

## APPLICATION FOR MEMBERSHIP – CORPORATION

*This application form has been prescribed by the Victorian Bookmakers' Association Limited (**Association**) for the purposes of an application for membership (**Application**).*

### Section 1 – How to apply

This form must be completed and submitted by email to: [info@vicbookmakers.com.au](mailto:info@vicbookmakers.com.au).

#### Need assistance?

For more information on how to apply for membership with the Association:

- visit the Association's website at [www.vicbookmakers.com.au](http://www.vicbookmakers.com.au), including reviewing the Association's 'Membership Eligibility Policy and Terms' (**Eligibility Policy**) available for download;
- telephone the Association on +61 03 9376 1933; and/or
- email the Association at [info@vicbookmakers.com.au](mailto:info@vicbookmakers.com.au).

#### Directions for completing this form:

- Insert answers using BLOCK letters.
- If a question does not apply, or there are no details to disclose in response to a question, print "N/A" or "Not applicable" in the field provided.
- If there is insufficient space available to insert an answer to a question, please supply the additional information on an attachment or appendix to the completed form.

*Important note:* the Application fee to accompany this completed form is non-refundable, unless otherwise determined by the Association in writing to the applicant.

#### Who can apply for membership with the Association?

Any person can apply to the Association for membership of the Association, provided that the person complies with the Eligibility Policy, which can be accessed at the following link: <https://vicbookmakers.com.au/join-the-vba/>

An individual applicant (including a sole trader or partnership) must complete a different prescribed application form which is also available on the Association's website.

If an Application for membership is approved by the Association in accordance with the Eligibility Policy, the member's name may be published on the Association's website from time to time.

#### Term of membership

If approved, membership with the Association is generally granted for a 12 month period, subject to renewal and any conditions of approval imposed by the Association as well as any other applicable terms and policies in effect.

Membership can only be terminated or suspended in accordance with the Eligibility Policy and the constitution of the Association (**Constitution**).

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### **Bonds, guarantees and sureties**

In accordance with the Eligibility Policy and the Constitution, every member must deposit with the Association such amount or security as is determined by the Association to be maintained in funds established for the purposes of satisfying claims made against it under section 94A of the *Racing Act 1958 (Vic)* (referred to as the **Wager Guarantee**).

The Association may also require other amounts or securities to be deposited depending on the Association's policies and the Membership Class the applicant is seeking.

The Wager Guarantee is maintained by the Association and includes the following separate funds, each with unique purposes for the benefit of all members:

- Base Guarantee;
- Joint and Several liability;
- Cash guarantee; and
- Futures guarantee.

Subject to its Constitution and the Eligibility Policy, the Association may also accept registered mortgages and bank guarantees from individuals for the purposes of satisfying claims made against it under section 94A of the *Racing Act 1958 (Vic)*.

The 'Base Guarantee Fund' is the only fund which must be contributed to by **all** members regardless of their Membership Class and circumstances. You will receive a notice from the Association with further details about your required contributions to the Base Guarantee Fund and any other funds comprising the Wager Guarantee. You will also receive a deed of acknowledgement to review and complete in respect of your required contributions.

The Wager Guarantee can be provided through various methods (usually by way of cash or cash equivalents) and is calculated in accordance with the Association's policies, as amended from time to time. Please contact the Association before submitting this Application form if you are unsure about what amounts or security you are required to contribute to the Wager Guarantee funds.

### **Requirements for notification of any changes to information provided**

Between lodging an Application for membership and a determination being made by the Association, you must notify the Association in writing about any changes to the information which you have provided, including any documents or materials lodged with this form or in support of the Application. Failure to comply with this requirement may result in the Application being refused or any membership granted being subsequently cancelled or suspended.

Further, if membership is granted, you will be given a set of directions which require ongoing disclosure of specified changes of a member's circumstances. You must give written notice to the Association within 14 days of such a specified change taking place. Failure to comply with this requirement may result in membership being cancelled or suspended.



Victorian Bookmakers  
Association Limited  
ACN 004 236 677

400 Epsom Road,  
Flemington  
Victoria 3031

Email: [info@vicbookmakers.com.au](mailto:info@vicbookmakers.com.au)  
Phone: (03) 9376 1933  
[www.vicbookmakers.com.au](http://www.vicbookmakers.com.au)

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### Privacy Policy

Please see the following link to access a copy of the Association's privacy policy:

<https://vicbookmakers.com.au/privacy-policy/>

### Steps of Application:

Note: capitalised terms in this document have the same meaning as defined in the Eligibility Policy, unless otherwise stated.

In accordance with the Eligibility Policy, the Association may require (amongst other things) that an Applicant provides such evidence as the Association sees fit to demonstrate that the Applicant meets the Eligibility Criteria. The Association may also require an Applicant to enter into terms and conditions in respect of any amount of security that must be deposited with the Association in accordance with the Eligibility Policy.

To complete the Application process, please ensure that you have taken the following steps:

- Step 1. Eligibility Criteria:**

Review the Eligibility Policy available on the Association's website and ensure that you meet the Eligibility Criteria, including any specific criteria applying to the Membership Class which you are applying for.

It is recommended you review the **Membership Class Joining Criteria Checklist annexed** to this Application form which provides a useful summary of the eligibility requirements for each Membership Class.
- Step 2. Identification documents:**

Each Director and Major Shareholder (i.e. individual or entity with a direct or indirect interest of 10% or more in the corporate applicant) must provide certified copies of the following identification documents:

  - A utility or bank statement (no more than 3 months old); and
  - At least one of the following:
    - Passport; or
    - Drivers Licence.
- Step 3. Police clearance:**

Each Director and Major Shareholder (i.e. individual or entity holding a direct or indirect interest of 10% or more in the corporate applicant) must provide a police clearance in support of the Application.

If a person lives in Australia or has lived in Australia for at least 12 months during the last 10 years, they are required to provide a National Police Certificate issued by Victoria Police or the Australian Federal Police in support of your Application. Victoria Police charges a fee to apply for a National Police Certificate. For the current fee that applies, visit [police.vic.gov.au](http://police.vic.gov.au) and search for 'National Police Certificate'.

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If a person has lived outside of Australia for 12 months (or more) in the last 10 year period, the Association may require them to obtain an international police clearance.

**Step 4.**

**Credit Report:**

Each Director and Major Shareholder (i.e. individual holding a direct or indirect interest of 10% or more in the corporate applicant) must provide a credit report in support of the Application.

If a person lives in Australia or has lived in Australia for at least 12 months during the last 10 years, they are required to provide an Australian individual credit report that is no more than three (3) months old in support of the Application.

A Credit Report may be obtained from (amongst other providers) either illion or Equifax. Under relevant laws, a person has the right to obtain a copy of their own credit report from credit agencies.

If a person has lived outside of Australia for 12 months (or more) in the last 10 years, the Association may require them to obtain an international credit report.

**Step 5.**

**Resume:**

Each Director and Major Shareholder (i.e. individual holding a direct or indirect interest of 10% or more in the corporate applicant) must provide a Resume/CV of no more than 4 pages in support of the Application.

The Resume must include a summary of their relevant experience in respect of the Membership Class being applied for.

**Step 6.**

**References:**

Unless otherwise agreed with the Association, each Director and Major Shareholder (i.e. individual holding a direct or indirect interest of 10% or more in the corporate applicant) must provide three (3) signed reference letters from separate referees attesting to their good character.

**Step 7.**

**ASIC Company Historical and Current search extract**

Obtain an ASIC Historical and Current company search extract dated no older than 3 months from the date that the Application is submitted.

An ASIC Historical and Current company search is used to confirm the incorporation status of the Applicant as well as a current and historical list of all Directors and Shareholders.

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- Step 8. Review and complete each section of this Application form :**  
Complete this Application form, including the following acknowledgements, declarations and forms:
- Section 2 – Particulars;
  - Section 3 - Statutory Declaration;
  - Section 4 - Statement of Financial Position & Declaration; and
  - Section 5- Undertakings and other acknowledgements.
- Step 9. Submit Application:**  
Lodge the Application and supporting materials by e-mail or electronic link (for example, Microsoft SharePoint or the like) with the Association.
- Step 10. Application Fee:**  
The Applicant must pay the Application Fee in accordance with Table 1 in Section 2 of this Application form.

Payment is to be made by Electronic Transfer only to the following bank account:

**Account Name:** Victorian Bookmakers' Association Limited  
**BSB:** 013 365  
**Account number:** 318 906 478  
**Bank:** ANZ

Please insert the Applicant's (abbreviated) name and the words "Application fee" in the reference when making payment.

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## Section 2: Particulars

## 2.1. Date:

Date of Application (dd / mm / yyyy):	____ / ____ / ____
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## 2.2. Table 1 - Membership Class and Application Fee:

Please select which Membership Class being applied for:

Class Name	Class Summary	Application Fee (excl. GST)	Selection
Class I	Members who are registered to carry on the business of a bookmaker over the internet.	\$5,000	<input type="checkbox"/>
Class R	Members who are registered to carry on the business of a bookmaker on the "Rails" at two or more metropolitan racing venues.	\$1,500	<input type="checkbox"/>
Class O	Members who are registered to carry on the business of a bookmaker in the "Paddock" at any metropolitan racecourse.	\$1,500	<input type="checkbox"/>
Class C	Members who are registered to carry on the business of a bookmaker at any other "Country" (non-metropolitan) venue.	\$1,500	<input type="checkbox"/>
Class F	Members who are registered to carry on the business of a bookmaker only as part of a bookmaking partnership with a relative who is an Existing Member.	\$750	<input type="checkbox"/>

For more information in relation to the Membership Classes available with the Association, please see the Eligibility Policy found on the Association's website ([www.vicbookmakers.com.au](http://www.vicbookmakers.com.au)) or contact the Association's office.

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<b>Corporation details:</b>	
Corporation Name:	
ACN and/or ABN:	
Email address:	
Trading Name:	
Website URL:	
Place of Business Address:	
Corporation's registered office: (Note: write 'same as above' if same as place of business)	
Postal Address:	
Daytime telephone number:	
Mobile telephone number and contact person:	
Has the business operated under any other previous business names? If yes, provide details.	

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Details of corporation's authorised officer or corporate nominee:	Name:  Position held:  Daytime telephone number:  Mobile number:  Email address:
<b>Legal actions, Charges, Findings of Guilt and Convictions</b>	
Has the corporation ever been the defendant/respondent to any legal action in the past 10 years (including in progress)?  If yes, provide details.	
Has the corporation ever been charged with, or found guilty of, a criminal offence, or been investigated by a law enforcement agency for an alleged offence against the corporation?  If yes, provide details.	
<b>Corporate structure, Directors and Shareholders</b>	
Is an historical organisational extract from ASIC attached?	



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List below the names of all current company Directors and the company Secretary below (as applicable)

Director #1	Name: Position Held: Email: Business Tel: Mob Tel: After Hours:
Director #2	Name: Position Held: Email: Business Tel: Mob Tel: After Hours:
Director #3	Name: Position Held: Email: Business Tel: Mob Tel: After Hours:
Director #4	Name: Position Held: Email: Business Tel: Mob Tel: After Hours:

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Company Secretary (if different from the above)	Name: Position Held: Email: Business Tel: Mob Tel: After Hours:
<b>List below the names of all current Major Shareholders (i.e. with 10% or more shareholding in the Applicant)</b>	
Major Shareholder 1:	Name: ACN (if applicable): Details of ownership interest in the Applicant:
Major Shareholder 2:	Name: ACN (if applicable): Details of ownership interest in the Applicant:
Major Shareholder 3:	Name: ACN (if applicable): Details of ownership interest in the Applicant:
Major Shareholder 4:	Name: ACN (if applicable): Details of ownership interest in the Applicant:

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Major Shareholder 5:	Name: ACN (if applicable): Details of ownership interest in the Applicant:
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### Section 3: Statutory Declaration

I, \_\_\_\_\_ of \_\_\_\_\_, as an authorised officer on behalf of the Applicant, make the following statutory declaration under the ***Oaths and Affirmations Act 2018***:

1. I have read and understood the questions in this Application form and the directions for answering them and my answers to the questions on behalf of the Applicant are true and correct to the best of my knowledge and belief.
2. I declare that all materials that have submitted in support of the Application are true and correct to the best of my knowledge and belief and I have disclosed all materials on behalf of the Applicant which I believe are relevant to the Application.
3. I have read and understood, and the Applicant agrees to bound by, the Association's Eligibility Policy (as that term is defined).

**I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.**

Signed:

\_\_\_\_\_

Declared at \_\_\_\_\_ in the state of Victoria on \_\_\_\_\_.  
[Location] [Date]

Before:

\_\_\_\_\_  
[Print witness name]

**I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration.**

Signed:

\_\_\_\_\_  
[Witness signature]

A person authorised under section 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration.

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**Notes:**

- Authorised witnesses include, but are not limited to, justices of the peace, pharmacists, police officers, lawyers, court registrars, bank managers, medical practitioners, accountants and financial advisers.
- For a complete list of people who can witness a statutory declaration, go to the Department of Justice and Community Safety website at [www.justice.vic.gov.au](http://www.justice.vic.gov.au). Section

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### Section 4 – Statement of Financial Position Declaration

Please see the following link to the statement of financial position that must be completed by an Applicant and submitted with this form:

Link: <https://vicbookmakers.com.au/join-the-vba/>.

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### Section 5 – Undertakings and other acknowledgements

**Note: applicants must provide a document with their completed Application forms setting out the ownership structure of the intended business including any associated entities or companies.**

I, \_\_\_\_\_, as an authorised officer on behalf of the Applicant, acknowledge and undertake as follows:

1. That the ownership structure and related information provided in support of the Application is accurate and correct;
2. The Applicant warrants that sufficient funds and/or resources are available to maintain and manage the business the subject of this Application and that there is no insolvency event or similar proceeding on foot now or likely to be in the foreseeable future that may have a material affect on the Applicant's capacity to be a bookmaker;
3. The Applicant is compliant with (and will continue to be compliant with) any and all taxation laws, rulings, investigations or similar and provide full cooperation with the Australian Tax Office (ATO) and any other relevant regulatory bodies in association with the taxation responsibilities, debts or otherwise that may result as a consequence or in association with the Applicant's business as a bookmaker;
4. The Applicant will abide by all industry codes, statutes (State and Federal) and rules of advertising and not intentionally bring the industry of bookmaking into disrepute;
5. For the purposes of the Association's assessment of the Application, the Applicant consents to investigations being carried out by the Association (or its authorised agents) to verify the information provided by the Applicant and to determine its suitability to hold the membership applied for. The Applicant agrees that such enquiries may be made before and after the issue of its membership;
6. The Applicant agrees, if approved, to become a member of the Association and to be bound by the Constitution of the Association during its membership, and in consideration of being admitted to membership, undertake and agrees not to give any guarantee to any Victorian racing club or association or to any persons, clubs or associations whether incorporated or unincorporated for the payment of any wagers or bets made by any bookmaker on any racecourse without the sanction of the Board of the Association;
7. The Applicant acknowledges that it is required to lodge with the Association on an annual basis a certified financial statement in a form required by the Association (which may be provided or made available by a third party, such as a Victorian race controlling body);
8. The Applicant will notify the Association within seven (7) days of any criminal charge brought against it in a court of law and provide the Association with a copy of any conviction or determination within

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seven (7) days of such an order being made. Further, the Applicant agrees to notify the VBA within seven (7) days of any material change to any information it has provided as part of the Application process (including any material changes to any financial information or business plans) which occurs during or after the Application is submitted.

9. Where the Applicant has provided information about another individual or entity during the Application process, the Applicant has made them aware of that fact and the contents of the Privacy Statement; and
10. The Applicant understands and agrees that this Application form is not an offer or acceptance of credit.

**Signed:**

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## Annexure: Membership Class Joining Criteria Checklist

## Class I – Internet:

If you are unsure about the below, please consult the VBA's Membership Eligibility Policy found at [www.vicbookmakers.com.au](http://www.vicbookmakers.com.au)

1. Minimum age of 25+:	Yes/No <i>(The Board has the power to accept your Application if you do not meet the age requirements but fulfil remaining criteria)</i>
2. Between 3- and 5-years corporate experience:	Yes/No
3. Minimum qualifying assets of \$1,000,000, of which at least \$250,000 must be cash at bank and/or cash equivalents.	Yes/No
4. Application fee of \$5,000 (+ GST)  <b>Important Note:</b> the Application Fee is non-refundable after submission of this Application.	<i>Due on lodgement of Application.</i> Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition)</i>
5. Guarantees for wagering and other liabilities including contribution to Base Guarantee fund	<i>Check with the Association as to what amounts or security you must provide in respect of guarantees given on your behalf during your membership.</i>
6. Policy Documents  <i>(Applicant/s to provide Policy Documents 21 days before beginning Initial Period, including: Terms and Conditions, Website Terms, Responsible Gambling Policy, Privacy Policy, Published Betting Rules, and other associated operational documents. The Association may request changes before allowing you to start the Initial Period)</i>	Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition.)</i>
7. Membership Period Restrictions  <i>(Permitted only to operate as an online/telephone bookmaker for the Initial Period)</i>	Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition.)</i>

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8. Related Member Discount <i>(A 50% discount applies to an Application Fee where the member under Application is Related to a Member)</i>	Yes/No <i>(Evidence may be required to satisfy this provision)</i>
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Class R – Rails:

**If you are unsure about the below, please consult the VBA's Membership Eligibility Policy found at [www.vicbookmakers.com.au](http://www.vicbookmakers.com.au)**

1. Minimum age of 25+:	Yes/No <i>(The Board has the power to accept your Application if you do not meet the age requirements but fulfil remaining criteria)</i>
2. Work experience of at least 100 race meetings	Yes/No
3. Minimum qualifying assets of \$750,000, of which at least \$150,000 must be cash at bank and/or cash equivalents.	Yes/No
4. Application fee of \$1,500 (+ GST) <b>Important Note:</b> <i>the Application fee is non-refundable after submission of this Application.</i>	Due on lodgement of Application. Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition)</i>
5. Membership Period Restrictions <i>(Permitted only to operate as an on course and telephone bookmaker)</i>	Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition.)</i>
6. Related Member Discount <i>(A 50% discount applies to a joining fee where the member under Application is Related to a Member)</i>	Yes/No <i>(Evidence may be required to satisfy this provision)</i>
7. Policy Documents <i>(Applicant/s to provide Policy Documents 21 days before beginning Initial Period, including: Terms and Conditions, Website Terms, Responsible Gambling Policy, Privacy Policy, Published Betting Rules, and other associated operational documents. The VBA may request changes before allowing you to start the Initial Period)</i>	Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition.)</i>

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### Class O – Other:

**If you are unsure about the below, please consult the VBA's Membership Eligibility Policy found at [www.vicbookmakers.com.au](http://www.vicbookmakers.com.au)**

1. Minimum age of 21+:	Yes/No <i>(The Board has the power to accept your Application if you do not meet the age requirements but fulfil remaining criteria)</i>
2. Work experience of at least 100 race meetings	Yes/No
3. Minimum qualifying assets of \$500,000, of which at least \$100,000 must be cash at bank and/or cash equivalents.	Yes/No
4. Application fee of \$1,500 (+ GST) <b>Important Note:</b> <i>the Application fee is non-refundable after submission of this Application.</i>	<i>Due on lodgement of Application</i> Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition)</i>
5. Membership Period Restrictions <i>(Permitted only to operate as an on course and telephone bookmaker)</i>	Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition.)</i>
6. Related Member Discount <i>(A 50% discount applies to an Application fee where the member under Application is Related to a Member)</i>	Yes/No <i>(Evidence may be required to satisfy this provision)</i>
7. Policy Documents <i>(Applicant/s to provide Policy Documents 21 days before beginning Initial Period, including: Terms and Conditions, Website Terms, Responsible Gambling Policy, Privacy Policy, Published Betting Rules, and other associated operational documents. The VBA may request changes before allowing you to start the Initial Period)</i>	Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition.)</i>

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**Class C – Country:**

**If you are unsure about the below, please consult the VBA's Membership Eligibility Policy found at [www.vicbookmakers.com.au](http://www.vicbookmakers.com.au)**

1. Minimum age of 21+:	Yes/No <i>(The Board has the power to accept your Application if you do not meet the age requirements but fulfil remaining criteria)</i>
2. Work experience of at least 100 race meetings	Yes/No
3. Minimum qualifying assets of \$250,000, of which at least \$50,000 must be cash at bank and/or cash equivalents.	Yes/No
4. Application fee of \$1,500 (+ GST) <b>Important Note:</b> the Application fee is non-refundable after submission of this Application.	Due on lodgement of Application. Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition)</i>
5. Membership Period Restrictions <i>(Permitted only to operate as an on course and telephone bookmaker)</i>	Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition.)</i>
6. Related Member Discount <i>(A 50% discount applies to an Application fee where the member under Application is Related to a Member)</i>	Yes/No <i>(Evidence may be required to satisfy this provision)</i>
7. Policy Documents <i>(Applicant/s to provide Policy Documents 21 days before beginning Initial Period, including: Terms and Conditions, Website Terms, Responsible Gambling Policy, Privacy Policy, Published Betting Rules, and other associated operational documents. The VBA may request changes before allowing you to start the Initial Period)</i>	Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition.)</i>

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### Class F – Family:

**If you are unsure about the below, please consult the VBA's Membership Eligibility Policy found at [www.vicbookmakers.com.au](http://www.vicbookmakers.com.au)**

1. Minimum age of 18+:	Yes/No <i>(The Board has the power to accept your Application if you do not meet the age requirements but fulfil remaining criteria)</i>
2. Work experience of at least 50 race meetings	Yes/No
3. Minimum qualifying assets: <i>(Assets are based on the associated family member)</i>	N/A
4. Application fee of \$750 (+ GST) <b>Important Note:</b> <i>the Application fee is non-refundable after submission of this Application.</i>	<i>Due on lodgement of Application.</i> Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition)</i>
5. Membership Period Restrictions <i>(Permitted only to operate as an on course and telephone bookmaker for the Initial Period)</i>	Acknowledgement of commitment <input type="checkbox"/> <i>(Please tick to confirm you understand and agree to this condition.)</i>
6. Related Member Discount <i>(A 50% discount applies to a joining fee where the member under Application is Related to a Member)</i>	Yes/No <i>(Evidence may be required to satisfy this provision)</i>
7. Familial Relationship and form of entity entered into with the family member. <i>(Detail the family member and type of partnership, company or entity entered into to satisfy "F" Class membership)</i>	Type of relationship: _____ Name of family member: _____ Type of entity entered into: _____ <i>(Evidence of association with</i>

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	<i>corporation/entity may be required)</i>
8. Policy Documents  <i>(Applicant/s to provide Policy Documents 21 days before beginning Initial Period, including: Terms and Conditions, Website Terms, Responsible Gambling Policy, Privacy Policy, Published Betting Rules, and other associated operational documents. The VBA may request changes before allowing you to start the Initial Period)</i>	Acknowledgement of commitment <input type="checkbox"/>  <i>(Please tick to confirm you understand and agree to this condition.)</i>