

Gaming Machine Licence Application for Service Contractor – Body Corporate

Gaming Machine Act

Please print in block letters. If there is insufficient space, attach extra sheets. All questions must be answered and full particulars provided.

Gaming Machine Licence Application for Service Contractor – Body Corporate
1. The following booklet has been compiled to assist the applicant in completing these forms.
2. In accordance with Section 63 of the <i>Gaming Machine Act</i> any change in circumstances of an applicant or holder of a licence must notify the Director-General of Licensing in writing within seven (7) days of any change. (i.e. address, phone no's. home & work, convictions, if body corporate winding up action, etc).
3. Once these forms has been completed and all relevant documents have been attached, it should be forwarded to Territory Business Centre or any inquiries should be directed to Licensing, Regulation and Alcohol Strategy on (08) 8999 1800
4. Should the Director-General of Licensing refuse the grant of the licence, the applicant will be provided with a written decision outlining the reasons for refusal.
5. If the applicant is a body corporate this application must be accompanied by: a) a copy of the certificate of incorporation of the body corporate; b) a copy of the memorandum and articles of association, rules, constitution or other incorporating documents in force at the time of making the application certified as a true copy by the secretary of the body corporate or other person duly authorised in that behalf; c) a copy of the resolution or minute of the proceedings of the governing body of the body corporate whereby approval was given to the making of the application, certified as a true copy by the person certifying the copy of the matters referred to in sub paragraph (ii); d) copy of the last audited balance sheets or statement of financial affairs of the body corporate; e) a completed form in respect of the applicant (history and suitability of body corporate); f) a completed form (Personal History and suitability) in respect of each of the secretary and each executive officer of the body corporate; and g) a completed Authority to Release Criminal History for each executive officer. (Section 190 of Act refers)
6. Before commencing to complete this form please read the following carefully: a) Type or print in Block Letters an answer to every question. b) If a question does not apply to you state "N/A" in response to that question. c) If there is nothing to disclose in reply to a particular question state "Nil" in response to that question. d) If the space available is insufficient please supply the required information on an attachment page. Precede each answer there on with the title applicable to that question. e) All dates should be completed in the Form - Day / Month / Year. f) If interviewed by an officer of the Division in relation to this form, the original of any documents referred to in direction 4 must be produced. g) The form must be signed personally on each page including each attached page in the space provided (by the person to whom the form relates).
7. This application must be accompanied by an affidavit made under Section 74 of the Act.

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8. This application must be accompanied by the prescribed fee.			
9. This application must be accompanied by a certified photograph of the applicant.			
10. False Statement			
<p>Penalties for offences under the <i>Gaming Machine Act</i> range from a fine of 8 penalty units to 2500 penalty units or imprisonment up to 5 years.</p> <p>Under Section 177(f) of the <i>Gaming Machine Act</i> the penalty for an offence of providing or submitting information or material knowing it to be false erroneous or misleading in a material particular in or in relation to an application is a fine of 430 penalty units or imprisonment for 5 years.</p>			
11. Application is hereby made for a Service Contractor's Licence:			
Details of Authorised Applicant			
Name of Body Corporate			
Registered Address of Body Corporate			
Postal Address of Body Corporate			
Address of Premises Subject to the Application			
Telephone		Facsimile	
Mobile		Email	
Contact name			
12. We declare that:			
<p>a) We are the executive officers named in Point 5f as authorised to sign the application;</p> <p>b) that we are duly authorised by (body corporate) to make the application; and</p> <p>c) all statements contained in and all matters under our signatures accompanying this application are true and correct in every detail and fully disclose the information required from the body corporate to complete this application.</p>			
Signature of Authorised Executive Officer		Date	
Signature of Authorised Executive Officer		Date	

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Confidential – Personal History and suitability information of body Corporate			
Name of Body Corporate			
Signature		Date	
Signature		Date	
Certificate			
Under the <i>Gaming Machine Act</i> 2008 Service Contractor's Licence, we (insert full name of applicant)			
hereby declare as under –			
1A I am the person identified (thus *) in question 4A (page 8) of this application form;			
2A We are duly authorised Executive Officers of the Body Corporate identified in Point 9 (page 2) of this form;			
3A We have personally completed this application form or have supplied all the information indicated herein; and			
We certify that the particulars contained herein are true and correct in every detail and fully disclose the information required to complete this form.			
Signature		Date	
Signature		Date	
Authority to obtain information			
I, (insert full name of applicant)			
Of (insert address)			
hereby authorise, any officer of the Department of Business, State, Federal or overseas Police authorities or any other investigative authority, authorised by the Director-General of Licensing, to make any investigation or enquires as deemed necessary to complete the processing of my application.			
Signature		Date	
Signature		Date	

Gaming Machine Licence Application for Service Contractor – Body Corporate

Gaming Machine Licence Application for Service Contractor – Body Corporate			
Authority for release of Information			
I, (insert full name of applicant)			
Of (insert address)			
<p>hereby authorise the manager or officer in charge of any bank or financial institution to whom this request is presented by an authorised officer of the Department of Business or member of the NT Police Force to allow that officer or member to inspect and obtain copies of any and all documents, records or correspondence pertaining to me, (solely or jointly with any other party), including but not limited to loan information, cheque account records, saving deposit records, safe deposit records, passbook records and bank statement sheets, which are held by such bank or other financial institution.</p>			
Signature		Date	
Signature		Date	
1. Provide full details of all Holding, Subsidiary and Associate Companies etc., including details as to the nature of the Business conducted by such Companies etc.			
Signature		Date	
Signature		Date	

Gaming Machine Licence Application for Service Contractor – Body Corporate			
2. Addresses			
List all addresses at which the Body Corporate etc., has been registered or has conducted business over the last 5 years beginning with the current address and working backwards			
Month and Year (from – to)			
Address			
Month and Year (from – to)			
Address			
Month and Year (from – to)			
Address			
Month and Year (from – to)			
Address			
Month and Year (from – to)			
Address			
Month and Year (from – to)			
Address			
Signature		Date	
Signature		Date	

Gaming Machine Licence Application for Service Contractor – Body Corporate			
3. Litigation			
3A Provide full details of any prosecutions or other legal action taken by or against the Body Corporate.			
3B Provide full details of any litigation pending by or against the Body Corporate			
4. Personal			
4A List the names, addresses and dates of birth of each of the secretary, executive officers and other management personnel (indicate thus* the authorised executive officers who are the signatories to this form)			
Full Name	Address	Date of birth	
4B List the names of Shareholders holding 5% or greater interest of the Body Corporate or other ownership details. (Not for clubs)			
Signature		Date	
Signature:		Date	
5. Confidential Financial Details			

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Gaming Machine Licence Application for Service Contractor – Body Corporate			
5A Submit the audited and/or published Financial Statements of the Body Corporate etc., for the last five (5) years.			
5B Submit the audited and/or published Financial Statements of any Holding Company etc., for the last five (5) years.			
5C Submit a copy of the annual return of the Body Corporate etc., to Corporate Affairs for at least the last five (5) years. (Where applicable).			
5D Furnish full details of any persons, companies etc., or institutions from which the Body Corporate has obtained funds on loan etc., during the last five (5) years.			
5E Advise if there has been any substantial change in the financial situation of the Body Corporate since the last audited accounts, if so, provide full details			
5F Supply details (name, branch and account number) of all bank accounts operated by the Body Corporate.			
Signature		Date	
Signature		Date	

Gaming Machine Licence Application for Service Contractor – Body Corporate			
6. Business Affiliations			
6A Provide full details of any other Directorships, Partnerships or other business interests or affiliations with which the Directors, Secretary and Executive Officers are currently or have been associated or involved within the last (5) five years.			
6B Has the Body Corporate any agencies or branches elsewhere in Australia or overseas? If so, provide full details.			
6C Does the Body Corporate have any other company or person acting on its behalf in Australia or elsewhere? If so, provide full details.			
6D Has the Body Corporate changed its name in the past 10 years? If so, provide details.			
6E Does the Body Corporate have, or does it use, or has it previously used, any (other) business name? If so, provide full details.			
Signature		Date	
Signature		Date	
Attachment page			

Gaming Machine Licence Application for Service Contractor – Body Corporate

Note: Any further attachment pages are to be numbered consecutively, commencing with page 28

Signature		Date	
Signature		Date	

Gaming Machine Licence Application for Service Contractor – Body Corporate

Gaming Machine Licence Application for Service Contractor – Body Corporate		
<i>Gaming Machine Act</i>		
Affidavit		
Disclosure of influential or benefiting parties to a service contractor's licence		
I, (insert full name) _____		
Being either (i), (ii) or (iii)		
(i) an applicant (natural person) <input type="checkbox"/>		
(ii) the principal executive officer of (name of body corporate) <input type="checkbox"/>	_____	, an applicant
(iii) a person to whom the provisions of section 74 (3) of the Act apply, in respect of (name of body corporate) <input type="checkbox"/>	_____	, an applicant
(A) for a service contractor's licence <input type="checkbox"/>		
(B) for the renewal of service contractor's licence number <input type="checkbox"/>		
(C) who has undergone a change in circumstances in respect to information contained in the last affidavit forwarded or lodged under section 74 of the Act in respect of service contractor's licence number <input type="checkbox"/>		
do sincerely promise and swear that:		
(D) there *is a / is not any person (other than, where the applicant or licence holder is a body corporate, the secretary, an executive officer, a member or shareholder of the body corporate carrying out the duties or exercising the normal rights the person has as secretary, executive officer, member or shareholder) who will by any lease, agreement or arrangement be able to influence any decision made:		
(i) in the case of the applicant or licence holder being a natural person, by that person; or		
(ii) in the case of the applicant or licence holder being a body corporate, by the body corporate or the secretary or an executive officer of the body corporate, in relation to the conduct of gaming by the applicant or licensee; and		
(E) there *is a / is not any person (other than, where the applicant or licensee who by any lease, agreement or arrangement who may expect a benefit from the applicant or licensee in relation to the conduct of gaming by the applicant or licensee;		
If there is a person so able to influence or expect benefit, state –		
(a) where any such person is a natural person, his or her full name, address and date of birth:		
Full Name	Address	Date of birth

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(b) where any such person is a body corporate other than a club - the name of the body corporate and the full name, address and date of birth of the secretary and each executive officer of the body corporate:		
Full Name	Address	Date of birth
(c) where any such person is a club:		
(i) the name of the club		
(ii) the full name, address and date of birth of the secretary and each executive officer of the club		
Full Name	Address	Date of birth
(iii) particulars of any licence under the <i>Liquor Act</i> held by the club		
(iv) details of the objectives (if any) of the club whether or not the club is a non-proprietary club conducts its business in the same manner as the non-proprietary club		

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(d) full and correct particulars of the lease, agreement or arrangement					
and in the case of the applicant or licensee being a body corporate other than a club, state the names of all persons who are substantial shareholders of the body corporate under section 708 of the Corporation Laws:					
Signature of deponent				Date	
Signed and sworn by the said deponent at this (insert day)		Day of (insert month)		20 (insert year)	
before me.					
Justice of the Peace					
Name and address of the Justice of the Peace					
*delete those which are not applicable					
Confidential – Personal History and Suitability Information of Directors, Secretary and Executive Officers					
Surname					
Initials					
Signature				Date	

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Gaming Machine Licence Application for Service Contractor – Body Corporate			
Certificate			
I, (insert full name of applicant)			
hereby declare as under –			
a) I am the person identified in question 1A (page 20) of this application form; b) I have personally completed this application form or have supplied all the information indicated herein; and c) I certify that the particulars contained herein are true and correct in every detail and fully disclose the information required to complete this form			
Signature		Date	
In the presence of:			
Signature		Date	
Name and address of witness			
Authority to obtain information			
I, (insert full name of applicant)			
Of (insert address)			
hereby authorise, any officer of the Department of Business, State, Federal or overseas Police authorities or any other investigative authority, authorised by the Director-General of Licensing, to make any investigation or enquires as deemed necessary to complete the processing of my application.			
Signature		Date	

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Gaming Machine Licence Application for Service Contractor – Body Corporate			
Authority for release of information			
I, (insert full name of applicant)			
Of (insert address)			
<p>hereby authorise the manager or officer in charge of any financial institution to whom this request is presented by an Inspector of the Department of Business or member of the NT Police Force to allow such Inspector to inspect and obtain copies of any and all documents, records or correspondence pertaining to me, solely or jointly with any other party, including but not limited to loan information, cheque account records, saving deposit records, safe deposit records, passbook records and bank statement sheets, which are held by such financial institution, and the Director-General of Licensing to make any enquires and obtain any background information regarding my character including enquires with law enforcement authorities as required.</p>			
Applicant's Signature		Date	
Joint Holder's Name			
Joint Holder's Signature		Date	
1. Personal Information			
1A Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		
Surname			
Given Names			
1B Alias(es), nicknames, maiden name, other name changes, legal or otherwise, you have used or by which you have been known:			
1C Present residential address			
Current name and address of employer/business			
1D Occupation			
Signature		Date	

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Telephone		Facsimile	
Mobile		Email	
1E Date of birth		Place of Birth (city, state, country)	
Gender			
1F Are you an Australian Citizen?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If a naturalised citizen of Australia state date and place of naturalisation and certificate number:			
If a citizen of another country, state that country:			
1G. Are you the holder of a current Drivers Licence?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes , date and place of issue:			
Licence number:			
2. Marital Information			
2A. What is your marital status (including defacto)?			
Date of marriage		Place of marriage (city/state/country)	
Spouse's/defacto maiden name (where applicable):			
Place of birth of spouse/defacto:			
2B. Spouse's defacto residential address			
Spouse's/defacto employer			
Spouse's/defacto occupation			
3. Education			
3A. Professional qualifications (if any)			
Signature:			

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4. Passport Information (if applicable)					
4A. Passport number					
Country					
Place of issue					
Date of issue		Date of expiration			
Signature					
5. Arrests, Detentions and Litigation					
5A. Have you ever been arrested, charged or summonsed for an offence, regardless of the disposition, anywhere excluding juvenile offences and traffic offences (including drink driving offences)					Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes , give details in the space provided below. List all cases without exception.					
Nature of Offence	Age at time of offence	State	City or town	Date of Offence	Result of Hearing or other disposition
5B. Have you ever been a party in a civil lawsuit or are you aware of any such action that may be pending?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes , furnish details on an attachment page.					
5C. Have you ever had a judgement returned against you?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes , furnish details on an attachment page. (Except stated above)					
5D. Have your salary, wages, earnings or other income been subject to garnishee order, attachment or the like?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes , furnish details on an attachment page.					
5E. Have you ever had any article repossessed by a finance company or the like?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes , furnish details on an attachment page.					
Signature					

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6. Addresses	
List all addresses at which the Body Corporate etc., has been registered or has conducted business over the last 10 years beginning with the current address and working backwards	
Month and Year (from – to)	
Address	
Month and Year (from – to)	
Address	
Month and Year (from – to)	
Address	
Month and Year (from – to)	
Address	
Month and Year (from – to)	
Address	
Month and Year (from – to)	
Address	
Month and Year (from – to)	
Address	
Month and Year (from – to)	
Address	
Signature:	

Gaming Machine Licence Application for Service Contractor – Body Corporate	
7. Employment	
7A. Beginning with your current employment, list your work history, including all businesses with which you have been involved during the last five (5) years.	
Date commenced	
Current Employment	
Name/Mailing Address of Employer/Business	
Job Title	
Name of Supervisor	
Description of duties	
Month and Year (from – to)	
Name/Mailing Address of Employer/Business	
Job Title	
Name of Supervisor	
Description of duties	
Month and Year (from – to)	
Name/Mailing Address of Employer/Business	
Job Title	
Name of Supervisor	
Description of duties	
(if additional space needed, use an attachment page)	
Signature:	
7B. Have you ever been dismissed, discharged or asked to resign from	Yes <input type="checkbox"/> No <input type="checkbox"/>

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any employment?			
If yes , complete the following:			
Date	Name and address of employer	Supervisor's name	Reason for dismissal, discharge or resignation
7C. Directorships and business affiliations.			
List all corporations, partnerships, joint ventures or any business with which you are currently associated and in which you actively participate in the management or operations thereof as a director, partner or other capacity.			
(if space insufficient, use an attachment page)			
7D. Have you ever held an executive position with any company that has either been in liquidation or receivership?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes please supply details			
Signature			

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7E. Have you previously been employed in any capacity in a casino, gaming house, gaming machine related premises, gaming industry, bookmaking operations or the racing industry?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes to question 7E, show below detailed particulars of such employment.	
Dates (from-to)	
Name and address of employer	
Position and description of duties	
Name of manager	
Reason for leaving	
Dates (from-to)	
Name and address of employer	
Position and description of duties	
Name of manager	
Reason for leaving	
Dates (from-to)	
Name and address of employer	
Position and description of duties	
Name of manager	
Reason for leaving	
Signature:	

Gaming Machine Licence Application for Service Contractor – Body Corporate					
8. Financial Statement					
8A. Have you ever become bankrupt or taken advantage of the laws relating to bankruptcy or insolvency?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes , furnish details on an attachment page.					
8B. Statement of Assets					
As at (date of this statement of whatever recent date is convenient):					
Note: Describe fully. If additional space is required use attachment pages.					
Current Assets					
Financial Institution	Branch	Account Number		Amount	
				\$	
				\$	
				\$	
				\$	
				\$	
Cash otherwise held (over \$1000)					Amount
					\$
					\$
					\$
Debts owing to you by other persons (give details and dates due)					Amount
					\$
					\$
					\$
Investments – Shares, bonds, debentures, notes, etc.					
Company	Type	No. held	Year of acquisition	Total acquisition costs	Estimated market value
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
Signature:					

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Description of investments other than those listed above			Total acquisition costs	Estimated market value	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
Total				\$	
Fixed Assets – Real Estate (own residence and other properties)					
Location and description		Year of acquisition	Acquisition costs	Estimated market value	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
Total				\$	
Total Assets			\$		
Other Assets – Motor vehicles, caravan, boat, furniture, jewellery, etc.					
Description			Total acquisition costs	Estimated market value	
			\$	\$	
			\$	\$	
			\$	\$	
			\$	\$	
Total Assets				\$	
7C.Statement of Liabilities					
As at (date of this statement of whatever recent date is convenient):					
Note: Describe fully. If additional space is required use attachment pages.					
Long Term Liabilities (including mortgages)					
Borrower's name	Financial Institution	Branch	Loan Value	Due Date	Monthly Repayments
Signature:					

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Other long term liabilities (indicate name and address of lender or creditor)	Repayment details
	\$
	\$
	\$
	\$
	\$
	\$
Current liabilities (indicate name and address of creditor)	Repayment details
	\$
	\$
	\$
	\$
Other	\$
	\$
	\$
	\$
Total Liabilities	\$
Contingent Liabilities (i.e. liabilities of an indefinite nature or unspecified amount for which you may become liable in the future)	
Signature:	

Attachment page

Note: Any further attachment pages are to be numbered consecutively commencing with page 28

Signature:

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9. Lodgement options			
Applications can be lodged at a Territory Business Centre with the prescribed fee at:			
Darwin Ground Floor, Development House 76 The Esplanade Darwin GPO Box 9800 Darwin NT 0801 t: (08) 8982 1700 f: (08) 8982 1725 Toll free: 1800 193 111 e: territory.businesscentre@nt.gov.au		Katherine Shop 1, Randazzo Building 18 Katherine Terrace Katherine PO Box 9800 Katherine NT 0851 t: (08) 8973 8180 f: (08) 8973 8188 e: territory.businesscentre@nt.gov.au	
Tennant Creek Shop 2, Barkley House Cnr Davidson and Paterson Street Tennant Creek PO Box 9800 Tennant Creek NT 0861 t: (08) 8962 4411 f: (08) 8982 1725 e: territory.businesscentre@nt.gov.au		Alice Springs Ground Floor, The Green Well Building 50 Bath Street Alice Springs PO Box 9800 Alice Springs NT 0871 t: (08) 8951 8524 f: (08) 8951 8533 e: territory.businesscentre@nt.gov.au	
10. Payment options			
Contact your local Territory Business Centre for the relevant schedule of fees.			
Cash - Territory Business Centre			<input type="checkbox"/>
Cheque - payable to RTM (Receiver of Territory monies)			<input type="checkbox"/>
Credit card <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	
Credit card number			
Expiry			
Name on card			
I hereby authorise the Territory Business Centre to debit the above credit card for the amount of		\$	
Amount in words			dollars
Signature of Cardholder		Date	
Contact phone number			

Gaming Machine Act

**Notice In Accordance with the *Information Act*
(Information Privacy Principle 1)**

Licensing, Regulation and Alcohol Strategy (LRAS – a division of NT Department of Business) is seeking information from you for the purposes of your application.

Information Privacy Principle 1 (IPP 1) requires that a public sector organisation must not collect personal information unless the information is necessary for one or more of its functions or activities. If personal information about an individual is collected from the individual, the organisation must take reasonable steps to ensure that the individual is aware of certain matters. For the purposes of IPP 1, the following advice is provided.

- a) You are able to access your personal information that you have provided by making a written request to the Director-General of Licensing of Licensing.
- b) The information is required pursuant to the *Gaming Machine Act*. The *Act* requires that certain matters must be considered when deciding whether or not to approve an application.
- c) The information will be kept confidential except as follows:
 - i. Information may be sought from Police, government agencies, interstate licensing authorities, or referees or other persons nominated by you. Information may be released to those sources to the extent necessary to verify information about you and your application.
 - ii. Registers of licences and permits will be maintained and may be made available to the public on request.
- d) You do not have to provide information if you do not wish to do so. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the *Act*.