**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 *Gaming Machine Act* 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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| **Gaming Machine Licence Application for Service Contractor – Body Corporate** |
| 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 StatementPenalties for offences under the *Gaming Machine Act* range from a fine of 8 penalty units to2500 penalty units or imprisonment up to 5 years.Under Section 177(f) of the *Gaming Machine Act* 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. |
| 11. Application is hereby made for a Service Contractor’s Licence: |
| **Details of Authorised Applicant** |
| Name of BodyCorporate |  |
| 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:a) We are the executive officers named in Point 5f as authorised to sign the application;b) that we are duly authorised by (body corporate) to make the application; andc) 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. |
| Signature of Authorised Executive Officer |  | Date |  |
| Signature of Authorised Executive Officer |  | Date |  |

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| **Gaming Machine Licence Application for Service Contractor – Body Corporate** |
| **Confidential – Personal History and suitability information of body Corporate** |
| Name of BodyCorporate |  |
| Signature |  | Date |  |
| Signature |  | Date |  |
| **Certificate** |
| Under the *Gaming Machine Act*2008 Service Contractor’sLicence, 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; andWe 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 |  |

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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) |  |
| 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. |
| 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 |  |

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| **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 andYear (from – to) |  |
| Address |  |
| Month andYear (from – to) |  |
| Address |  |
| Month andYear (from – to) |  |
| Address |  |
| Month andYear (from – to) |  |
| Address |  |
| Month andYear (from – to) |  |
| Address |  |
| Month andYear (from – to) |  |
| Address |  |
| Signature |  | Date |  |
| Signature |  | Date |  |

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| **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 BodyCorporate. |
|  |
| 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 |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
| 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 BodyCorporate 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 BodyCorporate 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 BodyCorporate. |
|  |
| Signature |  | Date |  |
| Signature |  | Date |  |

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| **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** |

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| **Gaming Machine Licence Application for Service Contractor – Body Corporate** |
|  |
| Note: Any further attachment pages are to be numbered consecutively, commencing with page28 |
| Signature |  | Date |  |
| Signature |  | Date |  |

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| **Gaming Machine Licence Application for Service Contractor – Body Corporate** |
| *Gaming Machine Act***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) |
| (ii) the principal executive officer of(name of body corporate) |  | , an applicant |
| (iii) a person to whom the provisions of section 74 (3) of the Act apply, in respect of (name of body corporate) |  | , an applicant |
| (A) for a service contractor’s licence |
| (B) for the renewal of service contractor’s licence number |  |
| (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 |  |
| 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 bodycorporate 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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| **Gaming Machine Licence Application for Service Contractor – Body Corporate** |
| (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 |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| (iii) particulars of any licence under the *Liquor Act* 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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| **Gaming Machine Licence Application for Service Contractor – Body Corporate** |
| (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 thesaid 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; andc) 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) |  |
| 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. |
| Applicant’sSignature |  | Date |  |
| Joint Holder’s Name |  |
| Joint Holder’sSignature |  | Date |  |
| **1. Personal Information** |
| 1A Title | Mr Mrs Ms Miss |
| 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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| **Gaming Machine Licence Application for Service Contractor – Body Corporate** |
| Telephone |  | Facsimile |  |
| Mobile |  | Email |  |
| 1E Date of birth |  | Place of Birth(city, state, country) |  |
| Gender |  |
| 1F Are you an Australian Citizen? | Yes No |
| 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 No |
| 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 maidenname (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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| **Gaming Machine Licence Application for Service Contractor – Body Corporate** |
| **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 No |
| 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 ofOffence | Result of Hearing or other disposition |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
| 5B. Have you ever been a party in a civil lawsuit or are you aware of any such action that may be pending? | Yes No |
| If **yes**, furnish details on an attachment page. |
| 5C. Have you ever had a judgement returned against you? | Yes No |
| 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 No |
| If **yes**, furnish details on an attachment page. |
| 5E. Have you ever had any article repossessed by a finance company or the like? | Yes No |
| If **yes**, furnish details on an attachment page. |
| Signature |  |

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| **Gaming Machine Licence Application for Service Contractor – Body Corporate** |
| **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 |  |
| Signature: |  |

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| **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 No |

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| **Gaming Machine Licence Application for Service Contractor – Body Corporate** |
| 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 No |
| If **yes** please supply details |
|  |
| Signature |  |

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| **Gaming Machine Licence Application for Service Contractor – Body Corporate** |
| 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 No |
| 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: |  |

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| **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 No |
| 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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| **Gaming Machine Licence Application for Service Contractor – Body Corporate** |
| 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 | FinancialInstitution | Branch | Loan Value | Due Date | MonthlyRepayments |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Signature: |  |

|  |  |
| --- | --- |
| 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 page28 |
| 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 House76 The EsplanadeDarwinGPO Box 9800Darwin NT 0801t: (08) 8982 1700 f: (08) 8982 1725Toll free: 1800 193 111e: territory.businesscentre@nt.gov.au | **Katherine**Shop 1, Randazzo Building18 Katherine TerraceKatherinePO Box 9800Katherine NT 0851 t: (08) 8973 8180f: (08) 8973 8188e: territory.businesscentre@nt.gov.au |
| **Tennant Creek**Shop 2, Barkley HouseCnr Davidson and Paterson StreetTennant CreekPO Box 9800Tennant Creek NT 0861 t: (08) 8962 4411f: (08) 8982 1725e: territory.businesscentre@nt.gov.au | **Alice Springs**Ground Floor, The Green Well Building50 Bath Street Alice Springs PO Box 9800Alice Springs NT 0871 t: (08) 8951 8524f: (08) 8951 8533e: territory.businesscentre@nt.gov.au |
| **10. Payment options** |
| Contact your local Territory Business Centre for the relevant schedule of fees. |
| Cash - Territory Business Centre |  |
| Cheque - payable to RTM (Receiver of Territory monies) |  |
| Credit card | Visa MasterCard |
| 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 ofCardholder |  | 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.