

Office Use Only	
Application Number	
Responsible Officer	
Licence Number	

Application for a New Class 4 Operator's Licence

Privacy Act 1993: The particulars in this form which relate to individuals are personal information under the Privacy Act. This information is required so that the Department of Internal Affairs can consider the society's application under the Gambling Act 2003. The information will be held by the Department of Internal Affairs and may also be disclosed to the Police and other agencies, subject to the Criminal Records (Clean Slate) Act 2004. Any person about whom information is collected has the right of access to, and correction of, that information.

All Operators wishing to operate gaming machines MUST obtain both a **Class 4 Operator's Licence** and **Class 4 Venue Licence**.
 Please complete this form, enclose your licence fee and all required documentation, then return the application to the Department of Internal Affairs. You will receive a receipt once your application has been processed.
Keep a copy of your completed application for your records.
Please refer to Section B for current licence fees.
 If this application is incomplete it will be returned to you without being processed. Please also ensure that you complete and return the Declaration on page 20 of this form.
PLEASE PRINT CLEARLY.

A. Society Details

Please state the exact name under which your society is registered on the certificate of incorporation.

You can find your **Corporation Number** on your Certificate of Incorporation or from the Companies Office. For more information go to the Companies Office website: www.companies.govt.nz

The **contact person** is the person who will answer any questions we might have during the amendment process. Please ensure that this person can be contacted at the phone numbers provided during working hours. It is assumed that the contact person for clubs will be the person responsible for the day-to-day operation of the gaming machines.

A **corporate society** is a society that is:

- Incorporated under the Incorporated Societies Act 1908; or
- Incorporated as a board under the Charitable Trusts Act 1957; or
- A working men's club registered under the Friendly Societies and Credit Unions Act 1982; or
- A company incorporated under the Companies Act 1993 that:
 - a) Does not have the capacity or power to make a profit; and
 - b) Is incorporated and conducted solely for authorised purposes.

A. Society Details

Corporation number
as per your certificate of incorporation

Name of society

Physical address

Suburb

Town/city

Postal address
if different from above

Suburb

Town/city

Contact person's last name

All first names

Role in society

Daytime phone ()

Evening phone ()

Fax ()

Mobile ()

Email

Web address

Preferred contact method *please tick*



Daytime phone



Evening phone



Fax



Mobile



Email



Please attach a copy of your governing document (i.e. your constitution or the set of rules by which your society operates).

Please attach the minutes of a recent meeting at which the proposed gambling activity was discussed.

B. Fees

CATEGORY A:

A club that intends to operate gambling equipment at a non-commercial class 4 venue that the club owns or leases and is mainly for the use of club members; or the NZ Racing Board; or a racing club.

Application Fee (Category A):				\$	4,158.40
Licence fee:					
	venue/s	at \$779.95	per new venue application/s	= \$	
no. of venues					
Total fee				\$	
You will be invoiced for gaming machine fees once your application has been determined.					

CATEGORY B:

An application that does not fall within the definition of "Category A".

Application Fee (Category B):				\$	4,158.40
Licence fee:					
	venue/s	at \$1,039.60	per new venue application/s	= \$	
no. of venues					
Operator's annual fee:				\$	4,153.28
Total fee				\$	

C. Key Persons

The Department may carry out checks on key persons in relation to corporate societies to ascertain whether they are suitable to operate gaming machines. Key persons can include organisations and individuals.

The Department requires information on all persons with a significant role in relation to the corporate society so that it can determine whether they are key persons.

The following key persons **must** complete and attach a Personal Information Form to this application:

- a trustee or other officer of a corporate society that is an applicant for, or holder of, a Class 4 Operator's Licence
- the chief executive (or person who performs that function) of a corporate society that is an applicant for, or holder of, a Class 4 Operator's Licence
- a person who exercises significant influence in the management of a corporate society that is an applicant for, or holder of, a Class 4 Operator's Licence, including a management company and its officers.

Significant influence may include, but is not limited to:

- the power to make decisions that would normally be made by the trustees, officers or senior management of the corporate society
- the power to appoint trustees, officers or senior management or to alter the society's constitution
- influencing the grants decision-making process.

You should note that no licence will be granted until the Department has conducted all necessary suitability checks. The Department may refuse to grant a licence if an applicant fails to provide sufficient information.

C. Key Persons

Please provide a list of **all** key persons, or other persons who may have a significant influence in relation to the management of your corporate society. If a person has more than one role in the society please list them all. If the key person is an organisation, please state the organisation's name plus the names of any individuals holding key positions in the organisation.

Last name _____ All first names _____

Role within or relationship to corporate society _____

Last name _____ All first names _____

Role within or relationship to corporate society _____

Last name _____ All first names _____

Role within or relationship to corporate society _____

Last name _____ All first names _____

Role within or relationship to corporate society _____

New Class 4 Operator's Licence

Last name	_____	All first names	_____
Role within or relationship to corporate society	_____		
Last name	_____	All first names	_____
Role within or relationship to corporate society	_____		
Last name	_____	All first names	_____
Role within or relationship to corporate society	_____		
Last name	_____	All first names	_____
Role within or relationship to corporate society	_____		
Last name	_____	All first names	_____
Role within or relationship to corporate society	_____		
Last name	_____	All first names	_____
Role within or relationship to corporate society	_____		
Last name	_____	All first names	_____
Role within or relationship to corporate society	_____		



Please attach a cheque for the total fee made out to the Department of Internal Affairs.

Please attach Personal Information Forms for all listed key persons.

Other people who are considered by the Department to be key persons **may be required** to complete a Personal Information Form (GC5).

D. Authorised Purposes

An **authorised purpose** (for class 4 gambling) is:

- A charitable purpose
- A non-commercial purpose that is beneficial to the whole or a section of the community
- Promoting, controlling, and conducting race meetings under the Racing Act 2003, including the payment of stakes.

For example, grants made to nationally affiliated amateur sports teams, welfare assistance for people in need, amateur theatre or cultural groups, or grants for public education purposes are "authorised purposes".

Please be specific as to how your society will apply or distribute net proceeds.

H. Chartered Accountant's Details

Chartered Accountant's
name _____

Phone () _____

Fax () _____

Email _____

Physical address _____

Suburb

Town/city

GUIDANCE NOTES

Gaming Machine Account Forecast Summary

The guidance notes throughout this form are only intended to provide guidance with the preparation of financial statements or the gaming machine account summary form. The guidance notes should not be treated as definitions and they do not replace any definitions in the Gambling Act 2003.

The description of any item set out below does not denote the approval of that item as a cost of the gaming operation. In all cases, costs must be actual, reasonable and necessary and kept to a minimum.

Costs incurred by the society/club must be recorded and categorised separately from costs incurred by gaming operations at venues. Venue costs include costs incurred by reimbursing third parties to provide a service to a venue or a service normally included in a venue agreement.

INCOME

Proceeds: Turnover, minus total prizes (including jackpot prizes).

Interest on Gaming Machine Funds: Interest income received on gaming machine money, which is deposited at the bank (for example, term deposits, savings etc.) or funds invested in an interest-earning instrument (for example, bonds).

Proceeds from the Sale of Assets: Money received from the sale of fittings, chattels and gaming equipment.

Other Income from Gaming Machine Operations: Includes any other income earned by the gaming machine operation, which is not directly attributable to gaming machines. That is, include any other income earned within the society from gaming operations not already included above.

COSTS

The inclusion of a listed item in the gaming machine account summary form does not denote the approval of that item as a cost of the gaming operation.

In all cases, costs must be actual, reasonable and necessary and kept to a minimum.

Any costs related to the operation of a venue should be recorded under the item 'venue costs' on this form. This includes any costs incurred by reimbursing third parties to provide a service to a venue or a service normally included in a venue agreement.

Accounting fees:	Money paid by the society to external accountants to prepare any tax returns, financial statements or to supply any business advice.
Advertising and publishing:	Costs incurred in providing, for example, signage, brochures and publications at each site to encourage gamblers to play at levels they can afford and to inform gamblers of counselling and other support services. Other key areas relate to printing a list of distributions made (in the newspaper) or advertising the availability of funds for distribution.
Audit fees:	Fees paid to the auditor to complete the annual audit of the financial statements.
Bad debts:	Receivables that will not be collected and have been written off against the provision for doubtful debts.
Bank charges:	Fees, such as account maintenance fees for operating the gaming account at a bank. This does not include interest charges.
Computer costs:	Costs incurred in relation to maintaining and operating computers. This does not extend to buying computers. That is more likely to be capital in nature. Expenditure over \$200 is to be capitalised.
Conference costs:	Expenditure associated with running a conference for staff regarding gaming operations. This might include the cost of hiring a venue for the day.
Consultancy fees:	The costs associated with hiring consultants for specialist gaming or business advice.
Conversion costs - gambling equipment:	Non-capital costs (less than \$200), associated with changing the games in gambling equipment.
Depreciation - gambling equipment:	The reduction in value of an asset over its useful life. It is also a means of estimating how much cash needs to be set aside for the future replacement of those machines.
Depreciation - other:	The reduction in value of an asset over its useful life. The asset must not be gambling equipment. An example would be motor vehicle depreciation.
Electricity:	Power to run the gambling equipment.
Electronic Monitoring System (EMS) costs:	Ongoing costs associated with operating an Electronic Monitoring System. This category does not include the cost of purchasing or installing the system.
Entertainment:	Expenditure relating to entertaining staff or people associated with the society. For example, staff Christmas parties.
Finance/Loan fees:	Charges associated with setting up or maintaining Finance or Loan lending facilities. This does not include interest on loans.
Freight and installation:	Non-capital costs associated with transporting and putting in place equipment associated with gaming. For example, the costs associated with transporting existing gaming machines between venues.
Gaming machine audit fees:	A cost involved in employing people to check the integrity of societies' gaming machines and the associated revenue.
Gaming machine duty:	A duty paid based on the level of proceeds. This fee is paid to the Inland Revenue Department directly.
Honoraria:	Money paid to Trustees in recognition of their work with the trust.
Insurance:	The cost of financially covering the gaming machine equipment from the risk of theft or destruction.
Interest on loans - bank:	Includes interest costs associated with bank loans.
Interest on loans - finance company:	Includes interest costs associated with finance company loans.
Legal fees:	The cost of legal services.
Licence fees - Class 4:	
Operator's Licence - New Licence Fee <i>Category A Applications:</i>	A fee for a new licence for a club to operate gaming machines on its premises. (Note: A category A operator, who operates gaming machines in venues other than its own will have to apply for category B venue licences for those additional venues.)
Operator's Licence - New Licence Fee <i>Category B Applications:</i>	A fee for a new licence for a society to operate gaming machines at a public venue.
Operator's Licence - Renewal of Licence Fee <i>Category A Applications:</i>	A fee to renew a licence for a club to operate gaming machines.
Operator's s Licence - Renewal of Licence Fee <i>Category B Applications:</i>	A fee to renew a licence for a public society to operate gaming machines.

Operator's Licence - Amendment of Licence Fee:	A fee to amend an operator's licence to reflect a change in the way gaming is being conducted. For example, there may be a change in key persons or a change in the authorised purposes statement.
Operator's Annual Fee <i>Category B only:</i>	The class 4 operator's compliance fee is only payable by a Category B operator on an annual basis. For a new licence application, it is payable if the Department of Internal Affairs agrees to grant a licence. For a renewal application, it is payable on application. The fee funds education, enforcement and monitoring of compliance with the Gambling Act 2003.
Venue Licence - New Licence Fee <i>Category A Applications:</i>	A fee for a new licence for a club venue to operate gaming machines. (Note: A category A operator, who operates gaming machines in venues other than its own will have to apply for category B venue licences for those additional venues.)
Venue Licence - New Licence Fee <i>Category B Applications:</i>	A fee for a new licence for a public venue to operate gaming machines.
Venue Licence - Renewal of Licence Fee <i>Category A Applications:</i>	A fee to renew a licence for a club venue to operate gaming machines.
Venue Licence - Renewal of Licence Fee <i>Category B Applications:</i>	A fee to renew a licence for a public venue to operate gaming machines.
Venue Licence - Amendment of Licence Fee:	A fee to amend a venue's licence to reflect a change in the way gaming is being conducted. For example, there may be a change in key persons or gaming machine equipment.
Venue Annual Fees - Annual Fee per Gaming Machine:	The venue annual fee is an annual amount per gaming machine payable to the Department of Internal Affairs. Where gaming machines are added to, or removed from, a venue licence, a pro-rata amount may be charged or refunded. The fee will fund education, enforcement and monitoring of compliance with the Gambling Act 2003.
Loss on sale of assets:	Proceeds from the sale of assets minus any costs incurred in selling those assets, minus the book value of the assets.
Manager's costs:	Employment benefits paid to the manager of a gaming operation excluding travel, accommodation and salary or wages.
Membership fees:	The cost of belonging to an organisation associated with gaming for professional or educational purposes.
Motor vehicle costs:	Non-capital expenses such as petrol, oil and vehicle servicing. This item does not include motor vehicle depreciation.
Office costs:	This includes general administration costs such as stationery, photocopying and postage.
Other costs:	This includes any other minor costs incurred that do not fall into any of the categories described above.
Problem gambling levy:	A levy paid by gaming societies based on the level of proceeds. The levy is made to help fund harm minimisation initiatives. This is paid to Inland Revenue directly.
Rent or lease payments:	Costs incurred for the rent or lease of property and equipment other than the cost of leasing ancillary equipment.
Salaries and wages - direct:	The total amount paid for salaries, wages, bonuses, extra emoluments, managers' salaries, PAYE, sick pay and holiday pay. This expense item relates to the Salaries and Wages of staff who primarily work on the gaming operation.
Salaries and wages - indirect:	The total amount paid in employee expenses such as wages for indirect services such as administration.
Security costs:	Costs incurred for security guards where the security relates solely to the gaming machine operation.
Service and repair:	Costs incurred in the maintenance and repair of gaming machines, electronic monitoring system, and ancillary equipment.
Service and repair - other:	Costs incurred in the maintenance and repair of non-gaming machine equipment.
Service contractors:	This includes all costs for service and repair, other than costs relating to gaming equipment.
Storage of gambling equipment:	Costs incurred as a result of storing gaming equipment.
Subscriptions:	The cost of subscribing to publications related to gaming.
Tax:	Tax, such as Resident Withholding Tax, deducted and paid to the Inland Revenue Department.
Telecommunication expenses:	Includes costs relating to rental, installation or tolls for cellular and landline phones.
Territorial authority consents:	The costs associated with gaining council consent to run gaming machines in a particular location.
Training costs:	The costs associated with increasing the knowledge of staff in processes related to gaming.
Travel and accommodation:	Those travel and accommodation expenses associated with gaming machine operations.
Trustee costs (other than honoraria):	Benefits provided to trustees for their services, for example, food and beverages.
Write offs:	The reduction of gambling equipment to a zero value. Write offs usually occur where equipment has been badly damaged or where equipment has become obsolete.

Costs <i>Taken from the Statement of Financial Performance</i> <i>See the notes on pages 8 and 9</i>	Forecast Next 12 Months \$
Accounting fees	
Advertising and publishing	
Audit fees	
Bad debts	
Bank charges <i>other than interest on loans</i>	
Computer costs	
Conference costs	
Consultancy fees	
Conversion costs - gambling equipment	
Depreciation - gambling equipment	
Depreciation - other	
Electricity	
Electronic Monitoring System costs <i>non-capital</i>	
Entertainment	
Finance/Loan fees <i>other than interest on loans</i>	
Freight and installation	
Gaming machine audit fees	
Gaming machine duty	
Honoraria	
Insurance	
Interest on loans - bank	
Interest on loans - finance company	
Legal fees	
Licence fees - Class 4:	
Operator's Licence - New Licence <i>Category A Applicable</i>	
Operator's Licence - New Licence <i>Category B Applicable</i>	
Operator's Licence - Renewal of Licence <i>Category A Applicable</i>	
Operator's Licence - Renewal of Licence <i>Category B Applicable</i>	
Operator's Licence - Amendment of Licence	
Operator's Annual Fee - <i>Category B Applications only</i>	
Venue Licence - New Licence <i>Category A Applicable</i>	
Venue Licence - New Licence <i>Category B Applicable</i>	
Venue Licence - Renewal of Licence <i>Category A Applicable</i>	
Venue Licence - Renewal of Licence <i>Category B Applicable</i>	
Venue Licence - Amendment of Licence	
Venue Annual Fee - Annual Fee per Gaming Machine	
Total for this sheet	



Costs continued on sheet 3

Costs <i>continued</i>	Forecast Next 12 Months \$
Loss on sale of assets	
Manager's costs <i>other than salary, travel & accommodation</i>	
Membership fees	
Motor vehicle costs <i>other than depreciation</i>	
Office costs	
Other costs <i>breakdown on separate sheet required if more than \$5000 in total</i>	
Problem gambling levy	
Rent or lease payments <i>for premises</i>	
Salaries and wages - direct	
Salaries and wages - indirect	
Security costs	
Service & repair	
Service & repair - other	
Service contractors <i>other than for service and repair of equipment</i>	
Storage of gambling equipment	
Subscriptions	
Tax <i>for example, resident withholding tax</i>	
Telecommunications expenses	
Territorial authority consents	
Training costs	
Travel and accommodation	
Trustees costs <i>other than honoraria</i>	
Write offs <i>of gaming machines or other assets held to reflect a zero value</i>	
Total for this sheet	
Total from previous sheet	
Costs sub total	

d2

d1

D=d1+d2

VENUE COSTS

Venue costs - Category B - The costs associated with operating a place where non casino gaming machine gambling is conducted.

Labour costs:	Staff costs reimbursed to venues for directly servicing the machines irrespective of rate or seniority of staff including: <ul style="list-style-type: none"> ■ Hopper refills ■ Cancelled credit payments ■ Clearing coin jams ■ Starting up and closing down ■ Clearing cash boxes ■ Bagging coins ■ Meter readings ■ Jackpot analysis records ■ Preparing required forms ■ Reconciling float ■ Banking ■ Resolving player disputes ■ Customer service ■ Cleaning
Electricity and utilities:	Cost of electricity for running the machines and any other miscellaneous utility expenses incurred in running the machines, reimbursed to venues.
Miscellaneous machine costs:	Any other costs incurred in the direct operation of gaming machines at venues, reimbursed to venues.
Management fees:	Any management services provided including supervision of staff involved in the running of gaming machines or the gaming machine venue. These costs may be reimbursed to venues.
Rent or lease payments:	Rent or lease costs for the gaming machine venue, reimbursed to venues.
Insurance:	Insurance charges attributable to the gaming machine venue, reimbursed to venues.
Security costs:	Any costs associated with the security at a venue, reimbursed to venues.
Development and/or enhancements:	Any costs incurred in providing alterations, enhancements or developments of the venue including equipment, fixtures, and fittings and reimbursed to venues.
Maintenance of the gaming room:	Any costs incurred in maintaining the gaming room to a certain standard including fittings, fixtures and equipment maintenance and reimbursed to venues.
Provision of other services:	Costs incurred through paying third parties to perform services at a venue including the above venue cost categories.
Miscellaneous venue costs:	Costs incurred by venues not included above and reimbursed to venues.
Other venue costs:	Costs incurred for any of the venue cost categories and not reimbursed to venues. That is, any venue costs paid for directly by the Society.

Venue Costs - Category B	Forecast Next 12 Months \$
Labour costs of staff directly servicing the machines	
Electricity and utilities and other services attributable to machines or customers	
Miscellaneous machine costs directly attributable to machines	
Management fees	
Rent or lease payments for premises	
Insurance	
Security costs	
Development and/or enhancements of the gaming room non-capital	
Maintenance of the gaming room	
Provision of other services	
Miscellaneous venue costs directly attributable to the gaming room	
Other venue costs <i>incurred for the above services but not reimbursed to venues</i>	
Venue costs sub total	
Total costs	
Net Proceeds <i>total proceeds minus total costs</i>	
Venue Payments Percentage	

E

F=D+E

G=C-F

H=E/Ax100

FINANCIAL POSITION

This is in relation to the gaming machine operation only, except for clubs, who have the option of reporting the entire club's position.

CURRENT ASSETS

Accounts receivable - general:	The total amount receivable from external parties, which is the amount the debtors owe the society at the end of the period (excluding gaming revenue from sites).
Accounts receivable - proceeds not banked:	The total amount receivable from external parties relating to uncollected gaming revenue from venues.
Cash at bank:	The total amount of all gaming bank accounts including funds on short-term deposit with a maturity date of less than one year.
GST receivable:	The net amount receivable for GST at balance date.
Investments:	The total of all investments, which are of a short-term nature (Less than one year).
Petty cash:	A small cash balance held for payment of minor office expenses.
Prepayments:	Includes all amounts such as insurance which have been paid in advance and a portion relates to a future financial period. Include the portion of the payment which relates to the future financial period.
Other current assets:	Includes any other minor assets extending over less than a 12-month term from the balance date, not shown above.

NON-CURRENT ASSETS

Investments:	The total of all investments, which are of a long-term nature (Greater than one year).
Property, plant and equipment:	Includes the net book value of all other property, plant and equipment.
Other non-current assets:	Includes any other assets with an economic life greater than a 12-month term from the balance date, not shown above.

CURRENT LIABILITIES

Bank overdraft:	The total amount of all bank accounts in overdraft.
Current portion - term loans:	Includes term loans which mature within 12 months.
Distributions approved <i>but remaining to be paid:</i>	This is a liability arising at balance date where the Trustees have decided to make a distribution to a recipient that has not yet been paid out from the bank account.
Employee entitlements:	Includes superannuation scheme contributions liability, holiday pay liability and any other items currently owing to an employee at a later date in relation to their employment contract.
Gaming duty provision:	Includes amounts that you are potentially liable to pay to the Inland Revenue Department for gaming duty at year-end.
GST payable:	The net amount payable for GST at balance date.
Other current liabilities:	Includes any minor current liabilities, (under \$1000 for example), not shown above.
Payables and accruals:	Any expenses you have incurred such as toll bills or power bills, which you have not yet paid for but you are liable to pay. Include an accrual for the portion that relates to the current financial period.
Tax payable:	Any tax such as resident withholding tax yet to be paid to the Inland Revenue Department at balance date.
Unclaimed prizes:	Prizes, which have been won but not paid to gamblers. As an example, this may be because there was some uncertainty over the age of the gambler.

NON-CURRENT LIABILITIES

Term loans - hire purchase:	Those hire purchase agreements which extend over more than a 12-month term from the balance date of the accounts. It is illegal to have hire purchase agreements in respect of gambling equipment except in relation to electronic monitoring equipment.
Term loans - bank:	Those bank loans, which extend over more than a 12-month term from the balance date of the accounts.
Term loans - finance companies:	Those finance company loans, which extend over more than a 12-month term from the balance date of the accounts.
Other non-current liabilities:	Include any other minor liabilities extending over more than a 12-month term from the balance date of the accounts not shown above.

Financial Position <i>taken from the statement of financial position</i>	Forecast Next 12 Months \$
Current assets	
Accounts receivable - general	
Accounts receivable - proceeds not banked	
Cash at bank	
GST receivable	
Investments <i>term deposits</i>	
Petty cash	
Prepayments	
Other current assets	
Total current assets	
Non-current assets	
Investments	
Property, plant and equipment	
Other non-current assets	
Total non-current assets	
Current liabilities	
Bank overdraft	
Current portion - term loans	
Distributions approved <i>but remaining to be paid</i>	
Employee entitlements	
Gaming duty provision	
GST payable	
Other current liabilities	
Payables and accruals	
Tax payable	
Unclaimed prizes	
Total current liabilities	
Non-current liabilities	
Term loans - hire purchase	
Term loans - bank	
Term loans - finance company	
Other non-current liabilities	
Total non-current liabilities	
Working capital	
Net Assets	



Financial position continued on sheet 6

UNDISTRIBUTED FUNDS

This is in relation to the gaming machine operation only.

Undistributed funds at the beginning of the year: The closing undistributed funds balance as per previous period audited accounts.

Undistributed surplus (deficit) prior to distributions: Net proceeds.

Distributions made then returned to the society: This figure will be likely to be presented as a negative figure. It represents the return of distributions by recipients to the society, where a recipient has applied for a distribution, received it, and then returned part or all of the money. Societies may also receive distributions back where they have discovered the recipient did not use the funds in the way described in the application for distribution.

Distributions made during the financial year: This includes distributions approved and paid in the current financial year. It also includes distributions approved but waiting to be paid.

Undistributed funds at the end of the year: Undistributed Funds at the Beginning of the Year plus Net Undistributed Surplus (Deficit) for the Year.

CASH FLOW

This is in relation to the gaming machine operation only.

OPERATING ACTIVITIES

Gaming machine receipts: Cash received from gaming machine players.

Other operating receipts: Any other cash received as a result of an operating activity, which was not included above.

Authorised purpose distributions: Distributions paid.

Other operating payments: Any other payments made which are not included above which are not of a financing or investing nature.

INVESTING ACTIVITIES

Sale of non-current assets: Cash received for the sale of an asset.

Other investing receipts: Any other cash received or paid as a result of investing activities such as investment dividends.

Purchase of non-current assets: The cash applied for purchase of a fixed asset.

Other investing payments: Any other payments made which are not included above which are not of a financing or operating nature.

FINANCING ACTIVITIES

Cash from financing: Cash received from drawing down a long-term loan.

Cash applied to financing: Cash applied to the repayment of a loan.

Undistributed Funds <i>taken from the statement of movements in equity and the notes - gaming only</i>	Forecast Next 12 Months \$
Undistributed funds at the beginning of the year <i>opening equity</i>	
Plus undistributed surplus/deficit prior to distributions <i>net proceeds</i>	
Plus distributions made, then returned to society <i>from the previous period</i>	
Equals net proceeds available for distribution	
Less distributions made during the financial year	
Undistributed funds at the end of the year <i>closing equity</i>	

G

M

Financial position nets to zero <i>assets less [liabilities plus equity]</i> <i>Clubs that have used their total club assets and liabilities in sheet 5 will find that M does not net to zero</i>	
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N=I+J-K-L-M

Cash Flow <i>taken from the statement of cash flows</i>	Forecast Next 12 Months \$
Clubs are not required to complete this section	
Operating cash flows	
Gaming machine receipts	
Other operating receipts	
Authorised purpose distributions	
Other operating payments	
Net operating cash flows	
Investing cash flows	
Sale of non-current assets	
Other investing receipts	
Purchase of non-current assets	
Other investing payments	
Net investing cash flows	
Financing cash flows	
Cash from financing activities	
Cash applied to financing activities	
Net financing activities cash flows	
Net increase (decrease) in cash held	
Opening cash balance	
Closing cash balance	

O

P

Q

R=O+P+Q

Distribution to Authorised Purposes	Forecast Next 12 Months \$
Net proceeds <i>available for distribution</i>	
Less Undistributed funds earned this year to be carried forward to next year	
Equals Funds distributed this year excluding GST- cash paid out <i>must match published list of grants/authorised purposes, where GST has not been paid</i>	
Plus GST on grants where GST has been paid	
Equals Funds distributed this year including GST <i>must match published list of grants where GST has been paid</i>	

G

S

Percentage of total proceeds distributed	
Total proceeds excluding GST	
Funds distributed this year excluding GST (cash paid out)	
Percentage of total proceeds distributed in current financial year	

C

S

$T = S/C \times 100$



Please attach a chartered accountant's sign-off of this financial forecast as reasonably prepared.

I. Venue Summary Information

Please complete details below for each venue at which the society intends operating gaming machine equipment.

Venue Name _____
Physical address _____

Suburb _____ *Town/city* _____

Venue Name _____
Physical address _____

Suburb _____ *Town/city* _____

Venue Name _____
Physical address _____

Suburb _____ *Town/city* _____

Venue Name _____
Physical address _____

Suburb _____ *Town/city* _____

Venue Name _____
Physical address _____

Suburb _____ *Town/city* _____



Please attach a New Class 4 Venue Application for EACH of the above venues.

DECLARATION

To be completed by the Chair of Trustees/ President **and** Chief Executive Officer or General Manager:

I, _____ of _____
full name *place of abode and occupation*

solemnly and sincerely declare that:

- All the details entered in, or provided with, this New Class 4 Operator's Licence Application are true and correct to the best of my knowledge.
- I understand that if I have provided information that is materially false or misleading, the society may have its licence cancelled or not renewed.
- I have read and understood the relevant regulatory requirements. If needed, I have obtained/will obtain legal advice to ensure compliance with these requirements.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at _____ this _____ day of _____
place *date* *month* *year*

Signature _____

Before me _____
full name

Signature _____
Solicitor, Justice of the Peace or other person authorised to take a statutory declaration

I, _____ of _____
full name *place of abode and occupation*

solemnly and sincerely declare that:

- All the details entered in, or provided with, this New Class 4 Operator's Licence Application are true and correct to the best of my knowledge.
- I understand that if I have provided information that is materially false or misleading, the society may have its licence cancelled or not renewed.
- I have read and understood the relevant regulatory requirements. If needed, I have obtained/will obtain legal advice to ensure compliance with these requirements.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at _____ this _____ day of _____
place *date* *month* *year*

Signature _____

Before me _____
full name

Signature _____
Solicitor, Justice of the Peace or other person authorised to take a statutory declaration

Stop

In completing this form you must itemise income and expenses if provision has been made on the form for a specific income or expense item.

Checklist - please tick

Please ensure that you have included the following with your application (where applicable):

- Personal Information Forms for ALL key persons
- Forecast financial statements signed off as reasonably prepared by a chartered accountant
- Governing document (constitution/rules)
- Minutes
- A copy of your corporate society's harm minimisation policy/statement
- A copy of your corporate society's policy for identifying problem gamblers
- Venue application for EACH venue/s
- New Class 4 Operator's Licence fee
- Supporting documentation regarding distribution of net proceeds (if applicable)

You may be required to provide further information to assist the Department in assessing your application.

If your application is incomplete or missing supporting documentation, it will be returned to you without being processed. Please also check the accuracy of the application and supporting documentation as inaccuracies/inconsistencies will cause significant delays.

Please go to page 22 and complete your return address details on the receipt of application slip.

Return Address

Please return your completed application form to: **Licensing Unit
Gambling Compliance Group
Department of Internal Affairs
PO Box 10-095
Wellington 6143**

To find out more about gaming machine licensing, visit our website www.dia.govt.nz or call us toll free on 0800 257 887.

Receipt of application

The Department of Internal Affairs' Licensing Unit received your application for a new class 4 operators licence on _____
It will be processed as soon as possible.

Please complete your return address details. *(Please include your post code)*

Attention _____
Society _____
Postal Address _____
Suburb _____
Town/City _____

Date Stamp

This receipt of application does NOT indicate approval of the application