

NOTIFICATION – TRANSFER OF AN AUTHORISATION CERTIFICATE

If insufficient space is available for responses please attach additional information

Details of Notification

A licensee (the **outgoing licensee**) may transfer an authorisation certificate to another licensee (the **incoming licensee**). The **incoming licensee** must notify the Commission.

Note: The amendment is effective in the prescribed number of days after the receipt of this notification by the ACT Gambling and Racing Commission. If additional information is required the effective date is the prescribed number of days from when the additional information is received.

SECTION 1 - Details of Incoming Licensee

Name of **incoming licensee** (enter text)

Licence Number (enter text)

Postal address (enter text)

Name of authorised premises (enter text – if club will be changing name, please list both the former and new name)

Address of authorised premises (enter text)

Block (enter text)

Section (enter text)

Suburb (enter text)

Contact Person (enter text)

Telephone (enter text)

Email Address (enter text)

SECTION 2 - Details of Outgoing Licensee

Authorisation Certificate Number (enter text)

Name of **outgoing licensee** (enter text)

Postal address (enter text)

Contact Person (enter text)

Telephone (enter text)

Email Address (enter text)

SECTION 2- Documents that must accompany this notification.

- A copy of the **incoming licensee's** contractual arrangements relating to the use of the premises to which this notification relates.
- Gaming machine rules to be utilised at the premises.
- Control procedures to be utilised at the premises.

SECTION 3- Documents that must be provided by the **outgoing licensee** to the Commission prior to transfer.

- The **outgoing licensee's** computer cabinet registers.
- Accounts kept by the **outgoing licensee** under section 52 that relate to amounts taken during the month when the transfer is to be made.
- Any outstanding amount payable by the **outgoing licensee** under the Act (eg. tax amounts).

SECTION 4 – To be completed by authorised representative of **incoming licensee**.

I
(print or type full name of *incoming licensee's* representative)

on behalf of the (print or type name of *incoming licensee*)

do hereby declare that the information on this application form and the accompanying documentation is true and correct.

Signed

Position (print or type position held with *incoming licensee*)

Date

Lodgement and payment methods

This form should be lodged via email to gaming.operations@act.gov.au

Once you have lodged the form you can make payment via the following methods:

Credit Card:

Please click on the following link to make payment:

<https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1009-gaming&Acc=GATC>

Other payment method:

If you wish to pay via an alternate method, please contact us on 02 6207 2343

Your application will not be assessed until payment has been received.

Please note that the licence fee is GST exempt. Once this application is submitted to the ACT Gambling and Racing Commission the application fee is non-refundable.

The prescribed fee is available on the Commission's web site at www.gamblingandracing.act.gov.au

Alternatively, you can contact the Commission on 02 6207 2343 for more information.