

# Gaming Machine Service Licence Application

Customer Service Centre  
 Visit us: 91 Grenfell Street, ADELAIDE SA 5000  
 Mail to: GPO Box 2169, ADELAIDE SA 5001  
 Ph: 08 8226 8655  
 Email: [applications@agd.sa.gov.au](mailto:applications@agd.sa.gov.au)  
 Web: [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

<i>Office use only</i>	
Date .....	
Receipt No .....	
Amount .....	Initials .....

**Applicant**

**Type of Entity**       Company       Sole trader       Partnership

**A.C.N.**  
(If a company)

--	--	--	--	--	--	--	--	--	--

**Address of principal place of business**

No:	Street:
Suburb:	Postcode:

**Address of registered office**  
(If a corporation)

No:	Street:
Suburb:	Postcode:

**APPLICATION CONTACT/REPRESENTATIVE DETAILS IF OTHER THAN ABOVE**  
(For service of notices for this application)

**Solicitors or representatives lodging this application**

**Contact name for enquiries**

**Address**

No:	Street:
Suburb:	Postcode:
Phone:	Mobile:
Fax:	Email:

**Applicant's signature:** ..... **Date** .....

# Gaming Machine Service Licence Application

- If the applicant is a **body corporate** please complete Section 1, Section 3 and Section 4 and supply all attachments.
- If the applicant is a **partnership** please complete Section 2, Section 3 and Section 4 and supply all attachments.
- If the applicant is a **sole trader** please complete Section 3 and Section 4, complete and attach a Personal Information Declaration Form and a copy of your Business Name extract.
- **All applicants are required to complete Section 3 (questions 14 and 15) and Section 4.**

Where there is insufficient space, complete the question by way of attachment.

## **SECTION 1**

*(To be completed if the applicant is a body corporate)*

### **1. Detail each director, company secretary and any other officeholder.**

Full Name	Address	Date of birth	Liquor or gaming ID No. (if assigned)

*Each person listed above will be required to lodge a Personal Information Declaration Form. If that person has already been approved under the Gaming Machines Act 1992 and it has been less than six months since the cessation of that approval, then only a Statutory Declaration Form is required.*

### **2. Detail all shareholders of the company.**

If the applicant is a public company, attach a list of the 20 largest shareholders only.

(Details should show the full name of each shareholder and the relevant number and percentage of shares held)

Full Name	Address	No., Class And % of shares held

*Shareholders may be required to lodge a Personal Information Declaration Form or Statutory Declaration Form.*

### **3. Attach a flow chart supported by text explaining the corporate structure of the company.**

The flow chart should detail parent or holding companies, subsidiaries and other associated companies.

# Gaming Machine Service Licence Application

4. If the applicant company is a subsidiary company, list all directors of the holding or parent companies.

Full Name	Address	Date of birth	Company

*Each director of a holding or parent company will be required to lodge a Personal Information Declaration Form or Statutory Declaration Form.*

5. Apart from those persons identified in questions 1, 2 and 4, list any other person that may be in a position of authority and is able to influence the way the proposed entity operates.

Name	Address	Date of birth	Position

*Each person in a position of authority will be required to lodge a Personal Information Declaration Form or Statutory Declaration Form.*

**Note: Person in a Position of Authority**

For the purpose of the Gaming Machine Act 1992, a person occupies a position of authority in a body corporate if:

- (a) he or she is a director or a member of the governing body of the body corporate
- (b) he or she exercises or exerts, or is in a position to exercise or exert, control or substantial influence over the body corporate in the conduct of its affairs
- (c) he or she manages, or is to manage, the undertaking to be carried out in pursuance of a licence
- (d) where the body corporate is a proprietary company - he or she is a shareholder in the body corporate.

6. Attach a copy of the Articles of Association and Memorandum of Association or Company Constitution of the applicant company.

# Gaming Machine Service Licence Application

7. If the company is a trustee of any trust, provide the following details:

Name(s) of trust(s)

Address

No:	Street:	
Suburb:	State:	Postcode:

Type of trust  
(Tick one box)

- Discretionary Trust     
  Unit Trust     
  Other

8. Detail all individuals and/or entities that are beneficiaries or unit holders of the trust.

Name	Number and % of units held (if applicable)

9. Attach a copy of the Trust Deed.

10. Has the company, or any holding or subsidiary company been found guilty of an offence, (including but not limited to criminal, taxation and gaming offences, irrespective of whether a conviction was recorded), fined or issued with an infringement notice?

- Yes (Provide details below)     
  No (Go to question 11)

Offence	Date of Offence	Court, Tribunal, Commission or Authority	Result (if any imposed)

11. Has the company or any holding or subsidiary company been placed into liquidation, receivership, scheme of arrangement or under other formal insolvency administration?

- Yes (Provide details below)     
  No (Go to Section 3)


# Gaming Machine Service Licence Application

## **SECTION 2**

*(To be completed if applicant is a partnership)*

### 12. List all partners of the partnership.

Full name	Address	Date of birth	Liquor or gaming ID no. (if assigned)

*Each person listed above will be required to lodge a Personal Information Declaration Form. If that person has already been approved under the Gaming Machines Act 1992 and it has been less than six months since the cessation of that approval, then only a Statutory Declaration Form is required.*

### 13. Attach a copy of the partnership agreement and Business Name extract

## **SECTION 3**

*(The following questions must be completed by all applicants)*

### 14. List any other Australian or New Zealand jurisdiction in which the applicant (or holding or subsidiary company) currently holds or has applied for a licence, or approval under any form of gambling legislation, including:

- a casino
- club or hotel
- manufacturer
- seller/supplier of gaming machines and equipment
- gambling monitoring operator
- approved testing facilities
- service contractors
- wagering
- keno or lottery
- bookmaking
- any other gaming activity

Type of licence or approval	Date of approval	Location of activity	Name of regulator

### 15. Has the applicant (or any holding or subsidiary company) ever had any licence, authority or approval issued by a government agency relating to the conduct of gaming or any other business terminated, refused, suspended, revoked or disciplinary action taken?

- Yes (Provide details below)       No


# Gaming Machine Service Licence Application

## **SECTION 4**

*(The following must be completed by all applicants)*

Applicants must provide a submission addressing the following:

- a. Details of the applicant's ability to offer services to all gaming machine licensees in South Australia.
- b. Details of technical expertise in the gaming machine servicing field
- c. Summary of current (or past) business operations
- d. Intended hours of operation and provision of services
- e. Capacity (both financially and physically) to hold sufficient spare parts and equipment
- f. Any other matter the applicant feels may be relevant to the application.

### **Indemnity**

*I hereby indemnify the Liquor and Gambling Commissioner and the Police Commissioner against the costs and expenses, certified by such one of them as the case may require, incurred in carrying out investigations for the purposes of determining whether or not the application lodged herewith should be granted.*

**Applicant/Authorised Officer's Signature:** .....

**Position/Title:** ..... **Date:** .....

Before Lodging this application ensure that you have:

- Attached a completed Personal Information Declaration (PID) form (or Statutory Declaration Form) for each person required to complete a PID as indicated above; and
- Attached all relevant documents if asked to do so in any section above.

To approve individual persons to work as gaming machine technicians, use **Application For Approval of Persons in Relation to a Service Licence.**