

Self-Assessment Review

For clubs

NAME OF CLUB
_____GM LICENCE NUMBER
_____DECLARATION

To be completed by any two of the President and Secretary/Manager or General Manager:

We,

_____, _____
Full name Occupation and place of abode

_____, _____
Full name Occupation and place of abode

Solemnly and sincerely declare that:

- All the details entered in, or provided with, this Self-Assessment Review are true and correct.
- We understand that if we have provided false or misleading information, the club may have its licence cancelled.
- We have read and understand the relevant regulatory requirements. If needed, we have obtained / will obtain legal advice to ensure compliance with these requirements.

And we 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 _____ 20____
Place Day Month Year

Signature: _____ Signature: _____

Before me: _____
Full name

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

Disclaimer

The completion of this Self-Assessment Review does not infer compliance or otherwise with the Gambling Act 2003 or related regulations, licence conditions, Game Rules or minimum standards currently in force for the operation of gaming machines. The responsibility for ensuring compliance with the requirements, including public accountability and the implementation and monitoring of internal and management controls, rests with the club. The level of compliance by any club will be determined by reviews undertaken by the Department of Internal Affairs.

G a m b l i n g C o m p l i a n c e G r o u p

Wellington (Central)
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Christchurch (Southern)
PO Box 1308 Christchurch

Auckland (Northern)
PO Box 2220 Auckland

INTRODUCTION

Class 4 gambling has been authorised by Parliament subject to intensive legislative and regulatory control.

The Department of Internal Affairs (the Department) is required to ensure that licensed operators comply with all legislative and regulatory requirements.

Licensed operators are required to comply with their statutory and regulatory obligations.

This Self-Assessment Review tool has been designed to give clubs and the Department assurance that obligations are being complied with.

WHAT THE DEPARTMENT EXPECTS TO SEE IS EVIDENCE OF:

- Appropriate policies;
- Appropriate procedures to implement policies;
- Records of assurance checks which verify compliance with policies and procedures.

IN PARTICULAR THIS TOOL PROVIDES CLUBS WITH AN ABILITY TO:

- test their own levels of compliance of their gaming machine operation with the requirements of the Gambling Act 2003 (the Act), related regulations, licence conditions and Game Rules;
- identify areas where internal policies, systems and procedures should be developed, enhanced or strengthened; and
- put measures in place immediately to rectify any areas of non-compliance identified.

THE PURPOSES OF THE ACT ARE:

- to control the growth of gambling;
- to prevent and minimise the harm caused by gambling, including problem gambling;
- to authorise some gambling and prohibit the rest;
- to facilitate responsible gambling;
- to ensure the integrity and fairness of games;
- to limit the opportunities for crime or dishonesty associated with gambling;
- to ensure that money from gambling benefits the community; and
- to facilitate community involvement in decisions about the provision of gambling.

WHAT WE WOULD LIKE CLUBS TO DO

Please fully complete this Self-Assessment Review, and return it to your local compliance office, along with any other records requested for your audit, within the time frame specified in the covering audit notification letter.

The responses in this Self-Assessment Review should reflect the club's position at the time of its completion. Clubs are expected to have sufficient policies, systems and processes in place, evidenced by supporting documentation and records, to ensure compliance with the Act.

The Department strongly suggests that clubs utilise this document on a regular and on-going basis to ensure that a satisfactory level of compliance and adherence to policies, systems and procedures is maintained.

WHAT THE DEPARTMENT WILL DO WITH THIS INFORMATION

This Self-Assessment Review is based on the Department's own audit checklist used in testing compliance of a club's gaming machine operation. The completion of this document will coincide with the planning of the Department's compliance audit of the club, and an assessment of the responses will:

- form part of the planning phase;
- assist the Department in determining the focus of the audit; and
- be utilised in updating the compliance profile of the club.

In order to ensure consistency across the sector, this document is for all clubs to complete, for assessment by the Department.

The Department will assess the self-reported information provided, and may test a sample of the responses.

It is important to note, however, that this document on its own is not an enforcement tool, rather, to be seen as a tool used to support clubs' voluntary compliance with the Act.

There may be instances where the Department can offer advice to help raise the club's level of compliance. If you need assistance or have any questions on matters not covered in this document, please contact your local compliance office.

The Department produces comprehensive information on a wide variety of topics relating to gambling. This can be accessed online at www.gaming.dia.govt.nz.

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KEY (TICK IN APPLICABLE BOX)

Yes	No
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Responses in 'shaded' areas may indicate that changes to your policies and procedures are required. Where you respond in a 'shaded' area, please record your actions to rectify in the 'Explanation for variance' area at the end of each section.

GLOSSARY

GA	Gambling Act 2003	OLC	Class 4 Operator's Licence Conditions
GR	Gambling Act (Class 4) Game Rules 2006	VLC	Class 4 Venue Licence Conditions
HPM	Gambling (Harm Prevention and Minimisation) Regulations 2004	GMP	Gaming Machine Profits
NPR	Gambling (Class 4 Net Proceeds) Regulations 2004	GMA	Gaming Machine Analysis
BR	Gambling (Class 4 Banking) Regulations 2006	WVAR	Weekly Venue Activity Report
MS	Minimum Standards	WGMPR	Weekly Gaming Machine Profit Report

1. VENUE COMPLIANCE

The Department expects that procedures are in place to regularly review the level of compliance in the club in regard to its gaming machine operation. The club needs to regularly satisfy itself that its policies and procedures are up-to-date and being implemented by its staff and contracted service providers.

VENUE SIGNAGE / INFORMATION TO BE DISPLAYED

		Please tick applicable box	
		Yes	No
• Does the club display the current venue licence commencement and expiry dates?	GA 82(1)(a)	<input type="checkbox"/>	<input type="checkbox"/>
• Are the venue licence holder contact details displayed?	GA 82(1)(b)	<input type="checkbox"/>	<input type="checkbox"/>
• Is a notice displayed informing players that information about the application or distribution of net proceeds to or for authorised purposes may be obtained from the club?	NPR 7	<input type="checkbox"/>	<input type="checkbox"/>
• Is signage displayed that provides details of how and where to complain about class 4 gambling at the club or about the club as the class 4 licence holder?	GA 82(1)(d)	<input type="checkbox"/>	<input type="checkbox"/>
• Do you ensure the club does not advertise the word 'casino' or any similar word or get-up that conveys the impression that the place is a Casino and accessible to the public?	GA 121(1)	<input type="checkbox"/>	<input type="checkbox"/>
• Do you ensure that the club does not advertise the word 'jackpot' in a way that implicitly conveys the impression that there is a gaming machine jackpot at the club?	HPM 10(2)	<input type="checkbox"/>	<input type="checkbox"/>
• Is any jackpot display and/or advertising within the club only visible and audible inside the club?	HPM 9(2)	<input type="checkbox"/>	<input type="checkbox"/>
• Is a jackpot instruction notice displayed (if a jackpot is operated) that conforms to the requirements of the Game Rules?	GR 28(c), 29	<input type="checkbox"/>	<input type="checkbox"/>
• Is a notice displayed advising that a policy exists for identifying problem gamblers and that a copy of the policy will be made available on request?	GA 308(3)	<input type="checkbox"/>	<input type="checkbox"/>
• Are pamphlets available containing information on the odds of winning etc?	HPM 11(a)	<input type="checkbox"/>	<input type="checkbox"/>
• Is signage displayed encouraging play at affordable levels and how to seek assistance?	HPM 11(b)	<input type="checkbox"/>	<input type="checkbox"/>
• Is all signage displayed in the correct location? (i.e. in the immediate area where gaming machines are located.)	GA 82(2), NPR 7	<input type="checkbox"/>	<input type="checkbox"/>

Explanation for variance:

KEY SECURITY / DISPUTES

- Does the club maintain a Key Register that is up-to-date and accurate, and which fully reflects the requirements of the Game Rules?
- Are Player Dispute and Unpaid Prize Reports completed as required?

GR 17(2),
106(2)

Please tick applicable box

Yes	No
-----	----

GR 84(1),
84(3)(c), 85(a),
91

Yes	No
-----	----

Explanation for variance:

GAMING MACHINE EQUIPMENT AND SECURITY

- Do the machines/games operated at the club match those approved for use as listed on the venue licence?
- Do all bank note acceptors only accept up to \$20 notes?
- Are all bank note acceptors securely fixed to the cabinets and the cages locked?
- Are all main gaming machine cabinets securely fixed to the bases?
- Does the club have a security system in place to ensure that:
 - (a) all gaming machine and gambling equipment is securely locked at all times?
 - (b) there are no apertures allowing for unauthorised access to the internal components of the machines?
 - (c) all hopper covers are securely fixed?
 - (d) all hard meters are working?
- Are all gaming machine logic compartments, EMS site controller and jackpot controller fitted with an intact security seal?
- Are gaming equipment faults properly recorded and the process for dealing with faults etc followed on a timely basis? (inc. where applicable, notifying the EMS helpdesk)

GA 70(1)(h)

Yes	No
-----	----

GA 84(1)

Yes	No
-----	----

MS, GA 327

Yes	No
-----	----

MS, GA 327

Yes	No
-----	----

GR 21(a)

Yes	No
-----	----

MS, GA 327

Yes	No
-----	----

MS, GA 327

Yes	No
-----	----

MS, GA 327

Yes	No
-----	----

GR 19, 107,
MS

Yes	No
-----	----

GR 20, 21, 22,
76, 80, 83, 84,
89, 94, 95, 110,
122

Yes	No
-----	----

Continued on next page

Please tick applicable box

• Is the password security policy in place and implemented for EMS?	GR 111	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Is the EMS site controller, jackpot controller & router (NTU) powered on at all times?	GR 105, 122	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are all breaches / potential breaches of security reported to the Department?	GR 95, 98, 112	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are all gaming machines connected to the EMS?	GA 86(1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Is an up-to-date copy of the EMS wiring diagram available at the club?	GR 115	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Explanation for variance:

JACKPOT REQUIREMENTS (IF A JACKPOT IS OPERATED)

• Is the jackpot display visible to all players playing jackpot-connected machines?	GR 67	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Is the jackpot controller located in a secure, separately lockable container (for example, a partitioned area of a cashbox in the base of a machine)?	MS, GA 327	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Does the jackpot controller have a compliance plate affixed? (Not required for IGT Dollarmania. Aristocrat/Mikohn systems installed prior to June 2001 may have the plate affixed to the display unit.)	MS, GA 327	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Is all jackpot cabling fully enclosed in conduits?	MS, GA 327	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are comprehensive jackpot system user manuals available at the club?	GR 66	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are accurate details of all machines connected to the jackpot held at the club?	GR 116	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are Daily Jackpot Turnover Reports completed for downloadable jackpots?	GR 68, 119	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are daily and weekly requirements followed for ensuring that no variances have occurred in non-downloadable jackpot systems (including accessing website reports daily & weekly)?	GR 69, 120, 121	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are Daily Jackpot Cancelled Credit Reports completed (non-downloadable jackpots)?	GR 48, 70	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Is appropriate action taken when variances are disclosed on the jackpot reports?	GR 71, 76, 120, 121	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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2. RECORDS AND BANKING

Your club is required to keep up-to-date and accurate records in relation to all areas of your gaming machine operation. You must also ensure that all gaming machine profits are properly accounted for and banked into your dedicated bank account within the required timeframe. Your club must promptly advise the Department of all instances where banking is late, and of the action taken to recover any gaming machine profits not banked.

RECORD KEEPING

Please tick applicable box

• Does your club access its EMS website page daily to check the EMS reports?	GR 103(2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are the Department's standard forms used for recording all gaming machine transactions?	GR 23	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are the correct Cash Clearance procedures followed (including 1 report per machine)?	GR 32-38	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are the correct Cancelled Credit, Short Pay and Hopper Refill procedures followed (including 1 report per machine)?	GR 39-43, 45-52	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are the correct procedures followed for recording information from the gambling equipment meters?	GR 117	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• If applicable, are manually-calculated WGMPRs completed when EMS reports are unavailable?	GR 126	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Is a clear audit trail maintained for any adjustments made to EMS records?	GR 133	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are GMAs accurately completed at the required intervals?	GR 60, 128, 130	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are GMAs also accurately completed for the purpose of:			
(a) servicing of gaming machines (RAM clear)?	GR 27	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) testing of gaming equipment?	GR 27	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) installation or removal of gaming machines?	GR 26	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) faulty or malfunctioning gaming machines?	GR 60	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(e) suspected irregularities in cash transactions (inc. shortpays)?	GR 60, 61	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Is source information used when completing GMAs (Cash Clearance, Cancelled Credit, Hopper Refill Reports and actual hopper count)?	GR 62, 132	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are all anomalies exceeding \$10 investigated?	GR 64, 93	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Are all documents relating to the conduct of the class 4 gambling retained for a period of not less than 7 years from the date they were compiled?	NPR 5(5)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Explanation for variance:

3. HARM PREVENTION AND MINIMISATION

The purpose of the Act includes the prevention and minimisation of the harm caused by gambling and the facilitation of responsible gambling. The club is required to develop a policy for identifying problem gamblers, take all reasonable steps to use the policy to identify actual or potential problem gamblers, and you must display a notice that states a copy of the policy will be made available on request. The club has a responsibility to ensure that gambling in the club is conducted responsibly, that potential harm to players is minimised, that staff trained in problem gambling awareness are present, and that assistance is offered to people who may be experiencing gambling problems. The Secretary must be satisfied that these outcomes will be achieved in clubs before a new licence is granted or an existing licence is renewed. This is a focus area for the Department when conducting its compliance activities.

		Please tick applicable box	
		Yes	No
•	Do you have documents and records that show that your problem gambling policy is in place and properly applied at the club?	GA 308	<input type="checkbox"/> Yes <input type="checkbox"/> No
•	Do you have records which demonstrate that all club employees involved in the gaming machine operation:		
	(a) know how to access the policy for identifying problem gamblers?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	(b) know who to refer people to when they ask to be excluded from the club?		<input type="checkbox"/> Yes <input type="checkbox"/> No
	(c) know how to access and apply the exclusion (inc. self-exclusion) procedure?	GA 309, 310	<input type="checkbox"/> Yes <input type="checkbox"/> No
•	Does the Problem Gambling policy include the required procedures for excluding problem gamblers?	GA 308 - 311, 316	<input type="checkbox"/> Yes <input type="checkbox"/> No
	This should include, as a minimum:		
	(a) venue-based indicators of problem gambling;		<input type="checkbox"/> Yes <input type="checkbox"/> No
	(b) self-exclusion procedures;		<input type="checkbox"/> Yes <input type="checkbox"/> No
	(c) procedures for club-initiated exclusions;		<input type="checkbox"/> Yes <input type="checkbox"/> No
	(d) procedures for dealing with persons who enter the gambling area in breach of an exclusion order.		<input type="checkbox"/> Yes <input type="checkbox"/> No
•	Does the exclusion order contain any statement that contracts out of any liability under the Gambling Act?		<input type="checkbox"/> Yes <input type="checkbox"/> No
•	Do you have documents or records of excluded persons at the club that are accessible to staff?	GR 92	<input type="checkbox"/> Yes <input type="checkbox"/> No
•	Have you provided training in problem gambling awareness to the Venue Manager and sufficient other employees at the club so as to ensure a suitably-trained employee is present at all times that the gaming machines are in operation?	HPM 12(1)(a)	<input type="checkbox"/> Yes <input type="checkbox"/> No
•	Do your records or documents show that staff at the club are properly trained and new staff are inducted and trained?		<input type="checkbox"/> Yes <input type="checkbox"/> No

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4. GOVERNANCE AND MANAGEMENT

The club's sole objective in operating gaming machines is to raise funds for its Authorised Purposes. Proper management is essential in ensuring the club discharges its responsibilities under the Act of maximising funds available for application to Authorised Purposes. The Department considers that good governance and control of the club's activities is a good indicator of voluntary compliance, provided that policies and procedures cover all areas of its gaming machine operation and are properly implemented and regularly reviewed. Governance and Management is a key area of focus of all compliance activities undertaken by the Department.

- Does the club have policies, procedures and assurance checks to ensure that:

Please tick applicable box

(a) the club's Key Person records are complete and up-to-date?	GR 90	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(b) all significant club Key Person changes have been notified to the Department?	GA 71	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(c) procedures are in place to prevent Key Persons from receiving an advantage or benefits from grant recipients, potential grant recipients or a person that sells, repairs, services or maintains gambling equipment if the receipt has a condition attached to it?	GA 118	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(d) all internal policies and procedures covering all operational areas of the club's gaming machine operation are documented?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(e) the policies and procedures are reviewed on a regular basis (e.g. annually)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(f) the policies and procedures satisfy the requirements of the Act?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(g) the policies and procedures are sufficiently robust for the size of your operation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
(h) all policies and procedures are being fully implemented?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there other policies and procedures that, if implemented, would improve good business practice within the club? (If Yes, the Department expects that measures are in place to implement these policies and procedures.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Where management companies are contracted, is supporting documentation as to their engagement available?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Explanation for variance:

6. APPLICATION OF FUNDS TO AUTHORISED PURPOSES

The Act specifies that the net proceeds from class 4 gambling will be applied to or distributed for Authorised Purposes. A net proceeds committee must approve the application or distribution of net proceeds, and ensure that funds are approved only for the stated authorised purposes in accordance with your policy.

The Department recommends, as best practice, that all applications for gaming machine funds from community groups outside of the club are made on an application form that conforms to the minimum requirements set out in the Net Proceeds Regulations (Regulation 17), as required for societies that mainly distribute funds to the community.

GRANT APPLICATION FORMS

(FOR GRANTS MADE TO COMMUNITY GROUPS OUTSIDE THE CLUB)

Please tick applicable box

- | | | | | |
|---|--------|--|-----|----|
| <ul style="list-style-type: none"> Does the club have a grant application form that conforms to the minimum requirements of NPR 17? | NPR 17 | <table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;">Yes</td> <td style="width: 50px; height: 20px;">No</td> </tr> </table> | Yes | No |
| Yes | No | | | |
| <ul style="list-style-type: none"> Is sufficient supporting documentation requested and received with each grant application to enable a proper assessment to be made? | | <table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;">Yes</td> <td style="width: 50px; height: 20px;">No</td> </tr> </table> | Yes | No |
| Yes | No | | | |

GRANTS TO COMMUNITY GROUPS AND/OR APPLICATION OF FUNDS TO THE CLUB'S AUTHORISED PURPOSES (AP)

- | | | | | | | | | | | |
|--|-------------|--|-----|----|-----|----|-----|----|-----|----|
| <ul style="list-style-type: none"> Does the club have a Net Proceeds Committee to approve grants or AP payments? | NPR 8 | <table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;">Yes</td> <td style="width: 50px; height: 20px;">No</td> </tr> </table> | Yes | No | | | | | | |
| Yes | No | | | | | | | | | |
| <ul style="list-style-type: none"> Does the Net Proceeds Committee have effective systems for evaluating grant applications, in particular that: <ul style="list-style-type: none"> (a) the grant applications are fully completed; (b) supporting documentation is supplied; (c) they are not retrospective or promissory in nature; (d) there are no conditions placed on the grant recipient; (e) there are no arrangements between grant applicants and club representatives. | GA 118 | <table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;">Yes</td> <td style="width: 50px; height: 20px;">No</td> </tr> <tr> <td style="width: 50px; height: 20px;">Yes</td> <td style="width: 50px; height: 20px;">No</td> </tr> <tr> <td style="width: 50px; height: 20px;">Yes</td> <td style="width: 50px; height: 20px;">No</td> </tr> <tr> <td style="width: 50px; height: 20px;">Yes</td> <td style="width: 50px; height: 20px;">No</td> </tr> </table> | Yes | No | Yes | No | Yes | No | Yes | No |
| Yes | No | | | | | | | | | |
| Yes | No | | | | | | | | | |
| Yes | No | | | | | | | | | |
| Yes | No | | | | | | | | | |
| <ul style="list-style-type: none"> Does the club maintain an up-to-date list of all payments to AP (including grants to community groups)? | NPR 5(2)(a) | <table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;">Yes</td> <td style="width: 50px; height: 20px;">No</td> </tr> </table> | Yes | No | | | | | | |
| Yes | No | | | | | | | | | |
| <ul style="list-style-type: none"> Are net proceeds distributed regularly and not unreasonably accumulated? | OLC | <table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;">Yes</td> <td style="width: 50px; height: 20px;">No</td> </tr> </table> | Yes | No | | | | | | |
| Yes | No | | | | | | | | | |
| <ul style="list-style-type: none"> Does the club's Authorised Purpose process ensure that the required minimum return to AP for each financial year is achieved? | | <table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;">Yes</td> <td style="width: 50px; height: 20px;">No</td> </tr> </table> | Yes | No | | | | | | |
| Yes | No | | | | | | | | | |
| <ul style="list-style-type: none"> Is the application or distribution of net proceeds made only to or for an authorised purpose specified on the licence? | GA 106(1) | <table border="1" style="display: inline-table;"> <tr> <td style="width: 50px; height: 20px;">Yes</td> <td style="width: 50px; height: 20px;">No</td> </tr> </table> | Yes | No | | | | | | |
| Yes | No | | | | | | | | | |

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www.gaming.dia.govt.nz

DEPARTMENT OF INTERNAL AFFAIRS
OFFICE USE ONLY

GC-SARC1

Document reviewed and risk profile updated by:

Peer reviewed by:

Inspector name: _____

Name: _____

Signature: _____

Signature: _____

Date: ____ / ____ / ____

Date: ____ / ____ / ____