

INDEPENDENT LIQUOR & GAMING AUTHORITY
UPDATED PERSONAL ASSESSMENT FORM

FOR
RENEWAL OF SPECIAL EMPLOYEE LICENCE

STRICTLY CONFIDENTIAL

SURNAME: _____

OTHER NAMES: _____

LICENCE No: _____

POSITION (eg Dealer etc): _____

ADDRESS: _____

TELEPHONE: _____

DATE OF BIRTH: _____

DATE FORM COMPLETED: _____

November2014 2014

IMPORTANT INFORMATION

Why do I have to complete this Updated Personal Assessment Form?

The NSW *Casino Control Act 1992* (the Act) states that a special employee licence must be renewed every 5 years from the original date of grant of the licence. Under the Act, the Independent Liquor and Gaming Authority (the Authority) is **not** to renew a special employee licence unless it is satisfied that the licensee continues to be suitable to exercise the functions that the licence, if renewed, will authorise the licensee to exercise.

The Act specifies that, in deciding whether a licensee continues to be suitable, the Authority must make an assessment as to:

- (i) the licensee's integrity, responsibility, personal background, and financial stability; and
- (ii) the licensee's general reputation having regard to character, honesty and integrity; and
- (iii) the suitability of the licensee to perform the type of work proposed to be performed by the licensee.

The information you provide in this form will assist the Authority to determine whether you continue to be a suitable person to be licensed as a special employee.

You are required to provide the following information at the time that you lodge your renewal application.:

- A copy of the last Income Tax Return you filed,
- A copy of the Group Certificate/s and any other documents which accompanied the return,
- A copy of the Notice of Assessment received from the ATO,
- A copy of your individual Credit Report, you may apply for your individual credit report from one of the following agencies:
 - **Veda:** MyCreditFile.com.au (Veda) Phone: 1300 762 207
 - **D&B:** CheckYourCredit.com.au Phone: 1300 734 806
 - **Experian:** Experian Credit Services Phone: 1300 783 684
- A copy of all financial institution statements for the last financial year, this is to include bank accounts, investment accounts, loan accounts and credit cards.

Finger and Palm Prints

In addition to completing this Personal Assessment Form, it will be necessary for you to be finger printed and palm printed and you must arrange to have your fingerprints taken at a local Police Station to obtain a copy of your Police Report and The Star's Licensing Team can assist you with this process.

False or misleading information

The provision of false or misleading information in response to any question asked, or document sought, by this Updated Personal Assessment Form could result in a refusal to renew your special employee licence and may lead to prosecution for a breach of the Act, resulting in imprisonment for up to 12 months or a fine of up to \$5,000 or both.

The lodgement

To lodge your application you will be required to attend a lodgement interview which will take place at the offices of the Independent Liquor and Gaming Authority. However, you must make your appointment for the lodgement interview through The Star Licensing.

At the time of lodgement of your form, you will be asked about the information contained in your application and the supporting documents that you are required to provide.

A new photograph will be taken and you will be issued with a new licence, however, your licence is not renewed until a full investigation is completed into the application and supporting documentation.

The process

The investigation into an applicants continued suitability to hold a Casino Special Employee Licence will commence on the day that the application of renewal is lodged. The results of the investigation may result in the Authority requiring further information from an applicant, this can be either through a formal interview or a written notice requiring an applicant to produce further supporting documentation.

On completion of the investigation the applicant will be notified in writing of the Authority's decision with regard to the renewal of the Casino Special Employee Licence.

Failure to provide all required supporting documentation at the lodgement of the applicant for renewal of a Casino Special Employee Licence may result in the Authority not accepting the renewal application, which would result in the licensing expiring if the Application and all supporting documentation was not lodged prior to the expiry date.

The Authority will only accept lodgement of the application for renewal in person.

DIRECTIONS FOR THE COMPLETION OF UPDATED PERSONAL ASSESSMENT FORM

Before answering any of the questions in the form, please read the following points carefully:

1. Use a **BLACK** pen.
2. In answer to each question, tick either the **Yes** or the **No** box. **DO NOT** leave a question unanswered.
3. If there is insufficient space to provide details in answer to a question, provide details on the attachment pages.
4. All dates should be completed in the form: Day/Month/Year
5. All amounts are to be recorded in Australian Dollars.
6. Complete and sign the Statutory Declaration (page 4)
7. Complete and sign the Notice of Consent (page 11)
8. Complete and sign the Authority for Release (page 12)
9. Have your associated person(s) complete and sign the Authority for Release Associated Person (page 13)
9. **DO NOT SIGN THE DEED OF INDEMNITY** (page 14). You will be required to sign the Deed when you lodge your application at the premises of the Authority.

HELP DESK

For further assistance in completing the Updated Personal Assessment Form, call the Authority's **HELP DESK** on (02) 9842 8017 or via email to casino.licensing@ilga.nsw.gov.au.

STATUTORY DECLARATION

I _____
Given Names Surname
of _____
Residential address

Occupation

do hereby solemnly declare and affirm that:

- (a) I have personally completed this Updated Personal Assessment Form; and
- (b) the particulars contained in this Updated Personal Assessment Form are true and correct in every detail and fully disclose the information required to complete this Updated Personal Assessment Form; and
- (c) any document accompanying this Updated Personal Assessment Form that is not an original document is a true copy of the original document;

and I make this solemn declaration, as to the matters aforesaid, according to the law and subject to the punishment by law provided for any wilfully false statement in any such declaration.

Declared at _____ on _____
(place) (date)

Signature of applicant

In the presence of an authorised witness, who states:

I, _____
a _____

certify the following matters concerning the making of this statutory declaration by the person who made it:

- 1. * I saw the face of the person **OR** * I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
- 2. * I have known the person for at least 12 months **OR** * I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I

relied on was _____
(describe document)

Signature of Witness

Date

QUESTIONS RELATING TO YOUR PERSONAL BACKGROUND

1. Have you changed your name since you applied for a special employee licence?

YES NO

If yes, state:

New name: _____
Surname Other names

Previous name: _____
Surname Other names

Why did you change your name? _____

When did you change your name ? _____

If you have changed your name you will be required to produce evidence such as a deed poll, marriage certificate or decree nisi (if divorced) when you lodge your application.

2. Have you become the holder of a NSW driver's licence or renew your driver's licence since your last application for a special employee licence?

YES NO

If yes, complete the following:

Licence No: _____ Date of expiry of licence:/...../.....

3. Have you been granted a new passport since your last application for a special employee licence? (Have you applied for a renewal)

YES NO

If yes, complete the following:

Passport Number: _____

Country of Issue: _____

Date of Issue: ____/____/____ Date of Expiry ____/____/____

4. If applicable, provide a list of your “associated persons”.

An “associated person” includes but is not limited to -

- your spouse or de facto spouse; or
- any other family member, friend or business associate who has an interest in your affairs either by:
 - (a) having a financial interest in your assets or liabilities; or
 - (b) having a shared bank or financial institution account with you; or
 - (c) holding any asset on trust for you; or
 - (d) being in business with you as proprietors or partners of the business.

State the person’s name, date of birth and the nature of their association with you:

1.	_____	_____	_____
	Name	Date of birth	Nature of Association
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

All associated persons need to complete page 13.

5. To the best of your knowledge, have any of the associated persons named in Question 4 been convicted of a criminal offence?

YES NO

If yes, give

details: _____

6. Have any criminal or civil proceedings been commenced or finalised against you since your last application for a special employee licence of which you have not already notified the Authority?

YES NO

If yes, give details: _____

7. Have any of the following occurred since your last application for a special employee licence:

- (i) have you been investigated by a law enforcement agency (answer as to the best of your knowledge)? YES NO
- (ii) have you been arrested by a law enforcement agency? YES NO
- (iii) have you been detained by a law enforcement agency? YES NO
- (iv) have you been cautioned by the Police? YES NO
- (v) have you been the subject of an Apprehended Violence Order? YES NO
- (vi) summoned before a Court to answer for any offence for any reason whatsoever regardless of the outcome of the action? YES NO
- (vii) the subject of a cancelled or suspended driver's licence? YES NO

If yes, give full details:

8. Have you been the subject of disciplinary proceedings taken by your employer since your last application for a special employee licence?

YES NO

If yes, give details: _____

QUESTIONS RELATING TO YOUR FINANCIAL AFFAIRS

9. Have you been refused credit since your last application for a special employee licence?

YES NO

If yes, give details: _____

10. Have you had any item repossessed since your last application for a special employee licence?

YES NO

If yes, give details: _____

11. Have you become involved in any trust arrangement since your last application for a special employee licence?

YES NO

If yes, give details: _____

12. Have you become involved in any business, company or partnership since your last application for a special employee licence?

YES NO

If yes, give details: _____

13. Have you received any income, or do you have an entitlement to any income, over and above the income earned whilst working for The Star Pty Ltd?

YES NO

If yes, please provide details _____

14. In relation to the last Income Tax Return filed by you, complete the following:

Last return filed on _____ 201 ____ for the year ending 30 June 201 ____.

Last return filed at the _____ branch of the Australian Taxation Office.

IMPORTANT:

Please attach copies of the following documents to this form:

- last Income Tax Return filed;
- Group Certificate/s and any other documents which accompanied the return;
- Notice of Assessment received from the ATO in relation to the return.

FINANCIAL DECLARATION

1. Current Salary \$ _____
2. Other Income \$ _____ Provide full details below.

3. **Current Assets** **Current Liabilities**

If joint assets and liabilities disclose only your share of the asset and/or liability.

Bank Accounts _____	Mortgage _____ (total owing)
Investments (\$ value) _____	Credit Cards _____ (total owing)
Real Estate (\$ value) _____	Other Loans _____ (total owing)
Motor Vehicle (\$ value) _____	Other _____ (total owing)
Other : (\$ value) _____ (Including household items and personal possessions)	
Total _____	Total _____

3. **Have you become bankrupt or taken advantage of the laws relating to bankruptcy or insolvency since your special employee licence was issued?**
YES NO
4. **Have you been in default in payment of any debt incurred solely or jointly in your name since your special employee licence was issued?**
YES NO

NOTE: YOU MUST PROVIDE A COPY OF YOUR CREDIT ADVANTAGE FILE AT THE TIME OF LODGEMENT. This can be obtained by calling Veda, D&B or Experian, please refer to the website www.oaic.gov.au

INDEPENDENT LIQUOR AND GAMING AUTHORITY

AUTHORITY FOR RELEASE

To: All courts, probation departments, employers, educational institutions, banks, financial and other institutions, all agencies - Federal, State and Local, without exception both foreign and domestic and to whomsoever else this authorisation may be duly presented.

From:
Surname Other Names

of
Address

Date of Birth:/...../..... Telephone: (h)(w)

I agree to allow the New South Wales Independent Liquor and Gaming Authority ("the Authority"), and the New South Wales Police Service and any properly delegated agency to conduct an investigation into my background.

I HEREBY AUTHORISE the Chief Executive of the Authority, and the New South Wales Police Service or any person authorised by an original letter of authority signed by either of them ("an Authorised Delegate") to have access to inspect and obtain copies of:

- (a) any credit report, other report, legal or personal information derived from those reports that has any bearing on my credit worthiness, credit history, credit standing or credit capacity;
- (b) any loan information, cheque account records, savings deposit records, safe deposit records, safe deposit box records, passbook records and bank statement sheets pertaining to me;
- (c) any records relating to investigations of my activities conducted by any State, Territory, Federal or overseas police force, crime investigation agencies, corporate regulatory agencies or any gaming or casino regulatory bodies;
- (d) any court records relating to any present or past civil or criminal court proceedings to which I am or was a part; and
- (e) any other document, record or correspondence pertaining to me.

You are HEREBY AUTHORISED to release to the Chief Executive of the Authority, the New South Wales Police Service or an Authorised Delegate, all the documents, reports, records and information requested by any of them.

This Authorisation shall supersede and countermand any prior request or authorisation to the contrary. A photocopy of this Authorisation will be considered as effective and as valid as the original.

One of the purposes for which this Authorisation has been given is to satisfy Section 18N(1)(ga) of the Commonwealth Privacy Act 1988 which provides that the personal information in possession of the credit provider can only be disclosed to another person where there is written authorisation by the applicant to do so.

Signature: _____ Date: ___/___/___

Signature of witness: _____ Name: _____

INDEPENDENT LIQUOR AND GAMING AUTHORITY

**AUTHORITY FOR RELEASE
ASSOCIATED PERSONS**

To: All courts, probation departments, employers, educational institutions, banks, financial and other institutions, all agencies - Federal, State and Local, without exception both foreign and domestic and to whomsoever else this authorisation may be duly presented.

From:
Surname Other Names

of
Address

Date of Birth:/...../..... Telephone: (h)(w)

I agree to allow the New South Wales Independent Liquor and Gaming Authority ("the Authority"), and the New South Wales Police Service and any properly delegated agency to conduct an investigation into my background.

I HEREBY AUTHORISE the Chief Executive of the Authority, and the New South Wales Police Service or any person authorised by an original letter of authority signed by either of them ("an Authorised Delegate") to have access to inspect and obtain copies of:

- (a) any credit report, other report, legal or personal information derived from those reports that has any bearing on my credit worthiness, credit history, credit standing or credit capacity;
- (b) any loan information, cheque account records, savings deposit records, safe deposit records, safe deposit box records, passbook records and bank statement sheets pertaining to me;
- (c) any records relating to investigations of my activities conducted by any State, Territory, Federal or overseas police force, crime investigation agencies, corporate regulatory agencies or any gaming or casino regulatory bodies;

You are HEREBY AUTHORISED to release to the Chief Executive of the Authority, the New South Wales Police Service or an Authorised Delegate, all the documents, reports, records and information requested by any of them.

This Authorisation shall supersede and countermand any prior request or authorisation to the contrary. A photocopy of this Authorisation will be considered as effective and as valid as the original.

One of the purposes for which this Authorisation has been given is to satisfy Section 18N(1)(ga) of the Commonwealth Privacy Act 1988 which provides that the personal information in possession of the credit provider can only be disclosed to another person where there is written authorisation by the applicant to do so.

Signature: _____ Date: ___/___/___

Signature of witness: _____ Name: _____

DEED OF INDEMNITY

(To be signed at time of lodgement of application to renew licence)

I, _____, acknowledge that I have authorised each and every person, body, party, institution, agency and organisation howsoever described to whom or which an Authority for Release duly executed by me has been presented, to release details of any conviction or other information recorded to or against my name. I hereby agree to release and to indemnify and hold harmless the State of New South Wales, its servants and agents from and against any and all liability, actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the release or use of any details of any conviction or other information purporting to either relate to or involve myself.

Executed as a Deed.

Signed, sealed and delivered)
by)
in the presence of:)

Signature of applicant

Date: ___/___/___

Signature of witness
(Authority's Delegate)

Name of witness

**FINANCIAL DECLARATION
FINANCIAL INSTITUTION ACCOUNTS**

(e.g Banks, Building Societies, Credit Unions)

List below all accounts, (in Australia or elsewhere), held by you or by you jointly with an associated person, within the last three (3) years (including those accounts that you have closed in that time) This includes bank accounts, investment accounts, credit cards and loan accounts.

If there is insufficient space continue on the attachment page.

Name and Address of Financial Institution	Names of persons appearing on Account	Account No	Date Opened	Date Closed	Type of Account	Balance

NOTE: *At the time of lodgement of this renewal application you are required to provide a copy of all financial institution statements for the last twelve (12) months for those accounts that were open in the last three (3) years. (This includes bank, loan, credit card statements).*

SIGNIFICANT TRANSACTIONS

Complete the following for any significant transactions you have had with any other person or organisations during the last financial year.

A significant transaction is one with a monetary value of \$5,000 or more, and may be, for example, a cash transaction, a loan taken or given by you, or the receipt of a gift.

If there is insufficient space continue on the attachment page.

Nature of transaction	Person/Organisation with whom transaction occurred	Date	Value

