

OFFICIAL

VGCCC Portal – BCO User Guide

OFFICIAL

01 April 2026

Version: 0.2

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1. Introduction

1.1 Document Purpose

The purpose of this document is to provide an overview on how organisations/individuals can become a Bingo Centre Operator.

This user guide covers the following:

- An overview of how to log into the VGCCC Portal.
- How to access the Bingo Centre Operator Corporate / Sole Trader applications.
- A step-by-step guide in how to apply for a Bingo Centre Operator Corporate or Sole Trader applications.
- How you can track your application.
- How you can withdraw your application.
- How to lodge a Bingo Return.

1.2 Audience

This user guide is designed to educate applicants intending to apply to become a Bingo Centre Operator.

1.3 Version Date

Screenshots and instructions were finalised as of 01 April 2026.

2. Logging into the VGCCC Portal

In order to apply for a Bingo Centre Operator Corporate / Sole Trader licence, you first need to [create a VGCCC Portal account](#).

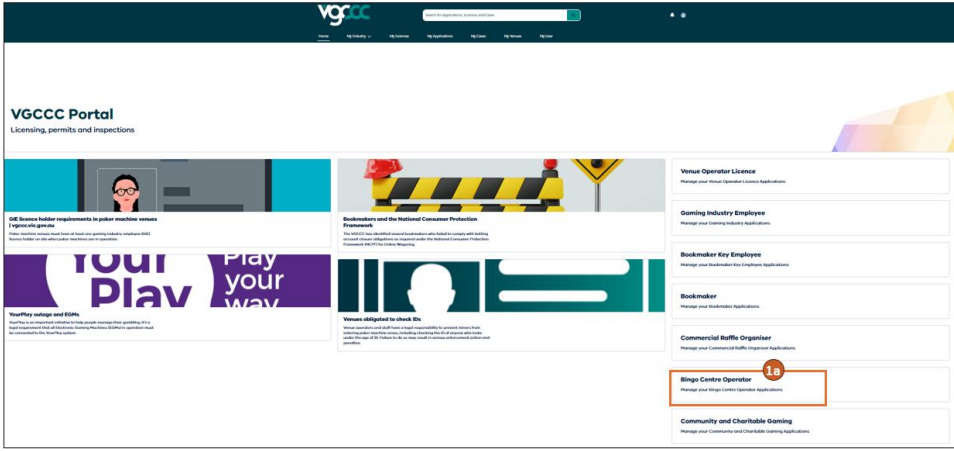
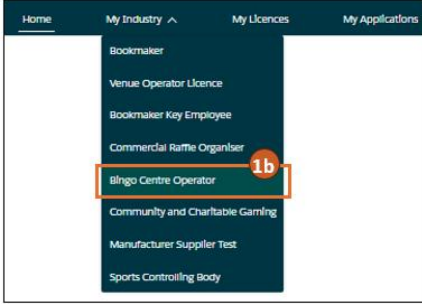
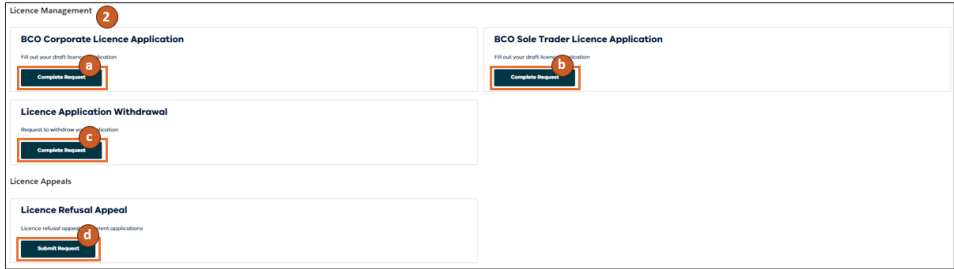
During the creation of an account, you will be required to register with Service Victoria authentication service to ensure your account is secured with 2-factor authentication.

You can log into the VGCCC portal on the [VGCCC website](#).

3. The VGCCC Portal – Bingo Centre Operator

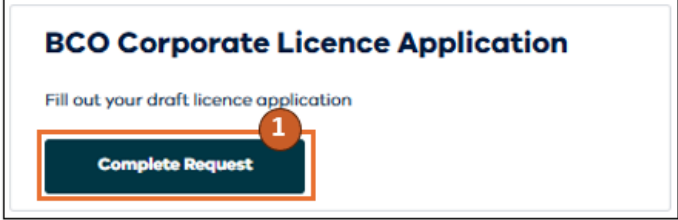
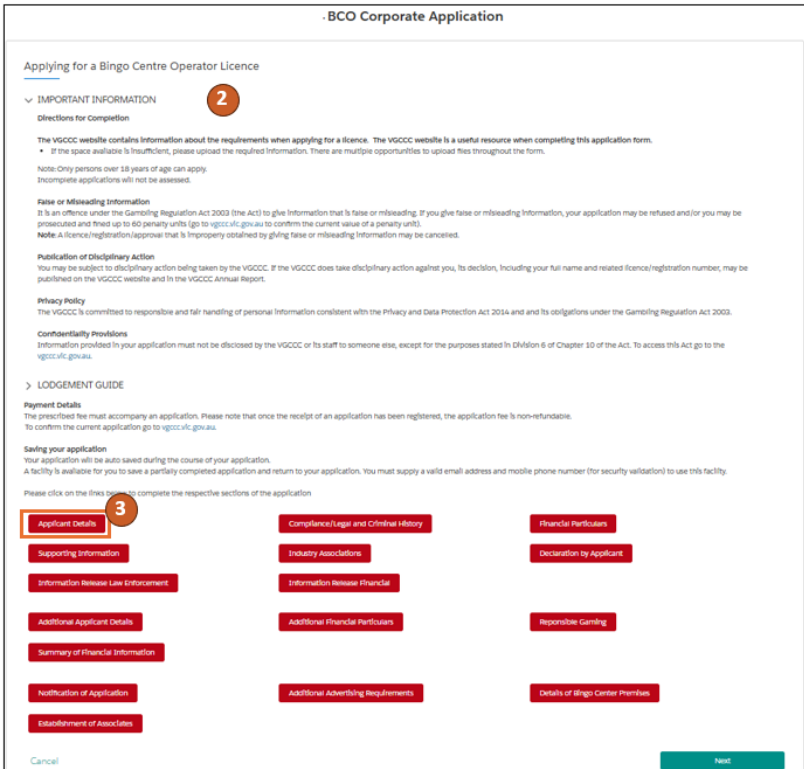
3.1 Accessing the Bingo Centre Operator application(s)

The following instructions and screenshots will show how you access the Bingo Centre Operator application(s)

Steps #	Description
<p>1. There are 2 ways to access the Bingo Centre Operator application forms.</p> <ul style="list-style-type: none"> a) Scroll down and click on the Bingo Centre Operator tile. b) From the Menu. Click My Industry > Bingo Centre Operator 	 
<p>2. The Bingo Centre Operator page will appear, if you scroll down to the Licence Management section, you will notice a few options.</p> <ul style="list-style-type: none"> a) This option will allow you to apply for a BCO Corporate licence. b) This option will allow you to apply for a BCO Sole Trader licence. c) This option will allow you to withdraw an application if it is 'In Progress' d) This option will allow you to appeal if a licence application was refused. Contact the VGCCC for further advice. 	

3.2 BCO Corporate Licence Application

The following instructions and screenshots will show you how you can apply for a BCO Corporate Licence.

Steps #	Description
<p>1. Click on the Complete Request button on the BCO Corporate 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. Enter the following information
- Select New Application
 - Enter your Names and preferred
 - Enter your Date of Birth and select Place of Birth
 - Enter your residency status
 - Indicate if you been known by any other name(s)

Applicant Details **4**

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
 New association/nominee

This applies to the authorised officer in case of an entity application

Surname
Middle Name(s)
First Name

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

5. Answer if you had any legal name changes. If yes, an upload button will appear for you to submit your supporting documentation.
6. Enter your current residential address information.

Note: You must provide your address(es) for the last 10 years.

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 **5**
 Yes

Current residential address **6**

We have the following residential address on file:

100 Bourke Street
 Melbourne
 VIC
 3000
 Australia

Is this your current residential address? (Required)

No
 Yes

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

Postal address same as above? (Required)

No
 Yes

<p>7. Enter your Mobile and Email address</p> <p>8. Acknowledge that you must contact the VGCCC within 14 days if your contact details change.</p> <p>9. Click Save for later when finished.</p>	
<p>You will be taken back to the previous page.</p> <p>10. The Applicant Details button will turn green if successful.</p>	
<p>11. Next, click on the Compliance/Legal and Criminal History button.</p>	

- 12. Answer all required Compliance/Legal and Criminal History questions.
- 13. Acknowledge that you must contact the VGCCC within 14 days if your details change.
- 14. Click **Save for later** when finished.

Compliance/Legal and Criminal History **12**

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)

No
 Yes

Note:

- 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:
 - 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.

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)

No
 Yes

Outside of Victoria, has the applicant ever applied for any racing or gambling industry licence, notice, permit, authorisation, registration in any jurisdiction? (Required)

No
 Yes

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)

No
 Yes

Is there any investigation underway against the applicant that you are aware of? (Required)

No
 Yes

Has the applicant ever been investigated by a regulatory body or law enforcement agency? (e.g. ASIC, APRA, ACCC) (Required)

No
 Yes

Has the applicant ever taken part in a diversion program? (Required)

No
 Yes

What is a Diversion Program? (<https://www.mcv.vic.gov.au/find-support/diversion>)

Is there any investigation or charges currently pending against you in respect of any offence? (Required)

No
 Yes

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)

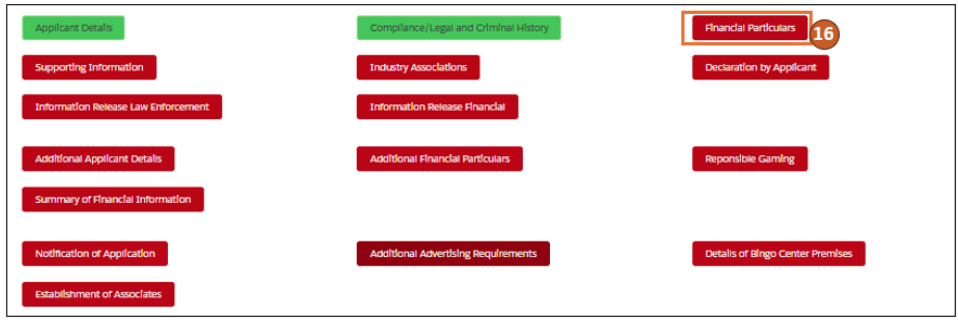
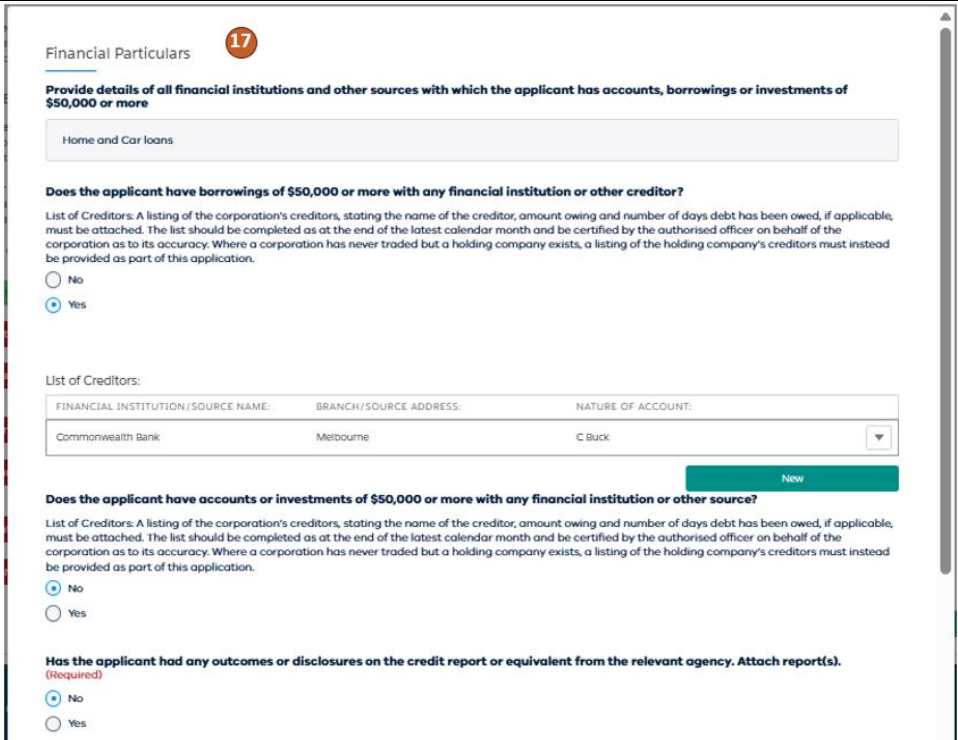
Yes, I understand

13

Save for later **14**

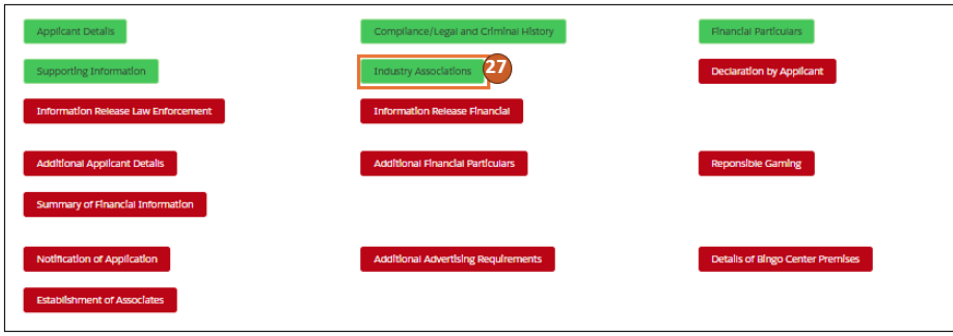
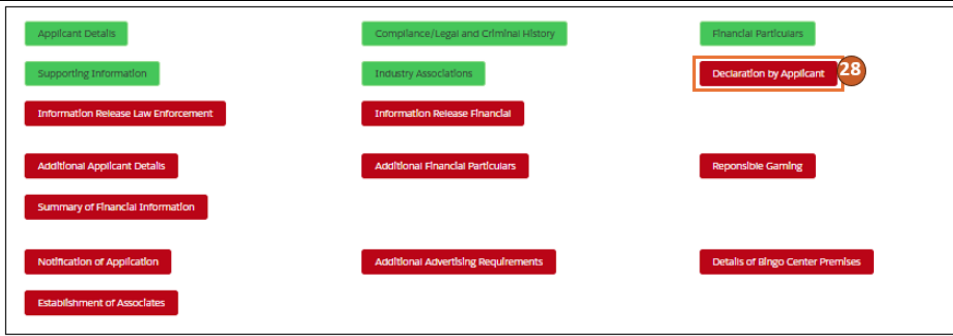
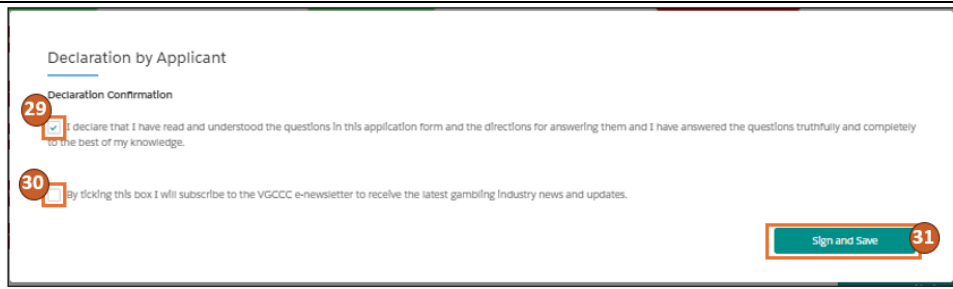


- You will be taken back to the previous page.
- 15. The **Compliance/Legal and Criminal History** button will turn green.

Applicant Details	Compliance/Legal and Criminal History 15	Financial Particulars
Supporting Information	Industry Associations	Declaration by Applicant
Information Release Law Enforcement	Information Release Financial	Responsible Gaming
Additional Applicant Details	Additional Financial Particulars	Details of Bingo Center Premises
Summary of Financial Information	Additional Advertising Requirements	
Notification of Application		
Establishment of Associates		

<p>16. Next, click on the Financial Particulars button.</p>	
<p>17. Answer all required Financial Particulars questions.</p> <p>18. Click Save for later when finished.</p>	

	<p>Credit Report (Required)</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Upload Files Or drop files </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"> Credit Report.pdf 🗑️ </div> <p><small>Maximum size: 10MB Allowed file types: pdf, doc, docx, text, png, gif, jpg, jpeg</small></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)</p> <p><small>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).</small></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> <div style="text-align: right; margin-top: 20px;"> Save for later 18 </div>
<p>You will be taken back to the previous page.</p> <p>19. The Financial Particulars button will turn green.</p>	<p>The screenshot shows a grid of application steps. The 'Financial Particulars' button is highlighted in green, and a callout bubble with the number '19' points to it. Other buttons include Applicant Details, Supporting Information, Information Release Law Enforcement, Additional Applicant Details, Summary of Financial Information, Notification of Application, Establishment of Associates, Compliance/Legal and Criminal History, Industry Associations, Information Release Financial, Additional Financial Particulars, Additional Advertising Requirements, Declaration by Applicant, Responsible Gaming, and Details of Bingo Center Premises.</p>
<p>20. Next, click on the Supporting Information button.</p>	<p>The screenshot shows the same application dashboard as above, but now the 'Supporting Information' button is highlighted in green, and a callout bubble with the number '20' points to it. The 'Financial Particulars' button is now red.</p>

<p>21. Upload any Supporting Information for your application.</p> <p>Note: You can upload multiple files at a time.</p> <p>22. Click Save for later when finished.</p>	
<p>You will be taken back to the previous page.</p> <p>23. The Supporting Information button will turn green.</p>	
<p>24. Next, click on the Industry Associations button.</p>	
<p>25. Enter any associations you have in the gambling industry. If Yes, press New to enter each one.</p> <p>26. Click Save for later when finished.</p>	

<p>You will be taken back to the previous page.</p> <p>27. The Industry Associations button will turn green.</p>	
<p>28. Next, click on the Declaration by Applicant button.</p>	
<p>29. Acknowledge that you have understood the questions and answered them truthfully.</p> <p>30. OPTIONAL – Choose to sign up to the VGCCC e-newsletter.</p> <p>31. Click Sign and Save when finished.</p>	
<p>You will be taken back to the previous page.</p> <p>32. The Declaration by Applicant button will turn green.</p>	
<p>33. Next, click on the Information Release Law Enforcement button.</p>	

34. Read the instructions and answer the acknowledgement questions.

35. Click **Sign and Save** when finished.

Information Release Law Enforcement

CONSENT FOR RELEASE OF INFORMATION OF LAW ENFORCEMENT AGENCIES

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 a gaming industry employee's licence 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 34

By ticking this box you are consenting to the release of financial information by financial institutions *

I acknowledge having read and understood the terms of the consent.

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.

By ticking this box you declare that you have read and understood the questions in this application form and the directions for answering them and you have answered the questions truthfully and completely to the best of your knowledge.

Please enter your full name as entered on your application (Required)

Corine Buck

Sign and Save 35

You will be taken back to the previous page.

36. The **Information Release Law Enforcement** button will turn green.

Applicant Details	Compliance/Legal and Criminal History	Financial Particulars
Supporting Information	Industry Associations	Declaration by Applicant
Information Release Law Enforcement 36	Information Release Financial	
Additional Applicant Details	Additional Financial Particulars	Responsible Gaming
Summary of Financial Information		
Notification of Application	Additional Advertising Requirements	Details of Bingo Center Premises
Establishment of Associates		

37. Next, click on the **Information Release Financial** button.

Applicant Details	Compliance/Legal and Criminal History	Financial Particulars
Supporting Information	Industry Associations	Declaration by Applicant
Information Release Law Enforcement	Information Release Financial 37	
Additional Applicant Details	Additional Financial Particulars	Responsible Gaming
Summary of Financial Information		
Notification of Application	Additional Advertising Requirements	Details of Bingo Center Premises
Establishment of Associates		

<p>38. Read the instructions and answer the acknowledgement question.</p> <p>39. Click Save for later when finished.</p>	<div data-bbox="520 311 1474 972"> <h3>Information Release Financial</h3> <p>In the matter of this application and for the purposes of ongoing monitoring by the applicant.</p> <p>The Applicant hereby authorises all persons who receive this financial Information release form from the Victorian Gambling and Casino Control Commission (the VGCCC) and its staff to undertake the authorised actions for the authorised purposes as set out below:</p> <p>Authorised actions</p> <p>1) To allow the VGCCC to inspect and obtain a copy of any document, record or correspondence in the possession or under the control of the person, which contains information pertaining to the Applicant (or to the Applicant and another person and to any subsidiary, related body corporate, trust or partnership to which the Applicant was a party), including but not limited to -</p> <ul style="list-style-type: none"> 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. <p>2) To answer written or verbal queries of, and to provide information (by any means) to the VGCCC to undertake the authorised actions, about the financial resources of the Applicant.</p> <p>Release</p> <p>In consideration of a bank, other financial institution, solicitor, accountant, financial adviser or any other person or organisation who has lent money to or borrowed from the applicant providing any of those particulars recorded against the applicant as detailed above under the heading "authorised actions", I hereby release the VGCCC to the full extent of the law and against any claim or demands of any kind and any actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the use or misuse of the information obtained out of this authorisation.</p> <p>Authorised Purposes</p> <p>To enable the VGCCC to make an assessment of the Applicant's financial stability and that, in conducting on-going monitoring, an Applicant's continuing financial stability. This consent commences on the date below and continues until the later of:</p> <ul style="list-style-type: none"> the VGCCC considers that the applicant is no longer licensed/ registered/ approved; or the expiry of any licence/ registration/ approval (if granted). <p>Acknowledgement</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understand the terms of this Consent and Release Form and I have had the opportunity to obtain independent legal advice before signing this Consent and Release Form. I agree that by ticking this consent box this will be considered effective and valid.</p> <p>38</p> <p style="text-align: right;">Save for later 39</p> </div>
<p>You will be taken back to the previous page.</p> <p>40. The Information Release Financial button will turn green.</p>	<div data-bbox="520 972 1474 1294"> <p>The screenshot shows a grid of buttons for the VGCCC portal. The buttons are: Applicant Details, Supporting Information, Information Release Law Enforcement, Additional Applicant Details, Summary of Financial Information, Notification of Application, Establishment of Associates, Compliance/Legal and Criminal History, Industry Associations, Information Release Financial (highlighted in green and circled with callout '40'), Additional Financial Particulars, Additional Advertising Requirements, Financial Particulars, Declaration by Applicant, Responsible Gaming, and Details of Bingo Center Premises.</p> </div>
<p>41. Next, click on the Additional Applicant Details button.</p>	<div data-bbox="520 1294 1474 1619"> <p>The screenshot shows the same grid of buttons as the previous screenshot. The button 'Additional Applicant Details' is now highlighted in green and circled with a callout '41'.</p> </div>

- 42. Enter your Additional Applicant Details.
- 43. Click **Save for later** when finished.

Additional Applicant Details 42

Full name of the applicant

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

Certificate of Incorporation.pdf

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

100 Bourke St, Melbourne VIC 3000, Australia

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 23 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

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

Please provide further details (if required)

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

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
John		Smith
Corine		Buck

[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

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

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

Associated Entities are not required to submit a business plan. All other entities must submit a business plan

Upload Files Or drop files

Business Plan.pdf

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

Detail any Individuals or entities entitled to receive from the applicant, directly or indirectly, any compensation (excluding wages and salaries), benefits or rents based on a percentage or share of the proceeds of gaming:

PROCEED-BASED STAKEHOLDER
Corine Buck

[New](#)

Give the total number of ordinary shares (voting and Income entitlement shares) and preference shares (Income entitlement shares only):

Ordinary shares (voting and income entitlement shares): Total Number

100

Preference shares (income entitlement shares only): Total Number

100

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.

List below the names of the ten (10) largest shareholders and the number of shares held:

NAME OF SHAREHOLDER:	CLASS OF SHARE	NO OF SHARES HELD
Corine Buck	Ordinary	100
John Smith	Ordinary	100

[New](#)

Do any of the shareholders holding 5 percent or more of shares in the associated entity hold those shares on behalf of or in trust for any person or entity? (Required)

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.

- No
 Yes

Do any of the shareholders holding 5 percent or more of shares in the associated entity hold those shares on behalf of or in trust for any person or entity? (Required)

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.

- No
 Yes

Majority Shareholders

SHARES HELD BY	FULL NAME OF BENEFICIAL OWNER	NO OF SHARES
Corine Buck	Corine Buck	100

[New](#)

Is the applicant a Corporate Trustee? (Required)

- No
 Yes

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:

NAME

[New](#)

The beneficiaries / unit holders identified must complete an Associated Entity or Associated Individual form as appropriate.

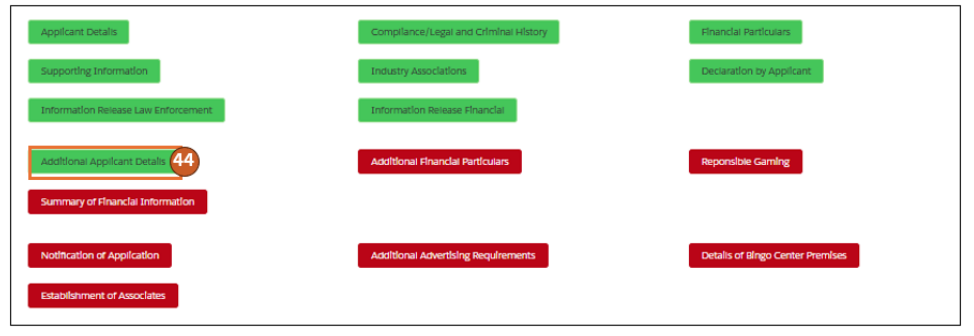
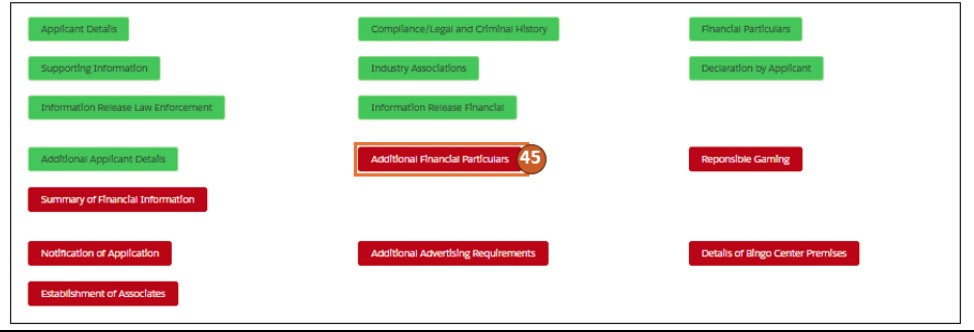
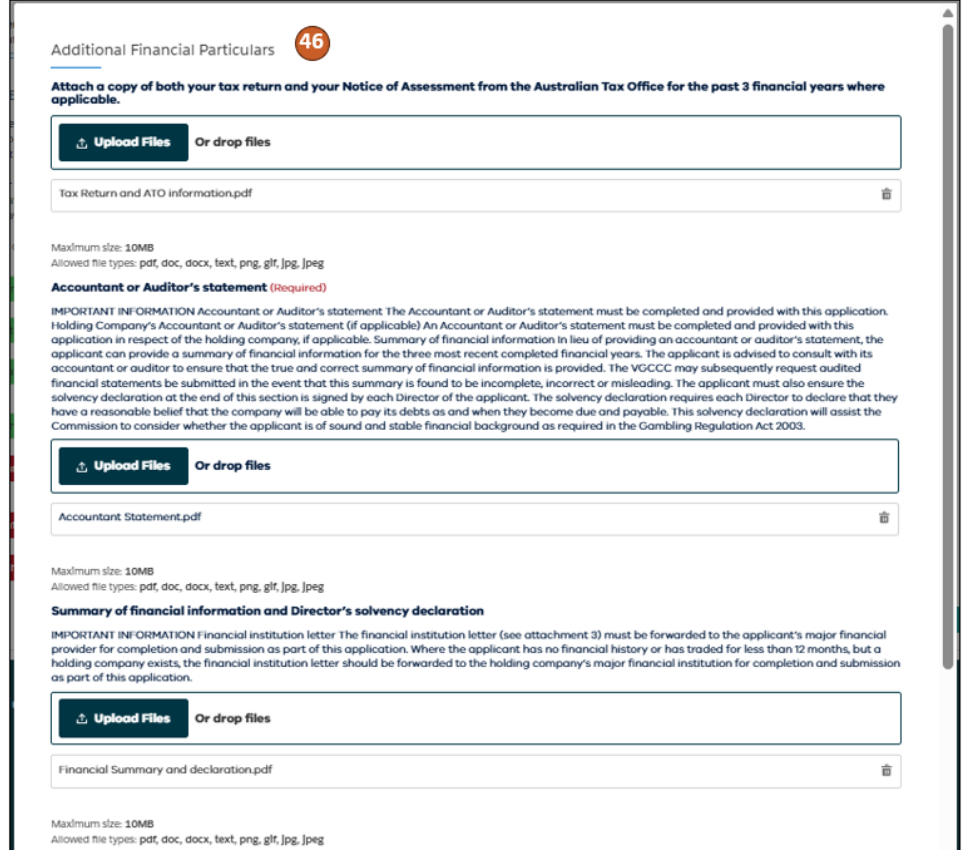
Identify below any trust beneficiaries/unit holders with voting rights that, by virtue of the Trust Deed, enable them Individually or as a group to remove/change the Trustee or to Influence the Trustee's decisions:

NAME
Corine Buck

[New](#)

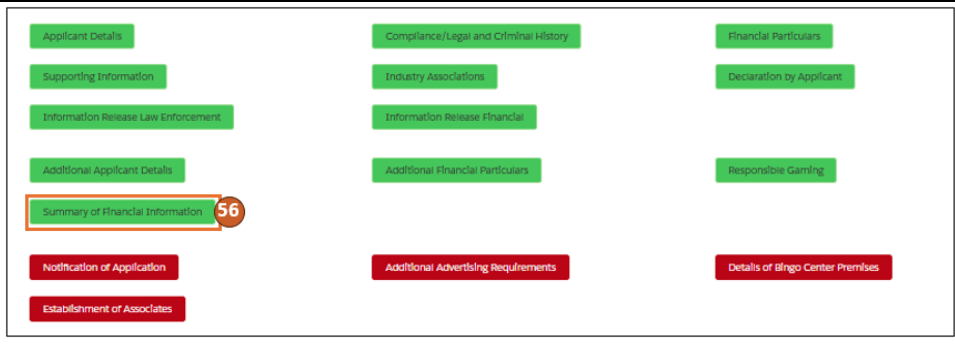
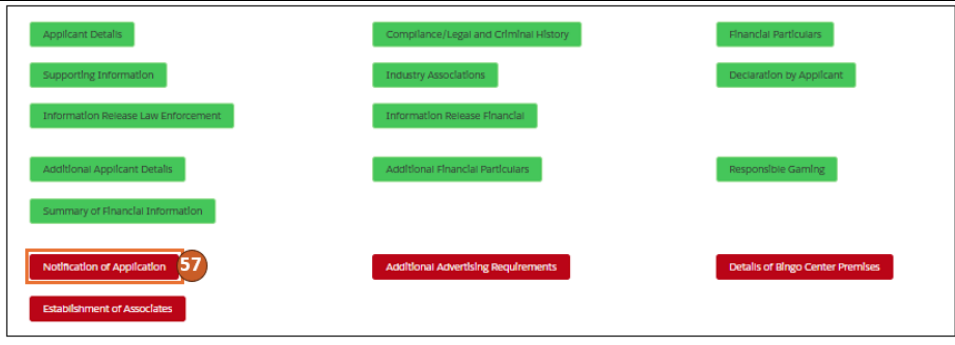
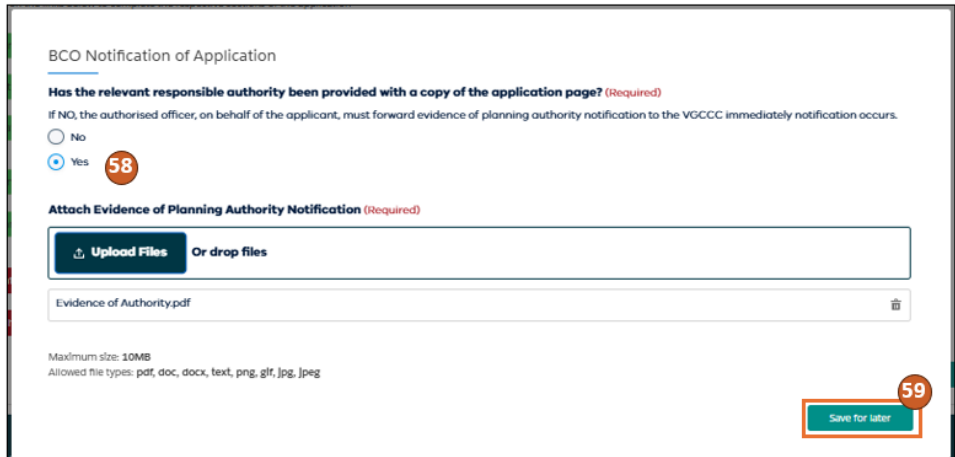

The beneficiaries / unit holders identified must complete an Associated Entity or Associated Individual form as appropriate.

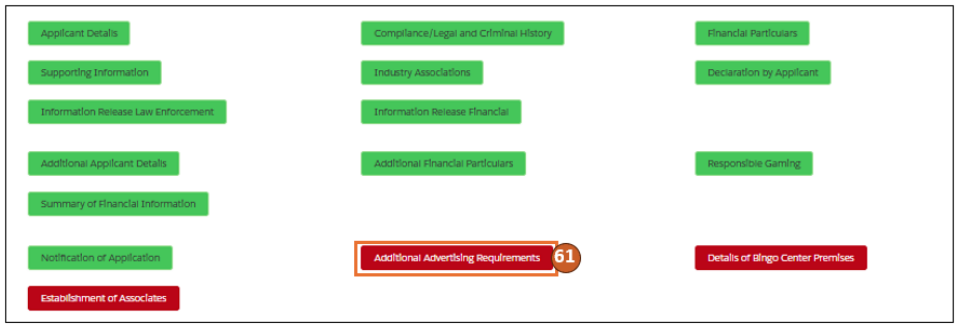
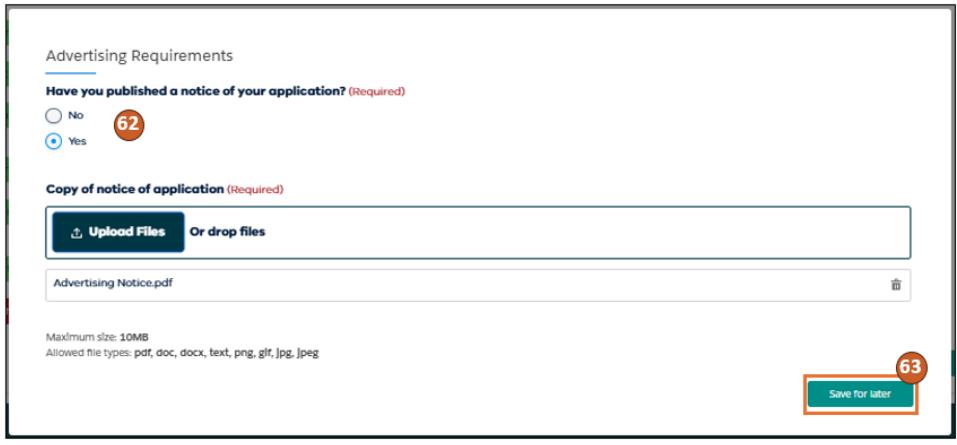

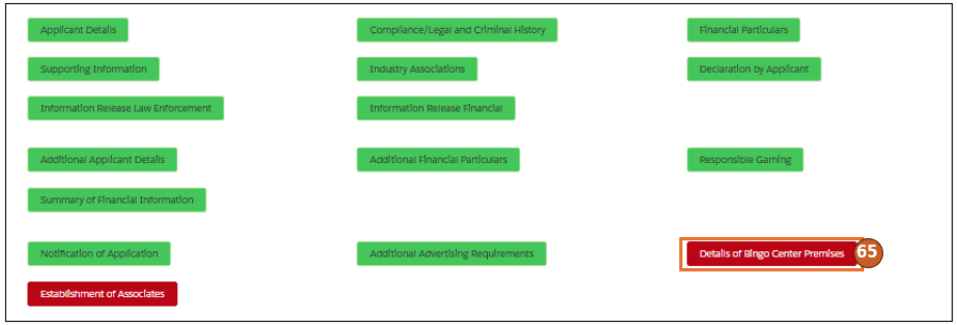
[Save for later](#) **43**

<p>You will be taken back to the previous page.</p> <p>44. The Additional Applicant Details button will turn green.</p>	
<p>45. Next, click on the Additional Financial Particulars button.</p>	
<p>46. Enter your Additional Financial Particulars Details.</p> <p>47. Click Save for later when finished.</p>	

	<p>Financial Institution Letter (Required) Financial institution letter from the corporation's or, if applicable, the holding company's major financial provider</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>📎 Upload Files Or drop files</p> </div> <p>Financial Institution Letter .pdf 🗑️</p> <p>Maximum size: 10MB Allowed file types: pdf, doc, docx, text, png, gif, jpg, jpeg</p> <p>List of outstanding creditors</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">NAME OF CREDITOR</th> <th style="width: 20%;">DATE INCURRED</th> <th style="width: 20%;">UNPAID BALANCE</th> </tr> </thead> <tbody> <tr> <td>Commonwealth Bank</td> <td>15-12-2025</td> <td>50000 ▼</td> </tr> </tbody> </table> <p style="text-align: right;">New</p> <p>Provide a listing of the applicant's creditors or, if the applicant has never traded but a holding company exists, a listing of the holding company's creditors</p> <p>Please complete the following (Note: All amounts must be stated in Australian currency)</p> <p style="text-align: right;">Save for later 47</p>	NAME OF CREDITOR	DATE INCURRED	UNPAID BALANCE	Commonwealth Bank	15-12-2025	50000 ▼
NAME OF CREDITOR	DATE INCURRED	UNPAID BALANCE					
Commonwealth Bank	15-12-2025	50000 ▼					
<p>You will be taken back to the previous page.</p> <p>48. The Additional Financial Particulars button will turn green.</p>	<p>The screenshot shows a grid of buttons for various application sections. The 'Additional Financial Particulars' button is highlighted in green and has a red circle with the number '48' next to it. Other buttons include 'Applicant Details', 'Supporting Information', 'Information Release Law Enforcement', 'Additional Applicant Details', 'Summary of Financial Information', 'Notification of Application', 'Establishment of Associates', 'Compliance Legal and Criminal History', 'Industry Associations', 'Information Release Financial', 'Additional Advertising Requirements', 'Responsible Gaming', 'Declaration by Applicant', and 'Details of Bingo Center Premises'.</p>						
<p>49. Next, click on the Responsible Gaming button.</p>	<p>The screenshot shows the same grid of buttons as the previous one. The 'Responsible Gaming' button is now highlighted in green and has a red circle with the number '49' next to it. The 'Additional Financial Particulars' button is now grey.</p>						

<p>50. Upload your Responsible Gaming information.</p> <p>51. Click Save for later when finished.</p>	
<p>You will be taken back to the previous page.</p> <p>52. The Responsible Gaming button will turn green.</p>	
<p>53. Next, click on the Summary of Financial Information button.</p>	
<p>54. Enter your financial information for the past 3 financial years by clicking on each box.</p> <p>55. Click Save for later when finished.</p>	

<p>You will be taken back to the previous page.</p> <p>56. The Summary of Financial Information button will turn green.</p>	
<p>57. Next, click on the Notification of Application button.</p>	
<p>58. Indicate if you provided a copy of your application to the relevant responsible authority.</p> <p>59. Click Save for later when finished.</p>	
<p>You will be taken back to the previous page.</p> <p>60. The Notification of Application button will turn green.</p>	

<p>61. Next, click on the Additional Advertising Requirements button.</p>	 <p>The screenshot shows a grid of buttons for various application sections. The 'Additional Advertising Requirements' button is highlighted with a red border and a callout box containing the number 61. Other buttons include Applicant Details, 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, Notification of Application, and Establishment of Associates.</p>
<p>62. Indicate if you advertised your application.</p> <p>Note: If you select No, you must advertise within 14 days.</p> <p>63. Click Save for later when finished.</p>	 <p>The screenshot shows the 'Advertising Requirements' section. Under 'Have you published a notice of your application? (Required)', the 'Yes' radio button is selected and labeled with a callout box containing the number 62. Below this is a file upload area for 'Copy of notice of application (Required)'. It includes an 'Upload Files' button and a text box containing 'Advertising Notice.pdf'. At the bottom right, the 'Save for later' button is highlighted with a red border and a callout box containing the number 63. File size and type restrictions are listed below the upload area.</p>
<p>You will be taken back to the previous page.</p> <p>64. The Additional Advertising Requirements button will turn green.</p>	 <p>The screenshot shows the application dashboard again. The 'Additional Advertising Requirements' button is now green and highlighted with a red border and a callout box containing the number 64. All other buttons remain red.</p>
<p>65. Next, click on the Details of Bingo Centre Premises button.</p>	 <p>The screenshot shows the application dashboard. The 'Details of Bingo Centre Premises' button is highlighted with a red border and a callout box containing the number 65. The 'Additional Advertising Requirements' button is now green.</p>

- 66. Enter details of your Bingo Centre Premises.
- 67. Click **Save for later** when finished.

66

BCO Details of Bingo Center Premises

IMPORTANT INFORMATION
 Requirements for an applicant purchasing the business or freehold Where an applicant is purchasing the business/freehold relating to this application, a copy of the contract of sale, details of the source of funding for the purchase and documentary evidence in support of the funding arrangements must be provided.

Bingo centre contact details:

Premises name (Required)

Premises phone number (Required)

Bingo centre premises email address (Required)

Bingo centre premises address

Street (Required)	Suburb (Required)	Postcode (Required)
<input style="width: 95%;" type="text" value="200 Bourke Street"/>	<input style="width: 95%;" type="text" value="Melbourne"/>	<input style="width: 95%;" type="text" value="3000"/>
State (Required)	Country (Required)	
<input style="width: 95%;" type="text" value="VIC"/>	<input style="width: 95%;" type="text" value="Australia"/>	

Full name of owner of the premises (Required)

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

Address of owner

Street (Required)	Suburb (Required)	Postcode (Required)
<input style="width: 95%;" type="text" value="100 Bourke Street"/>	<input style="width: 95%;" type="text" value="Melbourne"/>	<input style="width: 95%;" type="text" value="3000"/>
State (Required)	Country (Required)	
<input style="width: 95%;" type="text" value="VIC"/>	<input style="width: 95%;" type="text" value="Australia"/>	

Owner's phone number (BH) (Required)

Owner's phone number (AH) (Required)

Provide the following information, where applicable, in relation to the bingo centre:

Have you purchased, or are you proposing to purchase, the business and/or freehold property in relation to the bingo centre which is subject to this licence application? (Required)

No
 Yes

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

Upload Files Or drop files

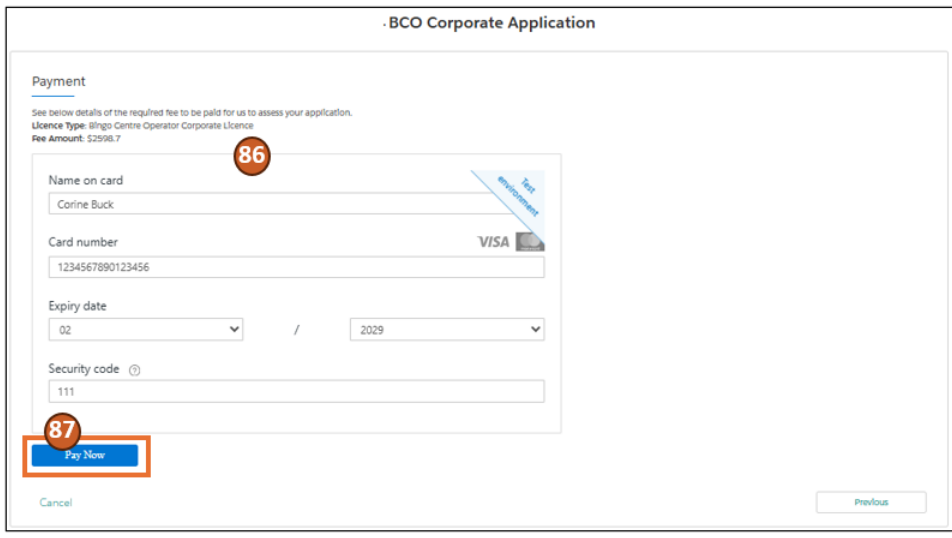
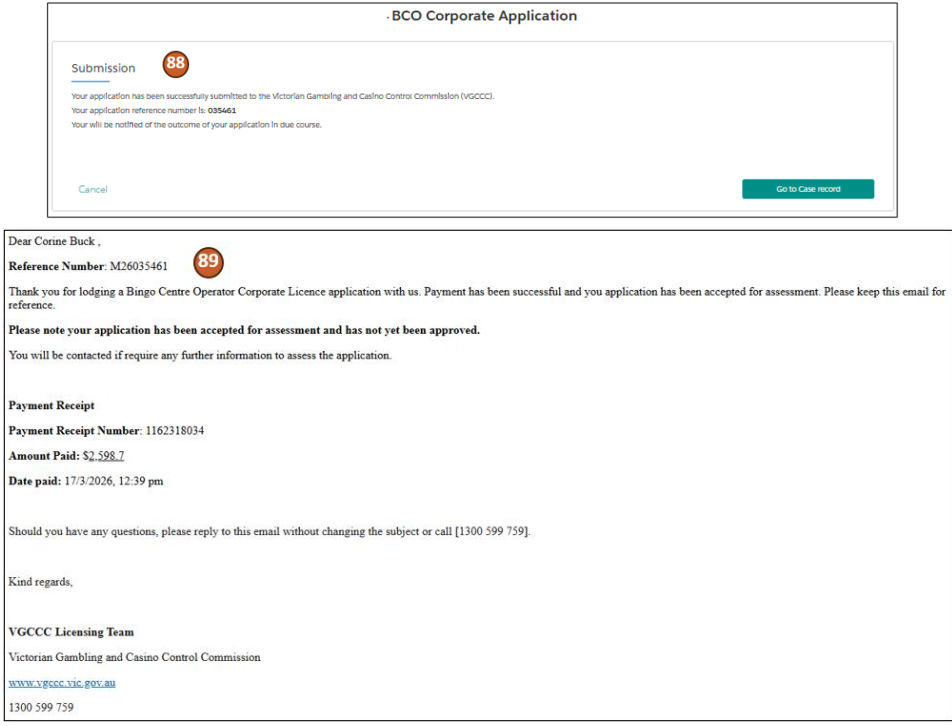
Provide details below in relation to the security arrangements for bingo tickets (Required)

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

	<p>Provide details below in relation to the location of safe/ storage facilities for money: (Required)</p> <p>On premise safe</p> <p>Provide details below in relation to the equipment to be used (e.g. random number generator): (Required)</p> <p>Big cage. Bingo 1000 number generator</p> <p>Provide additional documents (if required)</p> <p>Upload Files Or drop files</p> <p>Save for later 67</p>
<p>You will be taken back to the previous page.</p> <p>68. The Additional Advertising Requirements button will turn green.</p>	<p>Applicant Details Compliance/Legal and Criminal History Financial Particulars</p> <p>Supporting Information Industry Associations Declaration by Applicant</p> <p>Information Release Law Enforcement Information Release Financial Responsible Gaming</p> <p>Additional Applicant Details Additional Financial Particulars</p> <p>Summary of Financial Information</p> <p>Notification of Application Additional Advertising Requirements Details of Bingo Center Premises 68</p> <p>Establishment of Associates</p>
<p>69. Next, click on the Details of Bingo Centre Premises button.</p>	<p>Applicant Details Compliance/Legal and Criminal History Financial Particulars</p> <p>Supporting Information Industry Associations Declaration by Applicant</p> <p>Information Release Law Enforcement Information Release Financial Responsible Gaming</p> <p>Additional Applicant Details Additional Financial Particulars</p> <p>Summary of Financial Information</p> <p>Notification of Application Additional Advertising Requirements Details of Bingo Center Premises</p> <p>Establishment of Associates 69</p>

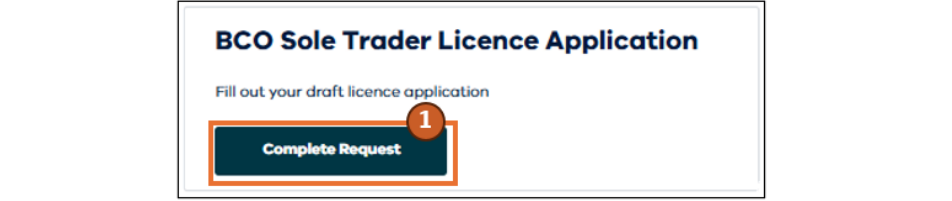
<p>70. Enter your Establishment of Associates information.</p> <p>71. Click Save for later when finished.</p>	<p>Establishment of Associates 70</p> <p>State below how the profits of the entity are to be distributed (eg: distributions to beneficiaries, trusts, dividends to shareholders, capital investment etc) (Required)</p> <p>capital investment</p> <p>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) (Required)</p> <p>Corine Buck</p> <p>Are any individuals or entities entitled to receive from the applicant, directly or indirectly, any compensation (excluding wages and salaries), benefit or rents based on a percentage or share of the proceeds? (Required)</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>These individuals or entities are considered associates and must be invited to complete an associates form at the end of this application.</p> <p>Provide details of the proposed management structure of the operations of the bingo centre. Include details of any existing or proposed management contract arrangements and the names and positions of personnel proposed to manage the operations of the bingo centre (Required)</p> <p>Corine and John to manage all proceedings</p> <p>Are you making this application in your capacity as trustee for any Trust? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>71 Save for later</p>
<p>All sections should be completed i.e. green.</p> <p>72. When all the boxes are green, click on the Next button.</p>	<p>Applicant Details Supporting Information Information Release Law Enforcement Additional Applicant Details Summary of Financial Information Notification of Application Establishment of Associates</p> <p>Compliance/Legal and Criminal History Industry Associations Information Release Financial Additional Financial Particulars Additional Advertising Requirements</p> <p>Financial Particulars Declaration by Applicant Responsible Gaming Details of Bingo Centre Premises</p> <p>72 Next</p>
<p>73. Enter the details of nominated Nominee.</p> <p>74. Click on the Submit Nominee button.</p> <p>75. The Nominee will receive an email to enter their details. Skip to Step 78.</p>	<p>BCO Corporate Application</p> <p>Nominee details</p> <p>Please propose a nominee for this Licence.</p> <p>* Given Name 73 Corine * Family Name Buck * Email corine.buck@email.com</p> <p>Please note that upon submission of nominee, you will not be allowed to amend the nominee. In case of amendment of nominee, please contact VGCCC</p> <p>74 Submit Nominee</p> <p>Dear Corine, 75</p> <p>Corine Buck invites you to complete a(n) Nominee for a Nominee of Bingo Centre operator Corporate.</p> <p>Please click on this link to access your application.</p> <p>If you do not currently have an account please sign up from the following page.</p> <p>Thank you,</p> <p>Regards,</p> <p>Victorian Gambling and Casino Control Commission</p>

<p>These steps are only applicable to the nominated nominee when they click on the link in the email.</p> <p>76. The Nominee will need to fill out the Nominee application.</p> <p>77. When all the boxes are Green as shown, the Nominee will be able to submit.</p>	
<p>78. Enter your Associate Individuals / Entities. These must be entered one by one.</p> <p>79. Click the Add button to add more.</p> <p>80. When finished, click on the Submit Associates button.</p> <p>81. The Associated Individuals and Entities will receive the following email.</p>	<p>Dear John, 81</p> <p>Corine Buck invites you to complete a(n) Associate Individual for a Approved Associate Individual of Bingo Centre Operator Corporate Licence.</p> <p>Please click on this link to access your application.</p> <p>If you do not currently have an account please sign up from the following page.</p> <p>Thank you.</p> <p>Regards,</p> <p>Victorian Gambling and Casino Control Commission</p>
<p>These steps are only applicable to the Associated Entities / Individuals when they click on the link in the email.</p> <p>82. The Associate will need to fill out the application.</p> <p>83. When all the boxes are Green as shown, the Associate will be able to submit.</p>	
<p>84. When all Associates and the nominee have completed their application, you (the applicant) will receive an email that you can proceed to finalise the BCO Corporate licence.</p>	<p>Dear Corine Buck, 84</p> <p>All Associate Individual and/or Associate Entity applications related to your application (reference: M26035461) have been submitted, please proceed to the portal to finalise and submit your application.</p> <p>Thank you.</p>
<p>85. Navigate back to the licence application and click on the Next button.</p>	

<p>86. Enter your payment details.</p> <p>87. Click the Pay Now button to submit.</p>	
<p>88. You will get a confirmation message that your application has been submitted. It will now be processed by the VGCCC.</p> <p>89. Additionally, you will receive an email.</p>	

3.3 BCO Sole Trader Licence Application

The following instructions and screenshots will show you how you can apply for a BCO Sole Trader Licence.

Steps #	Description
<p>1. Click on the Complete Request button on the BCO Sole Trader Licence Application tile.</p>	

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

-BCO Sole Trader Application

Applying for a BCO Sole Trader Licence 2

v **IMPORTANT INFORMATION**
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

3 Applicant Details	Compliance/Legal and Criminal History	Financial Particulars	Supporting Information
Industry Associations	Declaration by Applicant	Information Release Law Enforcement	
Information Release Financial			
Additional Applicant Details	Family Members	Business Interests	
Additional Compliance/Legal and Criminal History	Financial and Advertising Information		
Notification of Application	Additional Advertising Requirements	Details of Bingo Center Premises	
Establishment of Associates			

Cancel
Next

4. Enter the following information
- Select New Application
 - Enter your Names and preferred
 - Enter your Date of Birth and select Place of Birth
 - Enter your residency status
 - Indicate if you been known by any other name(s)

Applicant Details **4**

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
 New association/nominee

This applies to the authorised officer in case of an entity application

Surname
Middle Name(s)
First Name

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

5. Answer if you had any legal name changes. If yes, an upload button will appear for you to submit your supporting documentation.
6. Enter your current residential address information.

Note: You must provide your address(es) for the last 10 years.

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 **5**
 Yes

Current residential address **6**

We have the following residential address on file:

100 Bourke Street
Melbourne
VIC
3000
Australia

Is this your current residential address? (Required)

No
 Yes

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

Postal address same as above? (Required)

No
 Yes

<p>7. Enter your Mobile and Email address</p> <p>8. Acknowledge that you must contact the VGCCC within 14 days if your contact details change.</p> <p>9. Click Save for later when finished.</p>	<p>7</p> <p>8</p> <p>9</p>
<p>You will be taken back to the previous page.</p> <p>10. The Applicant Details button will turn green if successful.</p>	<p>10</p>
<p>11. Next, click on the Compliance/Legal and Criminal History button.</p>	<p>11</p>

12. Answer all required Compliance/Legal and Criminal History questions.

13. Acknowledge that you must contact the VGCCC within 14 days if your details change.

14. Click **Save for later** when finished.

Compliance/Legal and Criminal History **12**

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)

No
 Yes

Note:

- 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:
 - 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.

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)

No
 Yes

Outside of Victoria, has the applicant ever applied for any racing or gambling industry licence, notice, permit, authorisation, registration in any jurisdiction? (Required)

No
 Yes

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)

No
 Yes

Is there any investigation underway against the applicant that you are aware of? (Required)

No
 Yes

Has the applicant ever been investigated by a regulatory body or law enforcement agency? (e.g. ASIC, APRA, ACCC) (Required)

No
 Yes

Has the applicant ever taken part in a diversion program? (Required)

No
 Yes

What is a Diversion Program? (<https://www.mcv.vic.gov.au/find-support/diversion>)

Is there any investigation or charges currently pending against you in respect of any offence? (Required)

No
 Yes

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)

Yes, I understand

13

Save for later **14**

You will be taken back to the previous page.

15. The **Compliance/Legal and Criminal History** button will turn green.

Applicant Details

Industry Associations

Information Release Financial

Additional Applicant Details

Additional Compliance/Legal and Criminal History

Notification of Application

Establishment of Associates

Compliance/Legal and Criminal History **15**

Declaration by Applicant

Family Members

Financial and Advertising Information

Additional Advertising Requirements

Financial Particulars

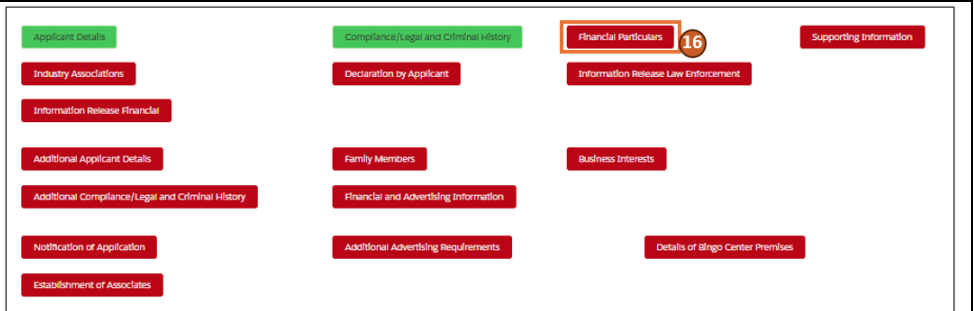
Information Release Law Enforcement

Business Interests

Details of Bingo Center Premises

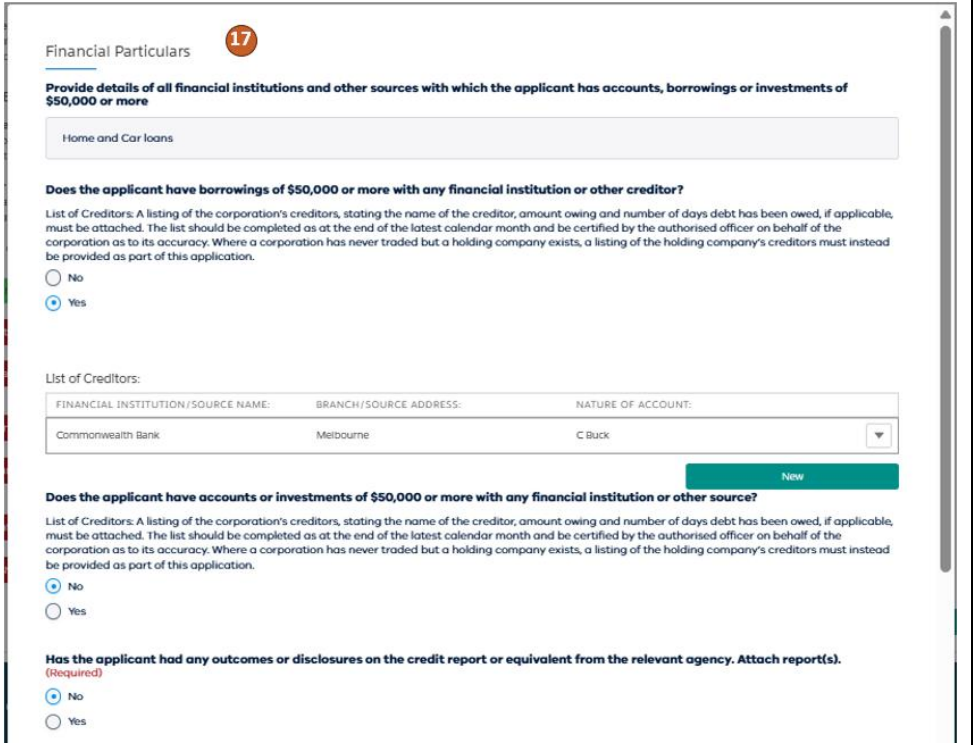
Supporting Information

16. Next, click on the **Financial Particulars** button.



17. Answer all required Financial Particulars questions.

18. Click **Save for later** when finished.



	<p>Credit Report (Required)</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Upload Files Or drop files </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;"> Credit Report.pdf ✕ </div> <p><small>Maximum size: 10MB Allowed file types: pdf, doc, docx, text, png, gif, jpg, jpeg</small></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)</p> <p><small>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).</small></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> <div style="text-align: right; margin-top: 20px;"> Save for later 18 </div>
<p>You will be taken back to the previous page.</p> <p>19. The Financial Particulars button will turn green.</p>	<p>The screenshot shows a grid of application steps. The 'Financial Particulars' button is highlighted in green, and a callout bubble with the number '19' points to it. Other buttons include Applicant Details, Supporting Information, Information Release Law Enforcement, Additional Applicant Details, Summary of Financial Information, Notification of Application, Establishment of Associates, Compliance/Legal and Criminal History, Industry Associations, Information Release Financial, Additional Financial Particulars, Additional Advertising Requirements, Declaration by Applicant, Responsible Gaming, and Details of Bingo Center Premises.</p>
<p>20. Next, click on the Supporting Information button.</p>	<p>The screenshot shows the same application dashboard as above, but now the 'Supporting Information' button is highlighted in green, and a callout bubble with the number '20' points to it. The 'Financial Particulars' button is now red.</p>

<p>21. Upload any Supporting Information for your application.</p> <p>Note: You can upload multiple files at a time.</p> <p>22. Click Save for later when finished.</p>	
<p>You will be taken back to the previous page.</p> <p>23. The Supporting Information button will turn green.</p>	
<p>24. Next, click on the Industry Associations button.</p>	
<p>25. Enter any associations you have in the gambling industry. If Yes, press New to enter each one.</p> <p>26. Click Save for later when finished.</p>	
<p>You will be taken back to the previous page.</p> <p>27. The Industry Associations button will turn green.</p>	

<p>28. Next, click on the Declaration by Applicant button.</p>	
<p>29. Acknowledge that you have understood the questions and answered them truthfully.</p> <p>30. OPTIONAL – Choose to sign up to the VGCCC e-newsletter.</p> <p>31. Click Save for later when finished.</p>	
<p>You will be taken back to the previous page.</p> <p>32. The Declaration by Applicant button will turn green.</p>	
<p>33. Next, click on the Information Release Law Enforcement button.</p>	

34. Read the instructions and answer the acknowledgement questions.

35. Click **Save for later** when finished.

Information Release Law Enforcement

CONSENT FOR RELEASE OF INFORMATION OF LAW ENFORCEMENT AGENCIES

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 a gaming industry employee's licence 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 34

By ticking this box you are consenting to the release of financial information by financial institutions *

I acknowledge having read and understood the terms of the consent.

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.

By ticking this box you declare that you have read and understood the questions in this application form and the directions for answering them and you have answered the questions truthfully and completely to the best of your knowledge.

Please enter your full name as entered on your application (Required)

Corine Buck

Sign and Save 35

You will be taken back to the previous page.

36. The **Information Release Law Enforcement** button will turn green.

The screenshot shows a grid of application sections. The 'Information Release Law Enforcement' button is highlighted with a green border and a '36' badge, indicating it is the current step. Other buttons include Applicant Details, Compliance/Legal and Criminal History, Financial Particulars, Supporting Information, Industry Associations, Declaration by Applicant, Information Release Financial, Additional Applicant Details, Family Members, Business Interests, Additional Compliance/Legal and Criminal History, Financial and Advertising Information, Notification of Application, Additional Advertising Requirements, Details of Bingo Center Premises, and Establishment of Associates.

37. Next, click on the **Information Release Financial** button.

The screenshot shows the same grid of application sections. The 'Information Release Financial' button is now highlighted with a green border and a '37' badge, indicating it is the current step. The 'Information Release Law Enforcement' button is now greyed out.

<p>38. Read the instructions and answer the acknowledgement question.</p> <p>39. Click Save for later when finished.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3>Information Release Financial</h3> <p>In the matter of this application and for the purposes of ongoing monitoring by the applicant.</p> <p>The Applicant hereby authorises all persons who receive this financial Information release form from the Victorian Gambling and Casino Control Commission (the VGCCC) and its staff to undertake the authorised actions for the authorised purposes as set out below:</p> <p>Authorised actions</p> <p>1) To allow the VGCCC to inspect and obtain a copy of any document, record or correspondence in the possession or under the control of the person, which contains information pertaining to the Applicant (or to the Applicant and another person and to any subsidiary, related body corporate, trust or partnership to which the Applicant was a party), including but not limited to -</p> <ul style="list-style-type: none"> 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. <p>2) To answer written or verbal queries of, and to provide information (by any means) to the VGCCC to undertake the authorised actions, about the financial resources of the Applicant.</p> <p>Release</p> <p>In consideration of a bank, other financial institution, solicitor, accountant, financial adviser or any other person or organisation who has lent money to or borrowed from the applicant providing any of those particulars recorded against the applicant as detailed above under the heading "Authorised actions", I hereby release the VGCCC to the full extent of the law and against any claim or demands of any kind and any actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the use or misuse of the information obtained out of this authorisation.</p> <p>Authorised Purposes</p> <p>To enable the VGCCC to make an assessment of the Applicant's financial stability and that, in conducting on-going monitoring, an Applicant's continuing financial stability. This consent commences on the date below and continues until the later of:</p> <ul style="list-style-type: none"> the VGCCC considers that the applicant is no longer licensed/ registered/ approved; or the expiry of any licence/ registration/ approval (if granted). <p>Acknowledgement</p> <p><input checked="" type="checkbox"/> I acknowledge that I have read and understand the terms of this Consent and Release Form and I have had the opportunity to obtain independent legal advice before signing this Consent and Release Form. I agree that by ticking this consent box this will be considered effective and valid.</p> <p style="text-align: right;">Save for later</p> </div>																								
<p>You will be taken back to the previous page.</p> <p>40. The Information Release Financial button will turn green.</p>	<div style="border: 1px solid black; padding: 10px;"> <table style="width: 100%; text-align: center;"> <tr> <td style="background-color: #28a745; color: white; padding: 5px;">Applicant Details</td> <td style="background-color: #28a745; color: white; padding: 5px;">Compliance/Legal and Criminal History</td> <td style="background-color: #28a745; color: white; padding: 5px;">Financial Particulars</td> <td style="background-color: #28a745; color: white; padding: 5px;">Supporting Information</td> </tr> <tr> <td style="background-color: #28a745; color: white; padding: 5px;">Industry Associations</td> <td style="background-color: #28a745; color: white; padding: 5px;">Declaration by Applicant</td> <td colspan="2" style="background-color: #28a745; color: white; padding: 5px;">Information Release Law Enforcement</td> </tr> <tr> <td style="background-color: #28a745; color: white; padding: 5px;">Information Release Financial 40</td> <td style="background-color: #dc3545; color: white; padding: 5px;">Additional Applicant Details</td> <td style="background-color: #dc3545; color: white; padding: 5px;">Family Members</td> <td style="background-color: #dc3545; color: white; padding: 5px;">Business Interests</td> </tr> <tr> <td style="background-color: #dc3545; color: white; padding: 5px;">Additional Compliance/Legal and Criminal History</td> <td colspan="2" style="background-color: #dc3545; color: white; padding: 5px;">Financial and Advertising Information</td> <td style="background-color: #dc3545; color: white; padding: 5px;">Details of Bingo Center Premises</td> </tr> <tr> <td style="background-color: #dc3545; color: white; padding: 5px;">Notification of Application</td> <td colspan="2" style="background-color: #dc3545; color: white; padding: 5px;">Additional Advertising Requirements</td> <td style="background-color: #dc3545; color: white; padding: 5px;">Details of Bingo Center Premises</td> </tr> <tr> <td style="background-color: #dc3545; color: white; padding: 5px;">Establishment of Associates</td> <td colspan="3"></td> </tr> </table> </div>	Applicant Details	Compliance/Legal and Criminal History	Financial Particulars	Supporting Information	Industry Associations	Declaration by Applicant	Information Release Law Enforcement		Information Release Financial 40	Additional Applicant Details	Family Members	Business Interests	Additional Compliance/Legal and Criminal History	Financial and Advertising Information		Details of Bingo Center Premises	Notification of Application	Additional Advertising Requirements		Details of Bingo Center Premises	Establishment of Associates			
Applicant Details	Compliance/Legal and Criminal History	Financial Particulars	Supporting Information																						
Industry Associations	Declaration by Applicant	Information Release Law Enforcement																							
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Notification of Application	Additional Advertising Requirements		Details of Bingo Center Premises																						
Establishment of Associates																									
<p>41. Next, click on the Additional Applicant Details button.</p>	<div style="border: 1px solid black; padding: 10px;"> <table style="width: 100%; text-align: center;"> <tr> <td style="background-color: #28a745; color: white; padding: 5px;">Applicant Details</td> <td style="background-color: #28a745; color: white; padding: 5px;">Compliance/Legal and Criminal History</td> <td style="background-color: #28a745; color: white; padding: 5px;">Financial Particulars</td> <td style="background-color: #28a745; color: white; padding: 5px;">Supporting Information</td> </tr> <tr> <td style="background-color: #28a745; color: white; padding: 5px;">Industry Associations</td> <td style="background-color: #28a745; color: white; padding: 5px;">Declaration by Applicant</td> <td colspan="2" style="background-color: #28a745; color: white; padding: 5px;">Information Release Law Enforcement</td> </tr> <tr> <td style="background-color: #28a745; color: white; padding: 5px;">Information Release Financial</td> <td style="background-color: #28a745; color: white; padding: 5px;">Additional Applicant Details 41</td> <td style="background-color: #dc3545; color: white; padding: 5px;">Family Members</td> <td style="background-color: #dc3545; color: white; padding: 5px;">Business Interests</td> </tr> <tr> <td style="background-color: #dc3545; color: white; padding: 5px;">Additional Compliance/Legal and Criminal History</td> <td colspan="2" style="background-color: #dc3545; color: white; padding: 5px;">Financial and Advertising Information</td> <td style="background-color: #dc3545; color: white; padding: 5px;">Details of Bingo Center Premises</td> </tr> <tr> <td style="background-color: #dc3545; color: white; padding: 5px;">Notification of Application</td> <td colspan="2" style="background-color: #dc3545; color: white; padding: 5px;">Additional Advertising Requirements</td> <td style="background-color: #dc3545; color: white; padding: 5px;">Details of Bingo Center Premises</td> </tr> <tr> <td style="background-color: #dc3545; color: white; padding: 5px;">Establishment of Associates</td> <td colspan="3"></td> </tr> </table> </div>	Applicant Details	Compliance/Legal and Criminal History	Financial Particulars	Supporting Information	Industry Associations	Declaration by Applicant	Information Release Law Enforcement		Information Release Financial	Additional Applicant Details 41	Family Members	Business Interests	Additional Compliance/Legal and Criminal History	Financial and Advertising Information		Details of Bingo Center Premises	Notification of Application	Additional Advertising Requirements		Details of Bingo Center Premises	Establishment of Associates			
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Notification of Application	Additional Advertising Requirements		Details of Bingo Center Premises																						
Establishment of Associates																									

<p>42. Enter the name you want to appear on your card and upload a passport photo.</p> <p>43. Click Save for later when finished.</p>	
<p>You will be taken back to the previous page.</p> <p>44. The Additional Applicant Details button will turn green.</p>	
<p>45. Next, click on the Family Members button.</p>	

- 46. Enter your family member Details.
- 47. Click **Save for later** when finished.

Family Members 46

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 VGCC highlight issues of concern, the VGCC may determine that a completed associate form is required from one or more nominated family members. In this circumstance, you will be notified of the requirement for the provision of completed associate form/s and advised regarding the completion and lodgement of the required form/s. If any family members are involved in the business they may need to complete an associate application.

▼ Partner Details

Surname

First name

Middle name(s)

Date of Birth

Current residential address

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

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

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	Mary	▼
Smith	Steve	▼

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)

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)

How will the profits of the applicant be distributed?

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 manage its operations

Or drop files

Profit Distribution.pdf

47

- You will be taken back to the previous page.
- 48. The **Family Members** button will turn green.

Applicant Details

Compliance, Legal and Criminal History

Financial Particulars

Supporting Information

Industry Associations

Declaration by Applicant

Information Release Law Enforcement

Information Release Financial

Family Members 48

Business Interests

Additional Applicant Details

Financial and Advertising Information

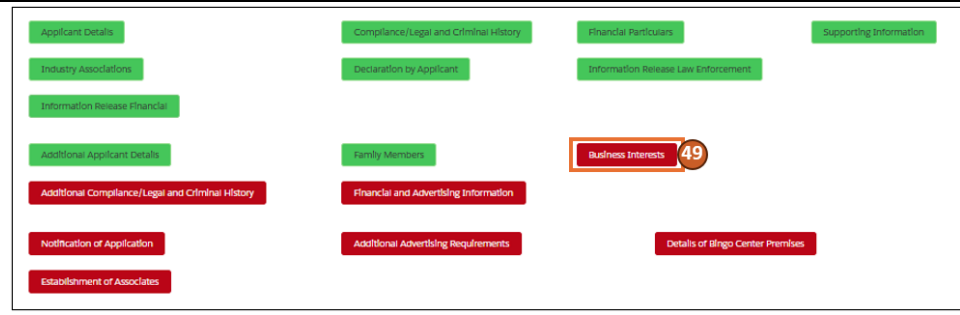
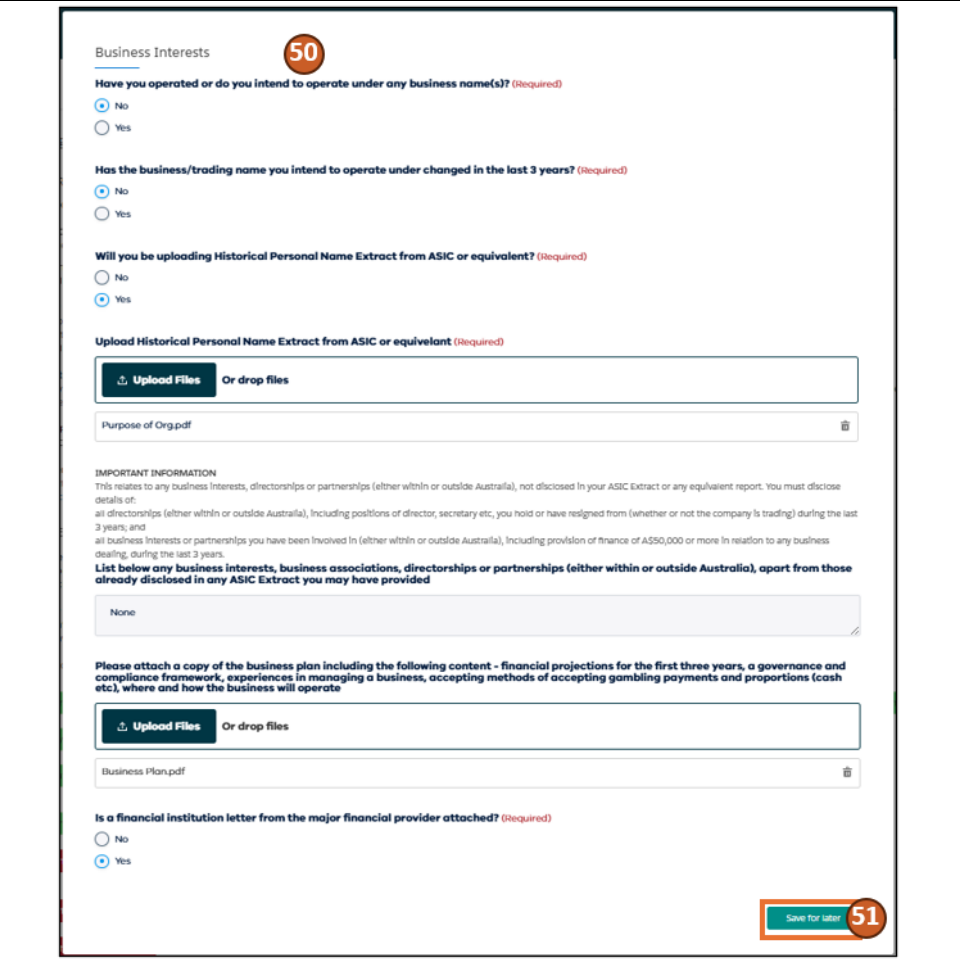
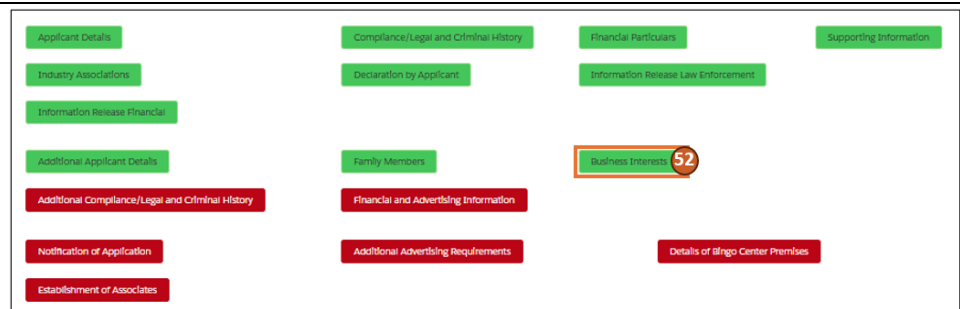
Additional Compliance, Legal and Criminal History

Additional Advertising Requirements

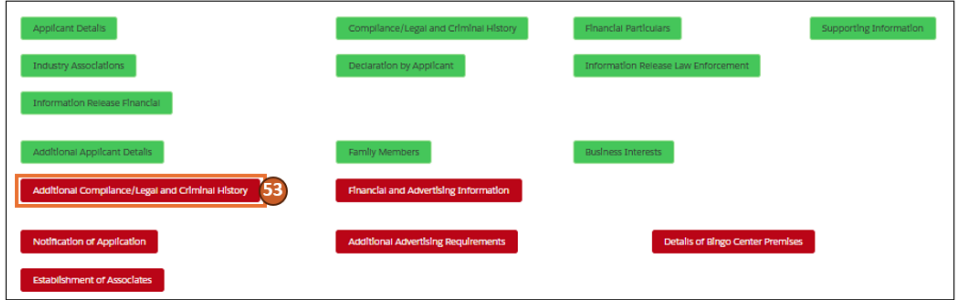
Notification of Application

Details of Bingo Centre Premises

Establishment of Associates

<p>49. Next, click on the Business Interests button.</p>	 <p>A screenshot of a dashboard with various menu items. The 'Business Interests' button is highlighted with a red border and a '49' badge. Other buttons include Applicant Details, Compliance/Legal and Criminal History, Financial Particulars, Supporting Information, Industry Associations, Declaration by Applicant, Information Release Law Enforcement, Information Release Financial, Additional Applicant Details, Family Members, Additional Compliance/Legal and Criminal History, Financial and Advertising Information, Notification of Application, Additional Advertising Requirements, and Establishment of Associates.</p>
<p>50. Enter your Business Interests</p> <p>51. Click Save for later when finished.</p>	 <p>A screenshot of the 'Business Interests' form. The title 'Business Interests' has a '50' badge. The form contains several questions with radio button options: <ul style="list-style-type: none"> 'Have you operated or do you intend to operate under any business name(s)? (Required)' with 'No' selected. 'Has the business/trading name you intend to operate under changed in the last 3 years? (Required)' with 'No' selected. 'Will you be uploading Historical Personal Name Extract from ASIC or equivalent? (Required)' with 'Yes' selected. 'Upload Historical Personal Name Extract from ASIC or equivalent (Required)' with a file upload field. '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' with another file upload field. 'Is a financial institution letter from the major financial provider attached? (Required)' with 'Yes' selected. At the bottom right, the 'Save for later' button is highlighted with a red border and a '51' badge. </p>
<p>You will be taken back to the previous page.</p> <p>52. The Business Interests button will turn green.</p>	 <p>A screenshot of the dashboard, identical to the first one, but the 'Business Interests' button is now green, indicating it has been completed. The badge next to it is now '52'.</p>

53. Next, click on the **Additional Compliance/Legal and Criminal History** button.



54. Answer the Additional Compliance / Legal and Criminal History questions.

55. Click **Save for later** when finished.

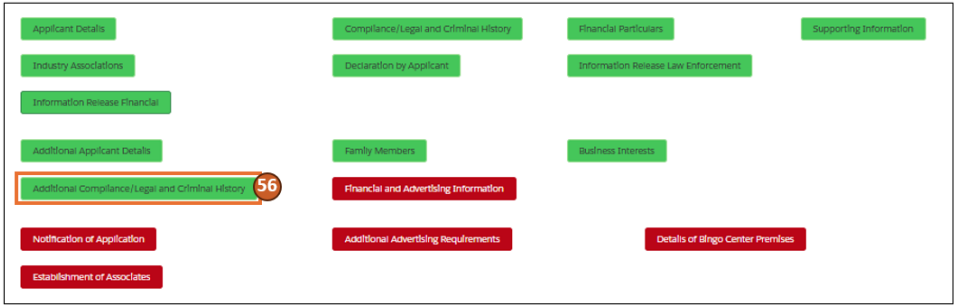
A screenshot of a form titled 'Additional Compliance/ Legal and Criminal History' with a '54' badge. The form contains several sections with radio button questions and file upload fields:

- Are you or have you been excluded (including self excluded) from a casino, racecourse, gaming venue or online wagering provider? (Required)**
 - No
 - Yes
- Have you personally ever been disqualified from involvement in the management of an entity? (Required)**
 - No
 - Yes
- Have you been a member of or been employed by the Victorian Gambling and Casino Control Commission in the last two years? (Required)**
 - No
 - Yes
- Have you only lived in Australia during the last 10 years? (Required)**
 - No
 - Yes
- National Police Check (NPC)**
 - Upload Files Or drop files
 - Police Check.pdf
- NPC Reference (Required)**
 - 123456
- Is your NPC date of issue more than 3 months ago?**
 - No
 - Yes
- 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)**
 - Upload Files Or drop files
 - Tax Return and ATO information.pdf
- Is a listing of your creditors attached (Required)**
 - No
 - Yes
- I have not had my employment terminated for misconduct in the last 10 years (Required)**
 - No
 - Yes
- Have you ever been disqualified from acting as an office holder of a company or are any like proceedings pending? (Required)**
 - No
 - Yes
- Does the applicant have any business or personal relationships with known criminals? (Required)**
 - No
 - Yes


At the bottom right, there is a 'Save for later' button with a '55' badge.

You will be taken back to the previous page.

56. The **Additional Compliance / Legal and Criminal History** button will turn green.

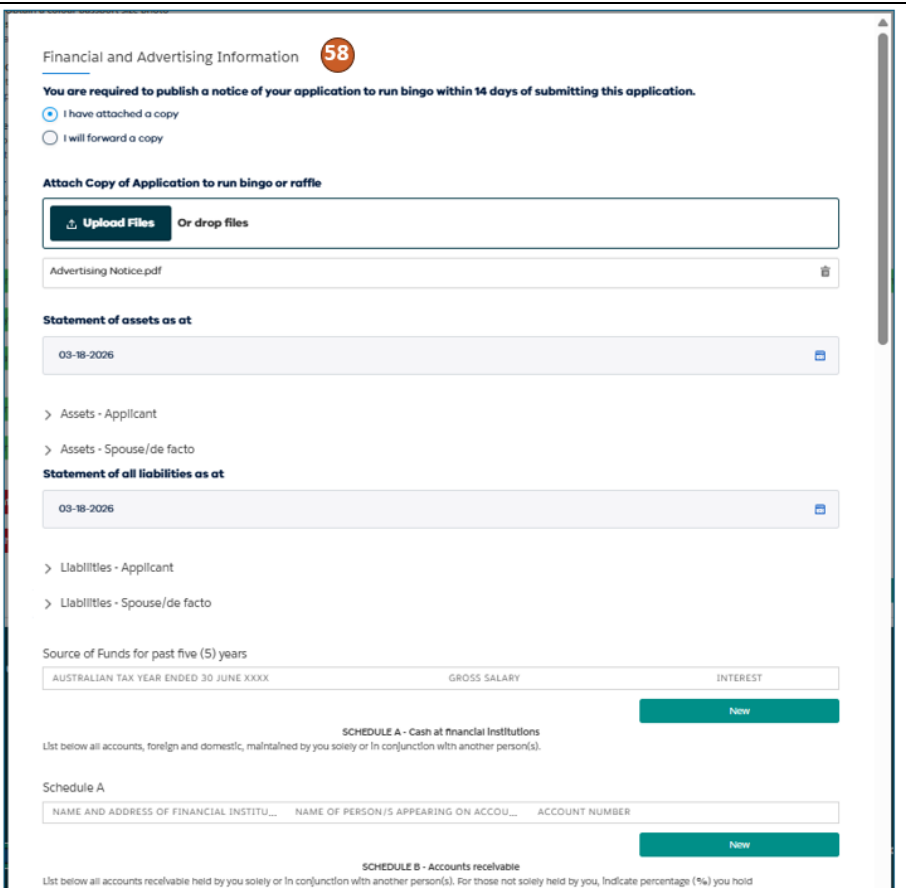


57. Next, click on the **Financial and Advertising Information** button.



58. Enter your Financial and Advertising Information

59. Click **Save for later** when finished.



Schedule B

NAME AND ADDRESS OF DEBTOR	DATE INCURRED	ORIGINAL AMOUNT
<input type="button" value="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
<input type="button" value="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
<input type="button" value="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
<input type="button" value="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
<input type="button" value="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
<input type="button" value="New"/>		

SCHEDULE H - Unsecured loans

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

Schedule H

NAME AND ADDRESS OF CREDITOR	DATE INCURRED	ORIGINAL AMOUNT
<input type="button" value="New"/>		

SCHEDULE I - 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.

Schedule I

NAME AND ADDRESS OF CREDITOR	DATE INCURRED	ORIGINAL AMOUNT
<input type="button" value="New"/>		

SCHEDULE J - 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.

Schedule J

NAME AND ADDRESS OF CREDITOR	DATE INCURRED	ORIGINAL AMOUNT
<input type="button" value="New"/>		

SCHEDULE K - 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.

Schedule K

NAME AND ADDRESS OF CREDITOR	DATE INCURRED	ORIGINAL AMOUNT
<input type="button" value="New"/>		



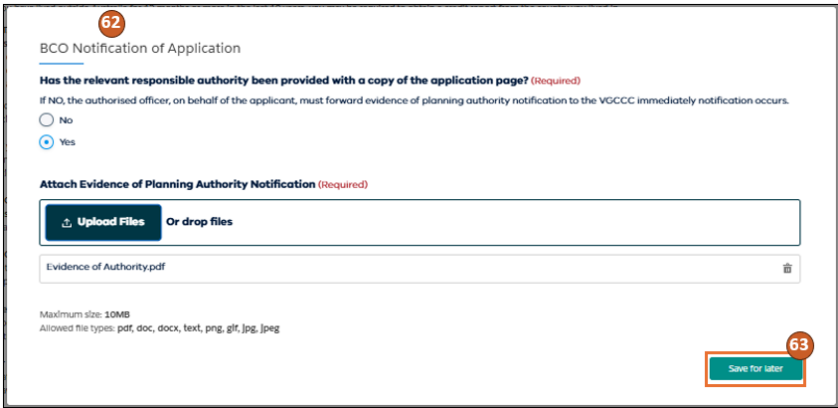
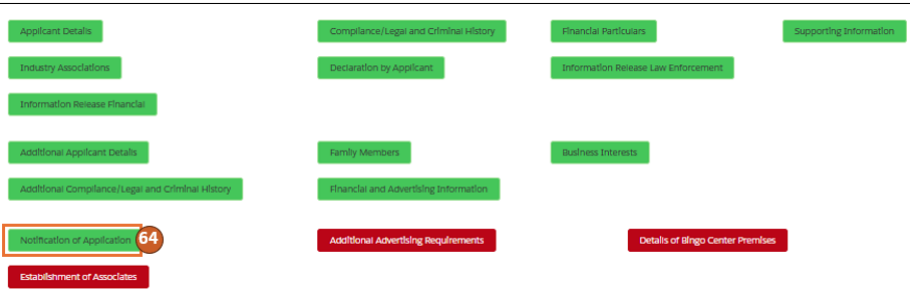

SCHEDULE L - Directorships/Secretary

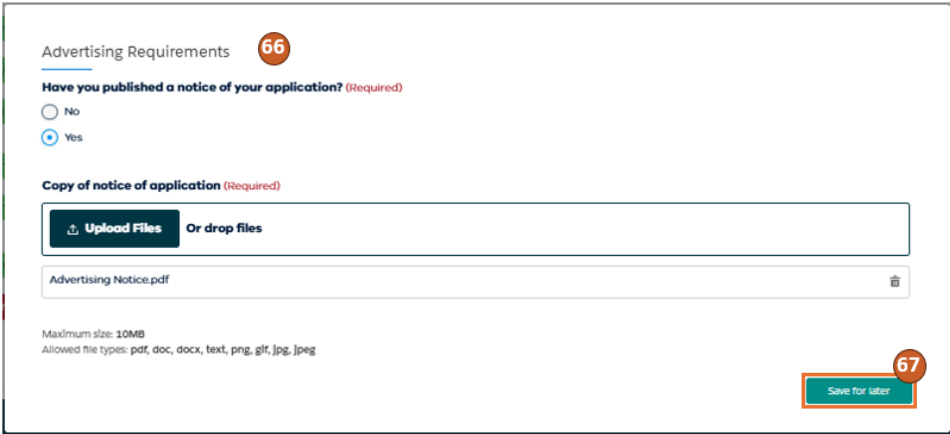


Schedule L

ENTITY NAME	ROLE	BUSINESS DESCRIPTION
<input type="button" value="New"/>		

59

VGCC PORTAL - BINGO CENTRE OPERATOR (EXTERNAL USERS) - USER GUIDE 43

<p>You will be taken back to the previous page.</p> <p>60. The Financial and Advertising Information button will turn green.</p>	
<p>61. Next, click on the Notification of Application button.</p>	
<p>62. Indicate if you have provided the relevant authority a copy of your application. Upload the supporting documentation.</p> <p>63. Click Save for later when finished.</p>	
<p>You will be taken back to the previous page.</p> <p>64. The Notification of Application button will turn green.</p>	
<p>65. Next, click on the Additional Advertising Requirements button.</p>	

<p>66. Indicate if you have advertised your application. Upload the supporting documentation.</p> <p>Note: If No, you have 14 days to submit.</p> <p>67. Click Save for later when finished.</p>	
<p>You will be taken back to the previous page.</p> <p>68. The Additional Advertising Requirements button will turn green.</p>	
<p>69. Next, click on the Details of Bingo Centre Premises button.</p>	

70. Enter information on your Bingo Centre Premises.

71. Click **Save for later** when finished.

70

BCO Details of Bingo Center Premises

IMPORTANT INFORMATION
 Requirements for an applicant purchasing the business or freehold Where an applicant is purchasing the business/freehold relating to this application, a copy of the contract of sale, details of the source of funding for the purchase and documentary evidence in support of the funding arrangements must be provided.

Bingo centre contact details:

Premises name (Required)

Premises phone number (Required)

Bingo centre premises email address (Required)

Bingo centre premises address

Street (Required)	Suburb (Required)	Postcode (Required)
<input type="text" value="200 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"/>

Full name of owner of the premises (Required)
 Note: Any entity or person named may be required to complete an Associated Entity or Associated Individual form, as appropriate.

Address of owner

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"/>

Owner's phone number (BH) (Required)

Owner's phone number (AH) (Required)

Provide the following information, where applicable, in relation to the bingo centre:

Have you purchased, or are you proposing to purchase, the business and/or freehold property in relation to the bingo centre which is subject to this licence application? (Required)

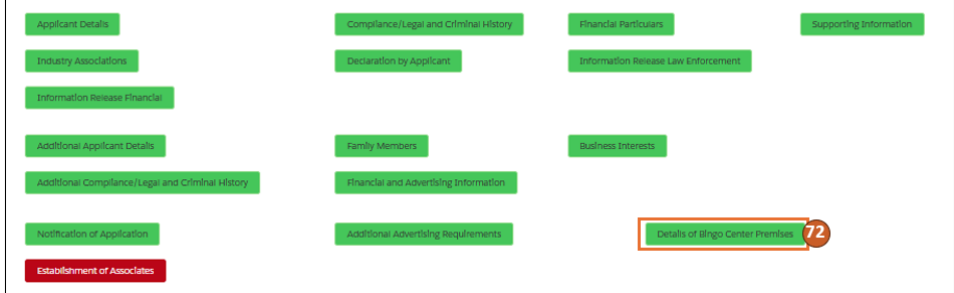
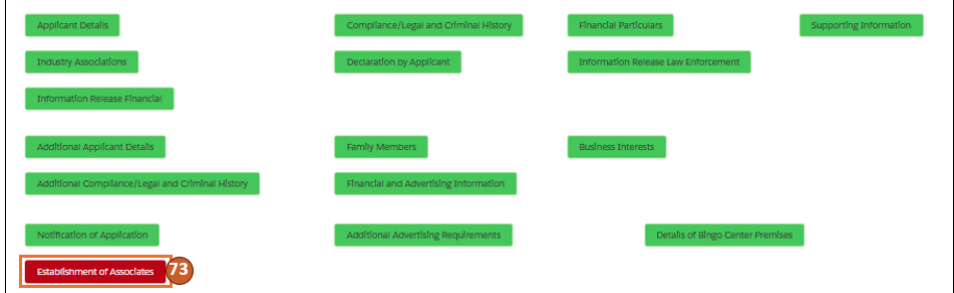
No
 Yes


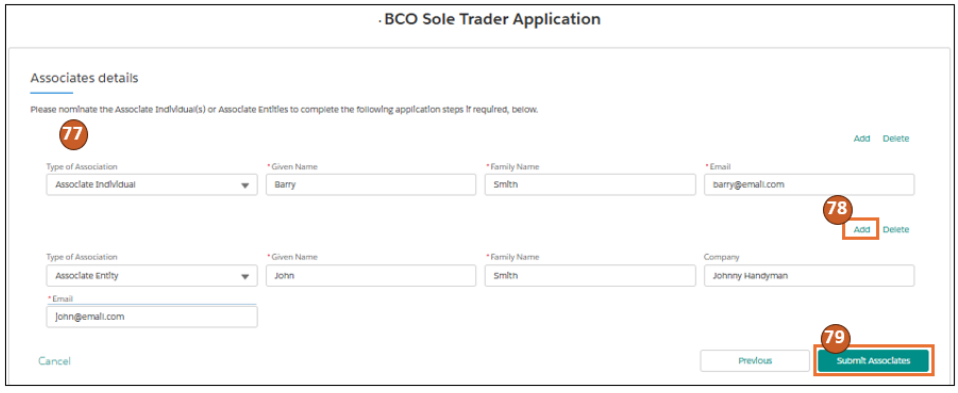

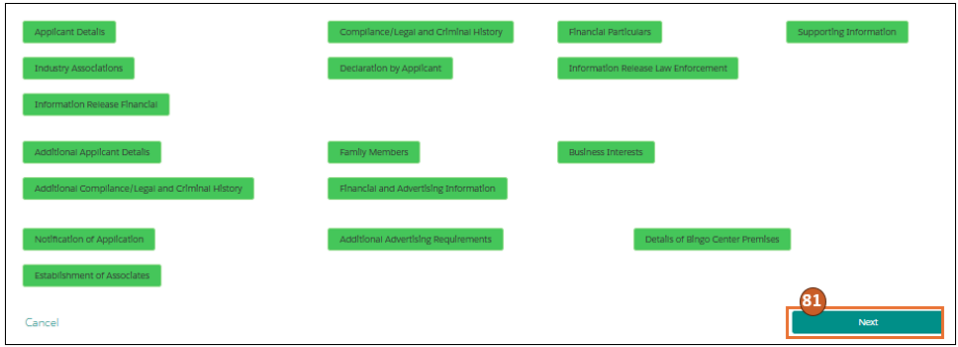
Attach copy of floor plans (scale 1:50) detailing the location of the caller's podium, display boards, playing area, safe/ storage facilities for bingo tickets and money, toilets, catering facilities etc (Required)

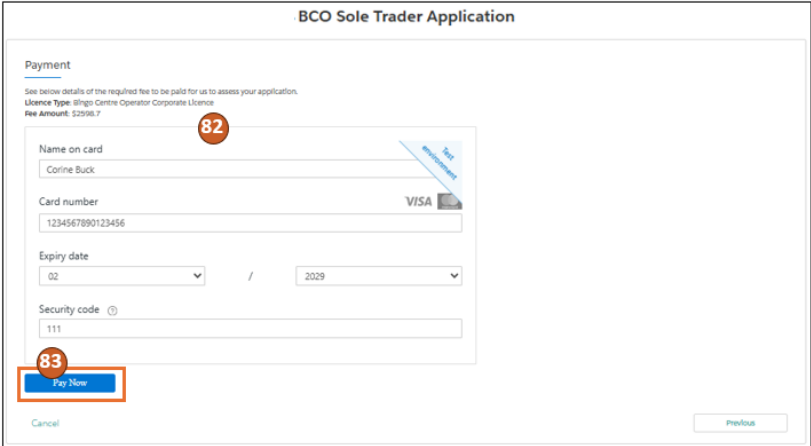
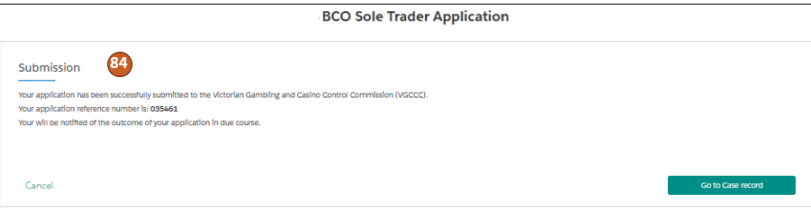
Upload Files Or drop files

Provide details below in relation to the security arrangements for bingo tickets (Required)

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

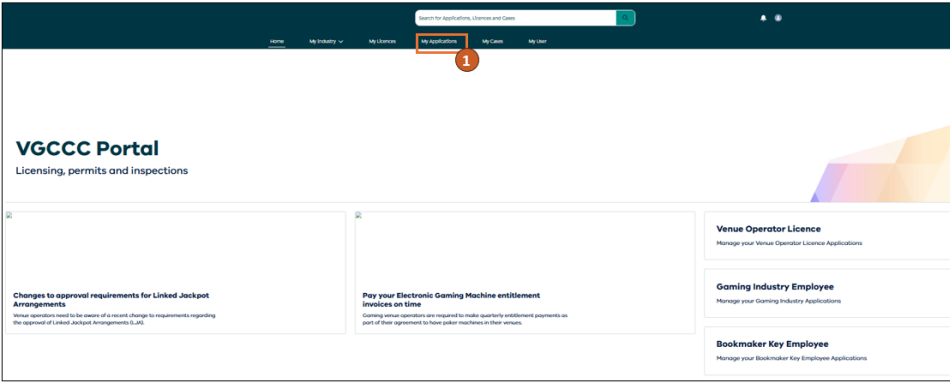
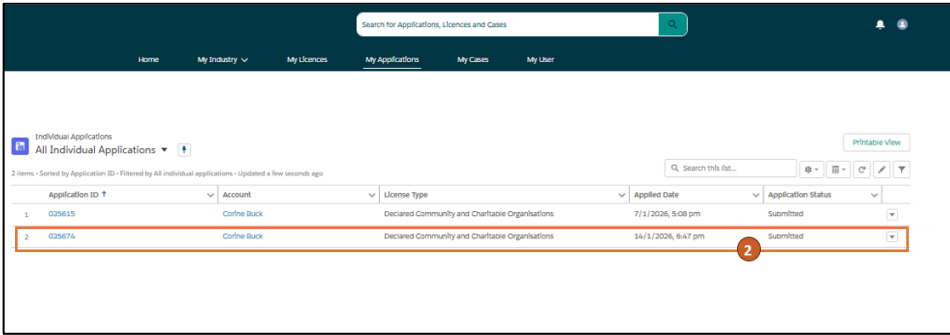
	<p>Provide details below in relation to the location of safe/ storage facilities for money: (Required)</p> <p>On premise safe</p> <p>Provide details below in relation to the equipment to be used (e.g. random number generator): (Required)</p> <p>Big cage. Bingo 1000 number generator</p> <p>Provide additional documents (if required)</p> <p>Upload Files Or drop files</p> <p>Save for later ⁷¹</p>
<p>You will be taken back to the previous page.</p> <p>72. The Details of Bingo Centre Premises button will turn green.</p>	
<p>73. Next, click on the Establishment of Associates button.</p>	
<p>74. Enter your Establishment of Associates information. Answer 'N/A' if the question is not applicable,</p> <p>75. Click Save for later when finished.</p>	<p>Establishment of Associates ⁷⁴</p> <p>State below how the profits of the entity are to be distributed (eg: distributions to beneficiaries, trusts, dividends to shareholders, capital investment etc) (Required)</p> <p>capital investment</p> <p>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) (Required)</p> <p>Corine Buck</p> <p>Are any individuals or entities entitled to receive from the applicant, directly or indirectly, any compensation (excluding wages and salaries), benefit or rents based on a percentage or share of the proceeds? (Required)</p> <p><input type="radio"/> No <input checked="" type="radio"/> Yes</p> <p>These individuals or entities are considered associates and must be invited to complete an associates form at the end of this application.</p> <p>Provide details of the proposed management structure of the operations of the bingo centre. Include details of any existing or proposed management contract arrangements and the names and positions of personnel proposed to manage the operations of the bingo centre (Required)</p> <p>Corine and John to manage all proceedings</p> <p>Are you making this application in your capacity as trustee for any Trust? (Required)</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <p>Save for later ⁷⁵</p>

<p>All sections should be completed i.e. green.</p> <p>76. When all the boxes are green, click on the Next button.</p>	
<p>77. Enter your Associates.</p> <p>Note: If you have any associates that you need to declare, please follow steps 77 and 78. If not, please skip to step 79.</p> <p>78. Click on the Add button to add additional Associates.</p> <p>79. Click Submit Associates when finished.</p>	
<p>80. You will get a confirmation that your associates have been submitted.</p> <p>Note: You cannot proceed to the payment until all associates complete their applications.</p>	
<p>Once you have been notified by email that all associates have completed their applications, you can proceed with the payment.</p> <p>81. Navigate back to the licence application and click on the Next button.</p>	

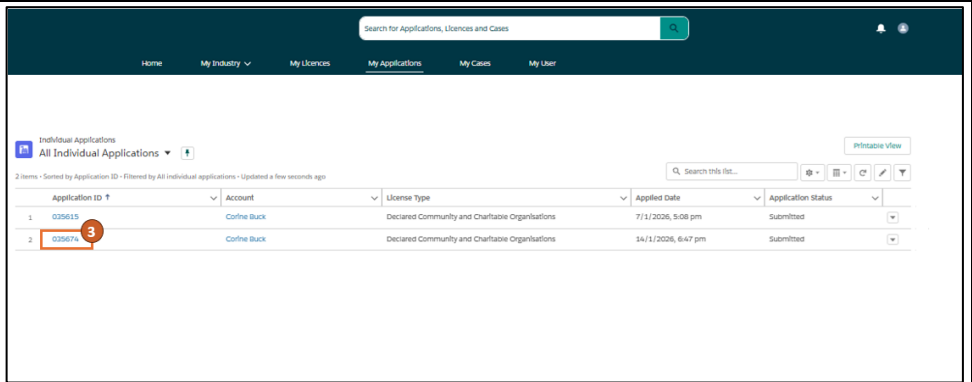
<p>82. Enter your payment details.</p> <p>83. Click the Pay Now button to submit.</p>	
<p>84. You will get a confirmation message that your application has been submitted. It will now be processed by the VGCCC. Additionally, you will receive an email.</p>	

3.4 Tracking your application

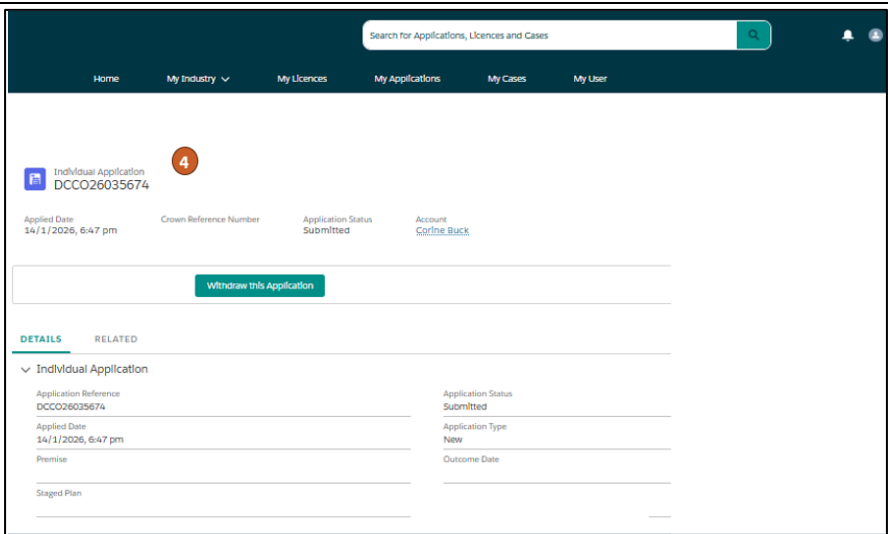
The following instructions and screenshots will show how you track your application

Steps #	Description															
<p>1. Log into the VGCCC Portal and click on My Applications from the Menu.</p>																
<p>2. Find the application you submitted and check the status.</p>	 <table border="1" data-bbox="531 1809 1433 1883"> <thead> <tr> <th>Application ID #</th> <th>Account</th> <th>License Type</th> <th>Applied Date</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td>1 035655</td> <td>Corine Buck</td> <td>Declared Community and Charitable Organisations</td> <td>7/1/2026, 5:08 pm</td> <td>Submitted</td> </tr> <tr style="border: 2px solid red;"> <td>2 025674</td> <td>Corine Buck</td> <td>Declared Community and Charitable Organisations</td> <td>14/1/2026, 6:47 pm</td> <td>Submitted</td> </tr> </tbody> </table>	Application ID #	Account	License Type	Applied Date	Application Status	1 035655	Corine Buck	Declared Community and Charitable Organisations	7/1/2026, 5:08 pm	Submitted	2 025674	Corine Buck	Declared Community and Charitable Organisations	14/1/2026, 6:47 pm	Submitted
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2 025674	Corine Buck	Declared Community and Charitable Organisations	14/1/2026, 6:47 pm	Submitted												

3. To view further information about your application, click the Application link



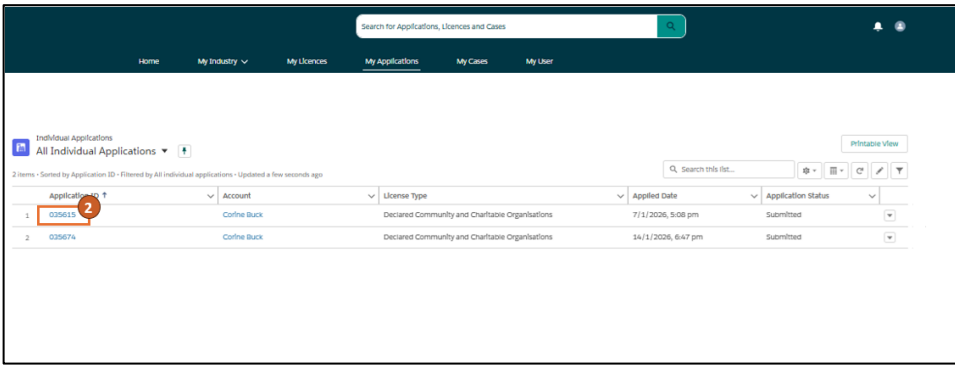
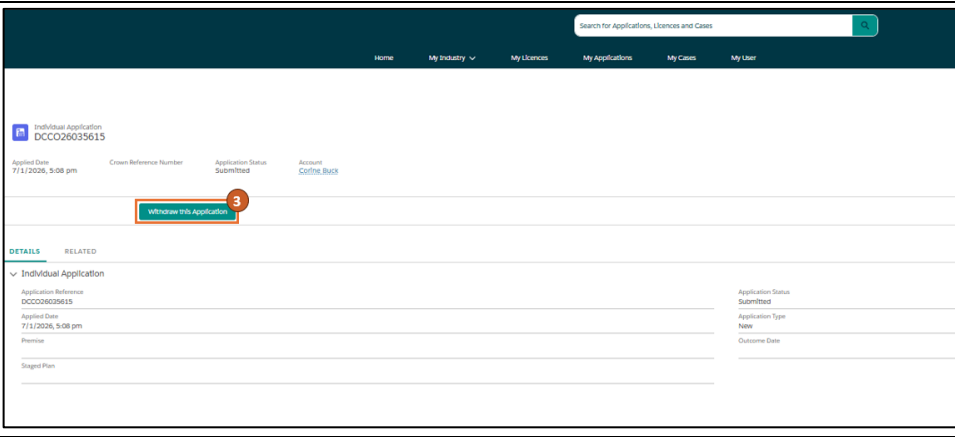
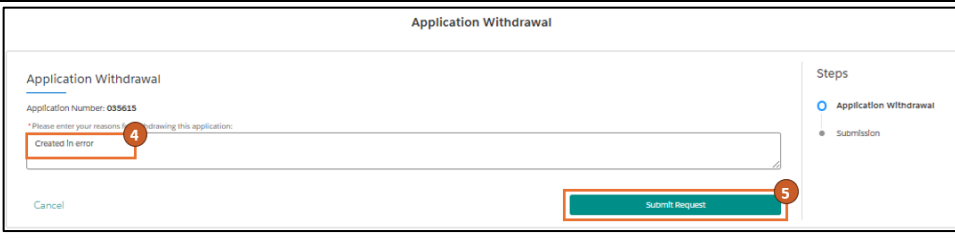
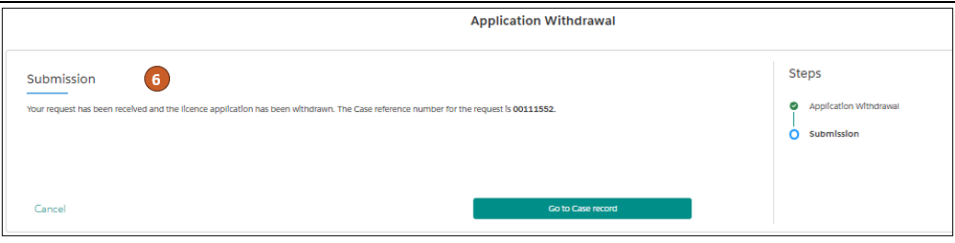
4. Further information about your application will appear.



3.5 Withdrawing your application (via My Applications)

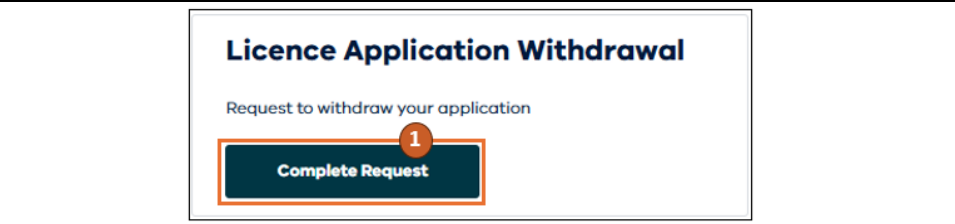
The following instructions and screenshots will show you how to withdraw your application.

Steps #	Description
<p>1. Log into the VGCCC Portal and click on My Applications from the Menu.</p>	

<p>2. Select the application you want to withdraw</p>	
<p>3. Click the Withdraw this Application button.</p>	
<p>4. Enter the reason(s) of why you want to withdraw your application.</p> <p>5. Click Submit Request when finished.</p>	
<p>6. A confirmation message will appear that your application has been withdrawn.</p>	

3.6 Withdrawing your application (via Bingo Centre Operator Tile)

The following instructions and screenshots will show you how to withdraw your application.

Steps #	Description
<p>1. On the Bingo Centre Operator page, click on Complete Request button on the Licence Application Withdrawal tile.</p>	

<p>2. Enter your application number.</p> <p>3. Click the Search for application button.</p>	
<p>4. The details of your application will appear.</p> <p>5. Click Next to proceed.</p>	
<p>6. Enter the reason why you are cancelling your application.</p> <p>7. Click on the Submit Request button.</p>	
<p>8. A confirmation message will appear that your application has been withdrawn.</p>	

3.7 Lodging a Bingo Return

The following instructions and screenshots will show you how submit a Bingo Return

Steps #	Description
<p>Note: In order to submit Return, you needed to create a Bingo Notification under the Community and Charitable Gaming tile.</p> <p>1. Navigate to the Bingo Centre section and click on the Lodge a Bingo Return Complete Request button.</p>	

<p>2. Select the relevant return i.e. Status should be Draft</p>	
<p>3. Click on Edit this Application to populate your return.</p>	
<p>4. Read the instructions. 5. Click Next to begin.</p>	

6. Enter your Organisation Details.

7. Click the **Next** button to continue.

Bingo Returns

6

Organisation Details

Declared Organisation name (Required)

Declaration Number (Required)

Notice Number (Required)

Organisation GST Status

BCO Name

Licence Number

Type of Return

Bingo Centre Operator's annual bingo return

Financial period
 Lodge by 1 October and provide financial period in this pattern. E.g 2024-2025

Bank details of declared organisation

Account Name (Required)

BSB (Required)

Account Number (Required)

Financial Institution Name (Required)

8. Enter your financial information.

9. Click the **Next** button to continue.

Bingo Returns

8

For bingo returns by Declared organisations and Bingo Centre Operators

Financial Year Ending (Required)
 Insert year ending E.g 30 June 2025

Bingo Notice Number (Required)

Name of Premises (Required)

Address of the premises

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

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

Is the venue a licensed bingo centre
 If yes (additional information required)

How many declared organisations run bingo sessions on the premises?

Total gross receipts of all sessions conducted at the bingo centre (Required)

Total amount of prizes paid for all sessions conducted at the bingo centre of the licensed premises (Required)

\$ 40,000.00

Total amount of fees, excluding GST, charged to conduct sessions at the bingo centre under a section 8.4.6 agreement (if applicable) (Required)

\$ 10,000.00

Prescribed expenses (Reg. 74)

\$ 0.00

GST charged to permit holders (if applicable)

\$ 0.00

Total Number of Sessions Conducted (Required)

200

Rolling Jackpot Offered

No

Previous **9** Next

10. Enter your monthly data by clicking on the down arrow and choosing **Edit**.

Bingo Returns

Bingo Activity Monthly Data

Note: The bingo centre Operator must complete this schedule individually for each community or charitable organisation

Months from July to June

MONTH	GROSS RECEIPTS	AMOUNT OF PRIZES PAID	AMOUNT ALLOCATED TO ROLLING JACKPOT	GROSS PROCEEDS	PRESCRIBED EXPENSES	NET PROCEEDS	GOODS & SERVICES TAX	BALANCE OF JACKPOT AT END OF MONTH	NUMBER OF SESSIONS HELD	DAYS BINGO SESSIONS HELD	TOTAL
July	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	1	1	\$ 1.00
August	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	\$ 1.00	1	1	\$ 1.00
September	This row contains a missing required field										
October	This row contains a missing required field										
November	This row contains a missing required field										
December	This row contains a missing required field										
January	This row contains a missing required field										
February	This row contains a missing required field										
March	This row contains a missing required field										
April	This row contains a missing required field										
May	This row contains a missing required field										
June	This row contains a missing required field										
Annual gross receipt											
Annual gross receipt is required.											

Previous **10** Next

11. Before you can proceed, all monthly data must be entered as shown. Click **Next** to proceed.

Bingo Returns

Bingo Activity Monthly Data

Note: The bingo centre Operator must complete this schedule individually for each community or charitable organisation

Months from July to June

MONTH	GROSS RECEIPTS	AMOUNT OF PRIZES PAID	AMOUNT ALLOCATED TO ROLLING JACKPOT	GROSS PROCEEDS	PRESCRIBED EXPENSES	NET PROCEEDS	GOODS & SERVICES TAX	BALANCE OF JACKPOT AT END OF MONTH	NUMBER OF SESSIONS HELD	DAYS BINGO SESSIONS HELD	TOTAL
July	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	1	1	\$1.00
August	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	1	1	\$1.00
September	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	1	1	\$1.00
October	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	1	1	\$1.00
November	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	1	1	\$1.00
December	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	1	1	\$1.00
January	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	1	1	\$1.00
February	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	1	1	\$1.00
March	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	1	1	\$1.00
April	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	1	1	\$1.00
May	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	1	1	\$1.00
June	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	1	1	\$1.00

Annual gross receipt

(0) NA - if the schedule is lodged by the BICO or less than \$50,000

Previous **Next**

12. Declare and sign that all information provided is accurate.

13. Click the **Next** button to continue.

Bingo Returns

Declaration and signature

You declare that:

You are authorised to lodge this form/ statement.

The information in this return is full and accurate.

You are aware that false or misleading information may result in disciplinary action/prosecution.

As a Bingo Centre Operator/nominee you declare that you have reviewed all the running sheets pertaining to this annual bingo return and that the amounts specified above accurately reflect the results of the bingo activities conducted by the organisation for the reporting period.

Yes

Signature (Authorised Person/Nominee):

Full Name (Required)

Corine Buck

Date

18-03-2026

Previous **Next**

14. You will receive a confirmation message that your return has been submitted.

15. You will also receive an email of the confirmation of your submission.

Bingo Returns

Submission

Your application has been successfully submitted to the Victorian Gambling and Casino Control Commission (VGCCC).

Your application reference number is: 00045434

You will be notified of the outcome of your application in due course.

Previous **Next**

Dear Corine Buck,

Thank you for your submission.

This is to confirm that the Victorian Gambling and Casino Control Commission (VGCCC) has received your submission 00045434, submitted via our online portal on 18 March 2026.

Your submission is currently being reviewed. A VGCCC Licensing Officer will assess the information provided and contact you if further details or clarification are required. Please note that processing times may vary depending on the complexity of the submission and completeness of the information submitted.

Should you have any questions in the meantime, please reply to this email without changing the subject or call 1300 599 7599.

Kind regards,

VGCCC Licensing Team

Victorian Gambling and Casino Control Commission
www.vgccc.vic.gov.au
 1300 599 759