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|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. | | | | | | | | |
| Approved under section 137 of the Liquor Act 2019 (NT)  * All employees who serve, supply or sell liquor on your licensed premises must be recorded on this register and you must attach a copy of their Nationally Accredited Responsible Service of Alcohol RSA certificate. If more than three (3) years old this must be accompanied with a refresher certificate such as the NT*refresh*RSA. The refresher course may be done online at [www.ntrefreshrsa.com](http://www.ntrefreshrsa.com). * Insert extra rows or fill out more than one form if your employee details don’t fit into the space provided. * If you need help with this form, call Licensing NT on 08 8999 1800 or email [ditt.lrascompliancedwn@nt.gov.au](mailto:ditt.lrascompliancedwn@nt.gov.au). | | | | | | | | | |
| Premises name: | |  | | | Licence Number: | | |  | |
| **Employee’s surname** | | **Given name** | **Start date** | **Date course completed** | | **Original copy of RSA (O) or Refresher (R) certificate attached? O/R** | **Police or Inspector**  **(official use only)** | | **Date inspected (official use only)** |
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| **Employee’s surname** | | **Given name** | **Start date** | **Date course completed** | | **Original copy of RSA (O) or Refresher (R) certificate attached? O/R** | **Police or Inspector**  **(official use only)** | | **Date inspected (official use only)** |
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| **Employee’s surname** | | **Given name** | **Start date** | **Date course completed** | | **Original copy of RSA (O) or Refresher (R) certificate attached? O/R** | **Police or Inspector**  **(official use only)** | | **Date inspected (official use only)** |
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| Further information  A licensee must ensure that every employee whose responsibilities involve serving patrons or supervising the serving of patrons hold an RSA certificate issued by a body accredited by the Australian Skills Quality Authority or approved by the Liquor Commission.  A licensee must also ensure that new employees obtain the certificate (if they don’t already have one) within seven days of starting with you.  As a licensee your employees’ RSA certificates must be renewed at least once every three years.  As the licensee you must make this form, your employees’ RSA certificates and/or evidence of their start dates available to police officers and liquor inspectors upon request. | | | | | | | | | |
| End of form | | | | | | | | | |