

Registration as a bookmaker's key employee

This package contains the application and information material for a bookmaker's key employee.

How to apply

Submit application via email to contact@vgccc.vic.gov.au.

NEED HELP?

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

- visit the Victorian Gambling and Casino Control Commission (VGCCC) website at vgccc.vic.gov.au
- telephone the VGCCC on 1300 599 759
- email the VGCCC at contact@vgccc.vic.gov.au

Registration as a bookmaker's key employee

IMPORTANT INFORMATION

Directions for Completion

- **Answer every Question and use BLOCK Letters.**
- If a question does not apply, or if there are no details to disclose in response to a particular question, print "N/A" (not applicable) in response.
- If the space available is insufficient, please supply the required information on an attachment page. Begin each answer with the title and reference of that question.
- This application form will be returned if any question is not answered or if all required items listed below are not attached prior to lodging the application.

Note: Only persons over 18 years of age can apply for a licence.

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 and refer 'Gambling fees and fines' information sheet to confirm the current value of a penalty unit).

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

Publication of Disciplinary Action

As a licence holder you may be subject to disciplinary action being taken by the VGCCC. If the VGCCC does take disciplinary action against you, its decision, including your full name and licence number, 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 *Information Privacy Act 2000* and its obligations under the Act.

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

This information will help you complete the process to apply for a registration as a bookmaker's key employee.

Before you complete the licence application form

Step 1: Obtain a police clearance:

- If you live in Australia or have lived in Australia during the last 10 years, you are required to obtain a National Police Certificate (NPC). Refer to the VGCCC website for further details.

and

- If you have lived outside Australia for 12 months or more in the last 10 years, you may be required to obtain a police clearance from the country you lived in.

Step 2: Obtain a credit report:

- If you live in Australia or have lived in Australia for at least 12 months during the last 10 years, you are required to provide an Australian individual credit report that is no more than three months old. Refer to the VGCCC website for further details.

and

- If you have lived outside Australia for 12 months or more in the last 10 years, you may be required to obtain a credit report from the country you lived in.

Step 3: Obtain a colour passport size photo.

You are now ready to complete your licence application – proceed to Step 4.

Step 4: Complete this application form, ensuring the information you provide is accurate.

Step 5: Lodge your application with the VGCCC via email to contact@vgccc.vic.gov.au.

Your application must include the following:

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

Payment Details

There is currently no fee payable for a registration as a bookmaker's key employee.

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Registration as a bookmaker's key employee

Personal Particulars

1) a. The applicant is apply for:

- new registration of a bookmaker's key employee
 renewal of registration as a bookmaker's key employee

Surname:

First Name:

Middle Name(s):

Date of Birth (day/month/year):

Place of birth (country and state or region):

Arrival date in Australia (if applicable):

What is your residency status? (If applicable):

Type of visa (if applicable):

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

b. Provide the preferred name to appear on the front of your registration as a bookmaker's key employee in the box below (**Note:** If granted, your preferred given name will appear on the front of the registration and your full name will be printed on the back of the registration):

Ensure that you provide this preferred name when applying for your National Police Certificate and your Credit Report.

c. Are you currently known or have you previously been known by another name(s), i.e. any alias(es), Anglicised name(s) or maiden name?

YES NO

If **YES**, list other names below:

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

d. Have you had any legal name changes, i.e. married name(s) and name(s) changed via decree nisi or deed poll?

YES NO

If **NO**, proceed to Q2. If **YES**, provide additional details below:

Name Changed From:

Name Changed To:

Date of change (day/month/year):

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

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2) Please list any bookmakers you intend to substitute for:

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

3) Current Residential Address:

No.	Street	City/Town
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Postcode	
<input type="text"/>	<input type="text"/>	

4) Contact Details:

Phone number:

Email Address:

5) Photographs:

Securely upload a colour passport size photograph taken within the last 3 months to this application. Complete the following:

a. I have attached a passport size photograph

YES

b. Date photograph taken (day/month/year):

Gaming History

6) Have you ever applied, whether in Victoria or elsewhere, for any casino industry or gambling licence, authorisation or registration? (includes bookmaker registration)

YES NO

If **NO**, proceed to Q8. If **YES**, provide the following details for each application and then proceed to Q7.

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

Licence No. (if known): <input type="text"/>	Name shown on licence, approval etc: <input type="text"/>
Type of licence, approval etc: <input type="text"/>	Jurisdiction*: <input type="text"/>

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

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Name of Gaming Regulator (if known):

Licence, approval etc dates (if known) (month/year):

To

b. If the application was refused or withdrawn, provide details below:

Type of licence, approval etc sought:

Date of application (month/year):

Jurisdiction*:

Reason for refusal or withdrawal of request:

Have further details been provided on an attachment page?

YES

NO

7) Have you ever had **any** racing, casino or gaming industry licence, approval, authorisation or registration, whether in Victoria or elsewhere, suspended, cancelled, amended or revoked, or been the subject of disciplinary action by a regulatory body? **(Note:** Include details of any special conditions or restrictions imposed on a licence, approval, authorisation or registration)

YES

NO

If **NO**, proceed to Q8. If **YES**, provide the following details for each application and then proceed to Q7.

Number of occurrences:

Type of licence, approval etc:

Licence No (if known):

Jurisdiction*:

Name of Regulator (if known):

Details of action taken or any special conditions or restrictions imposed on a licence, approval etc:

Have further details been provided on an attachment page?

YES

NO

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8) Have you ever been employed by the Victorian Gambling and Casino Control Commission or its predecessors?

YES NO

If **NO**, proceed to Q9. If **YES**, provide details below:

Position Held:

Date finished (month/year):

9) a. Have you ever been excluded from a casino, racecourse, gaming venue or online wagering provider?

YES NO

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

Number of occurrences:

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

b. If you are applying for a registration as a bookmaker's key employee, provide details of the bookmaker/s you will be employed by:

c. Does the applicant have any business or personal relationships with known criminals?

YES NO

If **YES**, provide details:

Other Regulatory History

10) Have you ever had any other (non gaming) licence, approval, authorisation or registration, whether in Victoria or elsewhere, suspended, cancelled, amended or revoked, or been the subject of disciplinary action by a regulatory body? (Note: Exclude your driver licence and motor vehicle registration and include details of any special conditions or restrictions imposed on a licence, approval etc)

YES NO

If **NO**, proceed to Q11. If **YES**, provide details below:

Type of licence, approval, authorisation or registration:

Licence No (if known):

Jurisdiction*:

Name of Regulator (if known):

Details of action taken or any special conditions or restrictions imposed on a licence, approval etc:

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

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Legal Action

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.

11) During the last 10 years, have you been a party to any finalised legal action as a defendant, co defendant or respondent, either personally or via a business association?

If **NO**, proceed to Q12. If **YES**, provide the following details for each action:

Number of occurrences:

The legal action was (tick appropriate box):

Personal **or** via business associations

Nature of legal action:

Plaintiff:

Jurisdiction*:

Result/Settlement:

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

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

Date of delivery of judgement (if known) (day/month/year):

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

If a matter has been finalised you **must** provide a **copy** of independent documentation confirming the court outcome or, if settled out of court, a **copy** of the settlement agreement **must** be provided, regardless of whether any terms of the agreement are confidential. Is a copy of the court outcome/settlement agreement attached?

YES N/A

Have further details been provided on an attachment page?

YES NO

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12) Is there any legal action currently being pursued against you, whether personally or via business associations?

YES NO

If **NO**, proceed to Q13. If **YES**, provide the following details for each action:

The legal action was (*tick appropriate box*):

Personal **or** via business associations

Nature of legal action:

Plaintiff:

Jurisdiction*:

Result/Settlement:

Court or tribunal where matter is scheduled to be heard (if applicable):

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

Next scheduled hearing date (if known) (day/month/year):

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

Have further details been provided on an attachment page?

YES NO

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Charges, Findings of Guilt and Convictions

IMPORTANT INFORMATION

If you currently live in Australia or if you have lived in Australia for at least 12 months during the last 10 years this form **must** be accompanied by your **original** National Police Certificate (NPC).

Your NPC **must** be obtained not more than three months before this form is lodged and you **must** ensure that all names noted in Q1(a)-(d) are included when applying for your NPC. If all such names are **not** shown in your NPC, your application will not be accepted.

You must disclose details at Q14 of any offence not included in your NPC, including participation in a Diversion Program, spent convictions, findings of guilt, suspended sentences, matters where a good behaviour bond is given and/or matters where no conviction is recorded, other court orders and provide details of all outstanding charges. Failure to disclose such matters may affect your application. However, Children’s Court matters more than 10 years old and non-custodial traffic matters, which are those for which a penalty other than a jail sentence or community based order was given, are not matters which you are required to disclose at Q14.

If you do not currently live in Australia and you have not lived in Australia for at least 12 months during the last 10 years, to assist the VGCCC with its investigations you are requested to seek an equivalent report from your local Police Agency. An equivalent report would be expected to reveal details in relation to any convictions, findings of guilt (either with or without conviction) and any matters still outstanding against you.

13) a. Do you currently live in Australia or have you lived in Australia for at least 12 months during the last 10 years?

YES NO

If **YES** to Q13(a), an NPC must be provided.

I have attached an NPC.

b. Do you currently live outside Australia or have you lived outside Australia for more than 12 months during the last 10 years?

YES NO

If **YES** to Q13(b), an equivalent report from the relevant Police Agency must be provided and if an equivalent report is not enclosed, provide an explanation on an attachment page.

I have attached an equivalent report.

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

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

If **YES**, number of occurrences:

b. Is there any investigation or charge currently pending against you in respect of any offence?

YES NO If **YES**, number of occurrences:

c. Have you ever participated in a Diversion Program?

YES NO If **YES**, number of occurrences:

If **NO** to Q14(a), (b) & (c), proceed to Q15. If **YES** to Q14(a), (b) or (c), provide details below in relation to each matter:

Nature of Offence/Charge:

Date (day/month/year):

Jurisdiction*:

Result of Hearing or other Disposition (if known):

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

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Financial Particulars

15) a. Have you ever been bankrupt, subject to an arrangement under the Bankruptcy Act (e.g. Part X) or subject to any like proceedings?

YES NO

If NO, proceed to Q15(b). If YES, complete the following and provide details of circumstances leading to bankruptcy/arrangement proceedings on an attachment page:

Number of occurrences:

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

Note: If you are a discharged bankrupt, a copy of your Certificate of Discharge From Bankruptcy must accompany this application (Do not send the original certificate). Is a copy enclosed?

YES

Name of Trustee:

Address:

No.: Street: City/Town: State: Postcode: Telephone Number:

b. Are bankruptcy or any like proceedings pending?

YES NO

If NO, proceed to Q16. If YES, provide details of circumstances leading to these proceedings on an attachment page.

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

16) Are you currently, or have you been, a director or officer of a company or incorporated association, whether in Victoria or elsewhere:

a. which has been wound up, placed into liquidation (except members' voluntary liquidation), had a receiver, controller or administrator appointed, entered into a formal or informal scheme of arrangement (however it is described) or has been subject to any like proceedings?

YES NO If YES, number of occurrences:

b. where an investigation into the affairs of the company/incorporated association has been authorised by the Australian Securities and Investments Commission or its predecessors under Corporations Law, by the Registrar of Incorporated Associations under the Associations Incorporation Act 1981, by the Australian Prudential Regulation Authority, by the Australian Competition & Consumer Commission or by any other regulatory body or law enforcement agency?

YES NO If YES, number of occurrences:

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If **NO** to Q16(a) and (b), proceed to Q17. If **YES** to Q16(a) or (b), in relation to each matter complete the following and provide details of circumstances leading to proceedings on an attachment page.

Company/Incorporated Association Name:

Type of proceedings:

Commencement Date (month/year):

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

Name:

Phone Number:

Have further details been provided on an attachment page?

YES

NO

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

If **NO**, proceed to Q18. If **YES**, complete the following and provide reason for disqualification or proceedings on an attachment page.

Date of disqualification (day/month/year):

Jurisdiction*:

Have further details been provided on an attachment page?

YES

NO

IMPORTANT INFORMATION

You **must** obtain an **original** Credit Report if:

- you currently live in Australia; or
- you do not currently live in Australia but have lived in Australia at any time during the last 10 years; or
- you are or have been during the last ten years a director or officeholder of an Australian company.

The Credit Report you obtain cannot be more than three months old when you lodge this application.

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

You **must** ensure that **all** names noted in Q1(a) - (d) are advised when applying for your Credit Report. If any such names are not shown in your Credit Report, your application will **not** be accepted.

18) Have you enclosed your original Credit Report and/or an equivalent report from a relevant overseas jurisdiction*?

YES

NO

If **YES**, proceed to Q19. If **NO**, provide reasons why a Credit Report and/or an equivalent report from a relevant overseas jurisdiction has not been enclosed on an attachment page.

Have further details been provided on an attachment page?

YES

NO

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19) Apart from matters recorded in your Credit Report or any equivalent report from a relevant overseas jurisdiction, are you currently in default of any debt incurred solely or jointly in your name? (**Note:** Do not include details **unless** a payment is overdue or in arrears)

YES NO

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

Financial Institution or creditor:	Total amount owing:	Total amount in default:	No. of days payment is overdue:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have further details been provided on an attachment page?

YES NO

Declaration

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

Signature of applicant:

Date (day/month/year):

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

Print name of witness:

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Authorisation to release financial information

Gambling Regulation Act 2003

In the matter of this application for a registration as a bookmaker's key employee and for the purposes of ongoing monitoring by:

Name (Full name of applicant - print name):

Address (Full address of applicant):

(‘Applicant’)

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

Authorised actions

- 1) To allow the VGCCC to inspect and obtain a copy of any document, record or correspondence in the possession or under the control of the person, which contains information pertaining to the Applicant (or to the Applicant and another person and to any subsidiary, related body corporate, trust or partnership to which the Applicant was a party), including but not limited to -
 - any loan information;
 - any information relating to an account held with a financial institution (passbook, statement or other), including information relating to withdrawals, deposits, transfers and balances;
 - any information (including trust account information) of any solicitor, accountant, real estate agent or other fiduciary.
- 2) To answer written or verbal queries of, and to provide information (by any means) to the VGCCC to undertake the authorised actions, about the financial resources of the Applicant.

RELEASE

In consideration of a bank, other financial institution, solicitor, accountant, financial adviser or any other person or organisation who has lent money to or borrowed from the applicant providing any of those particulars recorded against the applicant as detailed above under the heading “Authorised actions”, **I hereby release** the VGCCC to the full extent of the law and against any claim or demands of any kind and any actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the use or misuse of the information obtained out of this authorisation.

AUTHORISED PURPOSES

To enable the VGCCC to 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:

- the VGCCC considers that I am no longer registered as a bookmaker's key employee; or
- the expiry of my registration as a bookmaker's key employee (if granted).

Signature of person giving authorisation:

Date (day/month/year):

Signature of witness*:

Print name of witness (*any adult can be a witness):

NOTES

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

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Consent for divulgence of information by Law Enforcement Agencies and release

("Consent and Release Form")

Name (Full name):

Address (Full address):

A reference in this Consent and Release Form to the Victorian Gambling and Casino Control Commission (the VGCCC) includes a reference to a member of its staff and any other person appointed in writing by the VGCCC.

CONSENT

a. I consent to the VGCCC carrying out all probity investigations in relation to me and my business including, but not limited to:-

- Australian Federal Police;
- any casino regulatory body in any jurisdiction;
- any corporate regulatory agency in any jurisdiction;
- any government agency;
- any gaming regulatory body in any jurisdiction; (collectively referred to as 'law enforcement agencies')
- any crime investigation body in any jurisdiction; and
- any casino regulatory body;
- any police force of any jurisdiction in any state, country;
- any court or administrative region.

b. Divulgence of particulars of any convictions, findings of guilt or other information recorded against me and held by a law enforcement agency 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;
- investigations, legal proceedings or charges still outstanding;
- intelligence held by any law enforcement agency however obtained; and
- any other matters recorded by any law enforcement agency and considered relevant by the VGCCC.

RELEASE

In consideration of a law enforcement agency providing particulars of any convictions, intelligence or other information recorded against me, I hereby release 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 me.

ACKNOWLEDGMENT

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

EXECUTION AS A DEED

Signature of person giving consent and release:

Date (day/month/year):

Signature of witness*:

Print name of witness (*any adult can be a witness):

