

# TASMANIAN LIQUOR AND GAMING COMMISSION

## GAMING CONTROL ACT 1993

### INCORPORATED BODY HISTORY PROFORMA

The “Incorporated Body” History Proforma is to be completed to enable suitability checks to be performed in connection with:

1. Application to be listed on the Roll of Recognised Manufacturers, Suppliers and Testers of Gaming Equipment (the Roll); or
2. Associate Incorporated bodies of an applicant for the Roll.

This document and its contents will remain strictly confidential to the Tasmanian Liquor and Gaming Commission.

#### LIQUOR AND GAMING CONTACT DETAILS

Salamanca Building Parliament Square  
4 Salamanca Place HOBART TAS 7000  
Telephone: (03) 6166 4040 Facsimile: (03) 6173 0218

Level 3 Henty House 1 Civic Square LAUNCESTON TAS 7250  
Telephone: (03) 6777 2777 Facsimile: (03) 6173 0218

GPO Box 1374 HOBART TAS 7001 Australia  
Email: [gaming@treasury.tas.gov.au](mailto:gaming@treasury.tas.gov.au) Web: [www.gaming.tas.gov.au](http://www.gaming.tas.gov.au)

Aug 2017  
Trim Ref: 08/59365

# **GAMING CONTROL ACT 1993**

## **INFORMATION**

In accordance with the *Gaming Control Act 1993*, the Tasmanian Liquor and Gaming Commission is required to conduct investigations of all incorporated bodies, which seek to be listed on the Roll of Recognised Manufacturers and Suppliers of Gaming Equipment in Tasmania.

### **Assessment process -**

The assessment will involve references to various organisations which may include the following:

Tasmania Police  
Financial Institutions  
Professional Bodies  
Australian Securities and Investments Commission  
Gaming Regulatory Authorities.

Where applicable, reference may also be made to interstate, federal and overseas equivalents of these organisations.

***Failure to fully disclose all information or to provide complete records as required may, in itself, be sufficient reason to result in your application being denied.***

### **Completion -**

The Incorporated Body History Proforma must be completed by:

- the Principle Executive Officer;
- if the Principle Executive Officer does not have the knowledge of the relevant facts, another person (eg. Director or Company Secretary) who has the knowledge and is authorised by the applicant to make the affidavit; or
- member of the Executive Committee where a club is the applicant.

### **Submission -**

If accompanied by an application for licence, please enclose the application and any accompanying fee in an envelope and forward to the Tasmanian Liquor and Gaming Commission marked:

PERSONAL AND CONFIDENTIAL -  
Tasmanian Liquor and Gaming Commission  
Manager Operations  
GPO Box 1374  
HOBART 7001

### **Associate Application Form -**

Any person who holds the position of director, partner, trustee, executive officer and secretary and any other officer or person determined by the Commission to be associated or connected with the ownership, administration or management of the corporation must complete a Associate Application Form.

## **DIRECTIONS FOR COMPLETION**

**Before commencing this form please read the following questions carefully.**

**IF YOU REQUIRE ASSISTANCE, you may contact the Tasmanian Liquor and Gaming Commission on (03) 6166 4040.**

1. Write in BLOCK LETTERS an answer to every question.
2. If a question does not apply to you state "N/A" in response to that question.
3. If there is nothing to disclose in reply to a particular question state "NIL" in response to that question.
4. If the space available is insufficient please supply the required information on an attachment page.
5. When requested to use an attachment page precede each answer thereon with the number applicable to that question.
6. All dates should be completed in the Form: Day/Month/Year.
7. Each page of this form and each attached page should be signed by the person completing the form in the space provided at the bottom of each page.
8. All amounts are to be recorded in Australian Dollars. Conversion from foreign currency should be made using current exchange rates.
9. Complete and sign the Statutory Declaration



Full Name.....  
Residential Address.....  
Date of birth .....  
Position.....

Full Name.....  
Residential Address.....  
Date of birth .....  
Position.....

Full Name.....  
Residential Address.....  
Date of birth .....  
Position.....

Full Name.....  
Residential Address.....  
Date of birth .....  
Position.....

Full Name.....  
Residential Address.....  
Date of birth .....  
Position.....

If you answer **YES** to any of the following questions, provide details on attachment page.

**6. GOVERNMENT AGENCIES**

		Yes	No
a)	Has a director ever been disqualified from acting as such under any provision of current or previous Australian Corporations and Securities Legislation (or overseas equivalent)?	<input type="checkbox"/>	<input type="checkbox"/>
b)	Has the company/incorporated body ever been under investigation by the Australian Securities and Investments Commission or any other Government authority to your knowledge?	<input type="checkbox"/>	<input type="checkbox"/>
c)	Has the company/incorporated body ever been associated with a company/incorporated body that is currently, or has been, under investigation by the Australian Securities and Investments Commission or any other Government authority to your knowledge?	<input type="checkbox"/>	<input type="checkbox"/>
d)	Has the company/incorporated body ever been granted a licence by Government to supply liquor, operate a hotel or conduct bookmaking activities, or licensed as a real estate agent, private enquiry agent or security officer?	<input type="checkbox"/>	<input type="checkbox"/>
e)	Has the company/incorporated body ever been refused a licence by Government to supply liquor, operate a hotel or conduct bookmaking activities or had any such licence revoked?	<input type="checkbox"/>	<input type="checkbox"/>

**7. CONVICTIONS**

		Yes	No
a)	Has the company/incorporated body ever been convicted of an offence.	<input type="checkbox"/>	<input type="checkbox"/>
b)	Are you aware of any current charges or summons against the company/incorporated body, which are before a Court for any offence or violation? If YES give details of nature of offence, court date of appearance	<input type="checkbox"/>	<input type="checkbox"/>



## **DOCUMENTS TO ACCOMPANY THIS FORM**

- Copies of the memorandum and articles of association, replaceable rules, constitution or other incorporating documents in force at this time;
- A copy of the most recent auditor's report on the financial affairs of the company;
- Certificate of Registration from the Australian Securities and Investments Commission;
- Certificate of Registration for the business name under which the company conducts its operations (if applicable);
- A corporate family tree showing how the company relates to subsidiary, parent and related entities;
- Financial statements of the "company" consisting of a balance sheet, profit and loss statement and explanatory notes for the past three financial years; and
- Provide details of all Holding, Subsidiary and related Companies defined pursuant to the relevant Corporation Law (or equivalent) including details as to the nature of the business conducted by such companies.





# STATUTORY DECLARATION VERIFYING HISTORY PROFORMA - INCORPORATED BODY

I 1 .....

of 2 .....

DO SOLEMNLY AND SINCERELY DECLARE:

- (a) I have personally completed all the information required in this proforma; and
- (b) I certify that the particulars contained in the completed proforma are true and correct in every detail and fully disclose the information required to complete this proforma.

AND I MAKE THIS SOLEMN declaration by virtue of the *Oaths Act 2001*.

.....

(Signature of Applicant)

DECLARED at 3.....)

in the State of 4.....)

this        day of                20

.....

(Signature of Witness)

before me

.....

.....

(Name and Occupation of Witness)

## NOTES

- 1     **Full name**
- 2     **Address**
- 3     **Place of declaration, e.g. Hobart**
- 4     **State of declaration, e.g. Tasmania**

## CATEGORY OF ACCEPTABLE WITNESSES

- |    |   |    |  |
|----|---|----|--|
| 1  | A Commissioner for Declarations                           | 11 | A veterinary surgeon   |
| 2  | A Justice of the peace or bail justice                    | 12 | A pharmacist   |
| 3  | A notary public   | 13 | A principal in the teaching service  |
| 4  | A barrister and solicitor of the Supreme Court            | 14 | The manager of a bank  |
| 5  | A clerk to a barrister and solicitor of the Supreme Court | 15 | A member of the Institute of Chartered Accountants in Australia or the Australian Society of Certified Practising Accountants or the National Institute of Accountants |
| 6  | A member of the police force                              | 16 | A minister of religion authorised to celebrate marriages   |
| 7  | A councillor of a municipality                            | 17 | A person who holds a prescribed office in the public service.  |
| 8  | A town clerk or municipal manager                         | 18 | An authorised person of the Tasmanian Liquor and Gaming Commission.  |
| 9  | A legally qualified medical practitioner                  |    |  |
| 10 | A dentist   |    |  |

