF forms request tile. <ul style="list-style-type: none"> • Agreement to Conduct Raffle 	

<p>1. Click on the Complete Request button on the PDF Forms Upload tile.</p>	
<p>2. Click on the arrow. 3. Select the relevant Form you are uploading.</p>	
<p>4. Upload the form that you will be submitting. 5. Upload any supporting documentation that is associated with the application form. 6. Provide any comments if required. 7. Click the Next button to continue.</p>	
<p>8. You will receive a confirmation that your form has been submitted to the VGCC.</p>	

2.9 Nominee Invitation Request

The following instructions and screenshots will show you how nominate a new Nominee.

Steps #	Description
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<p>1. Click on the Complete Request button on the Nominee Invitation tile.</p>	
<p>2. Enter the proposed Nominee. 3. Click Submit Nominee to continue.</p>	
<p>4. You will receive a confirmation message.</p>	
<p>5. Your nominee will receive an email to complete the lodgement process.</p>	