

Private Security Business Licence Application

Body Corporate Licence Application

Instruction Pages

Please **remove** Instruction Pages before submitting your form.

How do I complete this form?

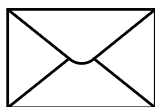
- You can complete this form in an Adobe Acrobat Browser or download and complete the form in the Adobe Acrobat Application, using your phone/tablet/computer by typing in the text fields.
- You will then be required to print the form and complete all signature sections using a blue or black pen.

OR

- Print out the form and write clearly in the boxes in capital letters and complete all signature sections using a blue or black pen.

How do I send this form?

- Do not send original identification documents with the form. If you need to send identification documents, send certified copies of the documents.
- Post the completed form and all attachments to:

**Postal Address:**

Licensing and Regulation Division,
GPO Box 2807,
Melbourne, VIC, 3001

If you have any queries about your application, visit our website at www.police.vic.gov.au or contact Licensing and Regulation Division.

Fingerprint Requirement

You must have your fingerprints taken for the purpose of obtaining a Private Security Licence. All Related People (including Nominated Officers and Close Associates) must also be fingerprinted as part of a Private Security Business Licence application.

Note: You do not need to have your fingerprints taken if you hold a current Private Security Licence or have previously had your fingerprints taken in relation to a current Private Security Business Licence for which your involvement remains.

Fingerprints can be taken at the Docklands location or at a number of regional fingerprinting locations throughout Victoria. Visit our website at police.vic.gov.au/fingerprinting to make an appointment. Your licence application will not be approved until you have had your fingerprints taken.

Which identification documents are acceptable?

If you do not currently hold a Victorian Firearm Licence, Victorian Security Licence or Registration, or a Victorian Chief Commissioner of Police Weapon Approval, you must provide proof of your identity.

To prove your identity, you are required to provide 100 points of identification (see list below). The documents must be clear, easy to read, of high quality and total at least 100 points, in the form of:

- One certified copy of a primary identification document, and
- At least one certified copy of secondary identification document(s).

List of Acceptable Identification Documents

Primary Identification	Points
Full birth certificate (or name change certificate if applicable)	70
Current passport	70
Passport which has not been cancelled and was current within the last 2 years	70
Australian citizenship certificate	70
Diplomatic documents and official documents issued to refugees	70
Secondary Identification	Points
Public service ID including photograph and/or signature	40
Any licence issued under Australian law including photograph and/or signature, e.g. driver licence	40
A Government issued ID showing entitlement to financial benefit including signature, e.g. Health Care Card issued by the Department of Health and Human Services	40
ID card issued by a tertiary education institution including photograph and/or signature	40
Records from an employer (within the past 2 years) showing current address, e.g. letter on company letterhead or a payment summary	35
Council rates notice showing current address	35
Mortgage documents showing current address	35
Land Titles Office record showing current address	35
Bank or credit card statement showing current address	25
Department of Veteran's Affairs Health Care Card	25
Medicare card	25
Telephone account	25
Credit card	25
Statement from a primary, secondary or tertiary education institution (attended within the last 10 years) showing date of birth	25
Membership records from a professional or trade association showing date of birth	25
Records of a Public Utility showing current address, e.g. gas, electricity or water bill	25
Confirmation of enrolment issued by the Australian Electoral Commission showing current address	25
Victorian Proof of Age card (KeyPass is not acceptable)	25
Rental agreement document confirming your tenancy of a property	25
Working with Children Check card	25

How do I get my documents certified

- Documents must be certified by an Acceptable Identification Referee as a "true copy of the original".
- The Identification Referee certifying your documents must view the original document at the same time as the copy.
- The same Acceptable Identification Referee that certifies your identification documents must also complete the Identification Reference section of the form.
- You must also sign in the Identification Reference section in the presence of the Acceptable Identification Referee.

An example of how to certify an identification document is provided below:



I certify that the document presented for certification is a true copy of the original. This document was sighted by me on:

21/12/2021

Signature: *J Person*

Print Name: Jane A Person

Type of Referee: Accountant

Who can certify documentation?

- Documents must be certified by an Acceptable Identification Referee who has known you for at least 12 months.
- The same referee that certifies your identification documents must also complete the Identification Reference section of this application.

Important: the Acceptable Identification Referee is verifying your identification only and in no way substantiates your suitability or otherwise for a licence.

List of Acceptable Referees (Authority Types)

A member of: • the Chartered Accountants Australia and New Zealand, or • the Australian Society of Accountants, or • the Institute of Public Accountants	A member of a municipal, city, town, district or shire council of a State or Territory.	An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.
An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.	A full-time employee of: • a financial institution; or • a corporation that is a registered corporation within the meaning of the <i>Financial Sector (Collection of Data) Act 2001</i>; who has been employed continuously for at least 5 years by one or more financial bodies.	An employee of a bank carrying on a business outside Australia: • that does not have an authority under section 9 of the <i>Banking Act 1959</i>; and • that is engaged in a transaction with a cash dealer; who is authorised by the bank to open accounts with the bank.
A full-time employee of a company carrying on insurance business who has been employed continuously for at least 5 years by one or more companies of that type.	A legal practitioner of a Federal, State or Territory Court.	A registrar, clerk, sheriff or bailiff of a Federal, State or Territory Court.
An individual who is an agent of a totalisator agency board if: • the individual conducts an agency of the totalisator agency board at a particular premises; and the agency is not ancillary to any other business conducted at those premises.	An individual registered or licensed as • a dentist, • a medical practitioner, • a pharmacist, or • a veterinary surgeon, under a law of a State or Territory providing for that registration or licensing.	An individual who is employed and registered as a nurse under the law of a State or Territory providing for that registration.
A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas.	A holder of an office established by a law of the Commonwealth, a State or Territory in respect of which annual salary is payable.	A judge or master of a Federal, State or Territory Court.
A stipendiary magistrate of the Commonwealth or of a State or Territory.	A justice of the peace of a State or Territory.	A member of the Federal Parliament or a State Parliament.
A member of the Legislative Assembly of the Australian Capital Territory, the Northern Territory or Norfolk Island.	A minister of religion who is registered as a marriage celebrant.	A notary public.
A member of the Australian Federal Police, or of the police force of a State or Territory, who in the normal course of their duties, oversees a police station.	A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant.	A manager of a post office.
An individual employed as an officer or employee by one or more of the following: • the Commonwealth, a State or Territory; • an authority of the Commonwealth, a State or Territory; or • a local government body of a State or Territory; who has been so employed continuously for a period of at least 5 years, whether or not the individual was employed for part of that period as an officer and for part as an employee.	An individual employed as a full-time teacher or as a principal at one or more of the following educational institutions: • a primary or secondary school forming part of the education system in a State or Territory; or • an institution listed in section 4 or paragraphs 34(4)(b)-(j) (inclusive) of the <i>Higher Education Funding Act 1988</i>; who has been so employed continuously for a period of at least 5 years.	An individual who, in relation to an Aboriginal community • is recognised by the members of the community to be a community elder; or • if there is an elected Aboriginal council that represents the community – is an elected member of the council.
An officer within the meaning of the <i>Defence Act 1903</i>.	An individual who is registered as a tax agent under part VIIA of the <i>Income Tax Assessment Act 1936</i>.	A member of the Institution of Engineers Australia, other than a member with the grade of student.
A member of the Chartered Institute of Company Secretaries in Australia Limited.	A member or fellow of the Association of Taxation and Management Accountants.	A fellow member of the National Tax and Accountants' Association Limited.
A Commissioner for oaths of a State or Territory.		

Please remove all Instruction Pages before submitting your form.

Section 5 - Business Address You are required to provide your Business Address Information.																													
Property Name: (if applicable) 																													
Flat / Unit Number: 										Street Number: 										Lot Number: 									
Street Name: 																													
Street Type: 										Town / Suburb: 																			
State: 					Postcode: 																								
Is your Postal Address the same as your Residential Address? Yes ☐ Go to Section 7 - Nominated Person No ☐ Go to Section 6 - Business Postal Address																													
Section 6 - Business Postal Address You are required to provide your Business Postal Address Information.																													
☐ GPO Box ☐ PO Box ☐ Locked Bag ☐ Private Bag ☐ RSD ☐ RMB																													
Box / Bag / Number: 																													
Flat / Unit / Lot Number: 										Street Number: 																			
Street Name: 																													
Street Type: 										Town / Suburb: 																			
State: 					Postcode: 																								
Section 7 - Nominated Person You are required to provide the following details as the Nominated Person of this Body Corporate.																													
Family Name: 																													
First Given Name: 																													
Second Given Name: 																													
Third Given Name: 																													
Date of Birth: / /															Sex: ☐ Male ☐ Female ☐ Other														

Part 3 - Statement of Related People

Section 8 - Officer(s) of the Body Corporate

Body Corporate Applicants must supply the details of their employed officer.

Officer 1

Family Name:

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First Given Name:

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Second Given Name:

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Third Given Name:

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Date of Birth:

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Sex: ☐ Male ☐ Female ☐ Other

Officer 2

Family Name:

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First Given Name:

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Second Given Name:

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Third Given Name:

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Date of Birth:

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Sex: ☐ Male ☐ Female ☐ Other

Officer 3

Family Name:

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First Given Name:

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Second Given Name:

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Third Given Name:

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Date of Birth:

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Sex: ☐ Male ☐ Female ☐ Other

Important

- A **Personal Information Form** must be completed by each Officer of the Body Corporate and be included in your submission.

Part 3 - Statement of Related People (Continued)

Section 9 - Associate(s) of the Body Corporate

Body Corporate Applicants must supply the details of their close associates.

Do you have any Close Associates to nominate in this application?

Yes ☐

No ☐

Who is a Close Associate?

Section 3 of the *Private Security Act 2004* provides a definition of a close associate in relation to a private security business licence.

- A close associate is a person who is able to exercise a significant influence over the running of the business because they-
- Hold an interest in the capital or assets of that business; or
- Are entitled (by law, equity or otherwise) to receive any income derived from that business; or
- Hold any power, either alone or in association with others, (by voting or otherwise) to participate in any managerial or executive decision of that business; or
- Hold any power, either alone or in association with others, to appoint any person to a position of management (ie director, manager, secretary or any other capacity) in the business.
- A person who participates in the management of the business is also classified as a close associate.
- The definition of a close associate does not extend to a shareholder of a public company or to an officer of the body corporate (if the holder of the licence is a body corporate).
- One example of a close associate to a business licence would be a person who has provided finances to start up a company but is not a director or officer of the company.
- It is a requirement of the *Private Security Act 2004* that all close associates to the business be declared.
- All close associates must meet the probity requirements outlined in the *Private Security Act 2004*.

A Personal Information Form **must** be completed by every Close Associate.

Close Associate 1

Family Name:

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First Given Name:

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Second Given Name:

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Third Given Name:

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Date of Birth:

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Sex: ☐ Male ☐ Female ☐ Other

Close Associate 2

Family Name:

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First Given Name:

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Second Given Name:

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Third Given Name:

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Date of Birth:

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Sex: ☐ Male ☐ Female ☐ Other

Part 3 - Statement of Related People (Continued)

Section 9 - Associate(s) of the Body Corporate

Body Corporate Applicants must supply the details of their close associates.

Close Associate 3

Family Name:

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First Given Name:

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Second Given Name:

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Third Given Name:

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Date of Birth:

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 Sex: ☐ Male ☐ Female ☐ Other

Close Associate 4

Family Name:

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First Given Name:

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Second Given Name:

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Third Given Name:

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Date of Birth:

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 Sex: ☐ Male ☐ Female ☐ Other

Close Associate 5

Family Name:

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First Given Name:

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Second Given Name:

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Third Given Name:

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Date of Birth:

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 Sex: ☐ Male ☐ Female ☐ Other

If you have more than 5 Close Associates, please duplicate this page and provide in your submission.

Part 4 - Acknowledgement

Section 10 - Acknowledgement by the Applicant

You must sign and date to confirm that all the information you have supplied is true and correct.

☐

I acknowledge that the particulars in this application and any attachments are true and correct, and I make this acknowledgement knowing that it is an offence against Section 135 of the *Private Security Act 2004* to willfully supply details which are incorrect or omit to furnish particulars.

Applicants Signature:

Date of Signature:

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Privacy Statement: The personal and health information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, permit or approval. It will be used in accordance with relevant legislation, including the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990*, *Health Records Act 2001* and the *Privacy and Data Protection Act 2014*. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at www.police.vic.gov.au.

Part 5 - Application Checklist

Application Summary

How do I complete my application?

- Please refer to the Instruction Pages for more information on how to finalise and submit your application.
- Prepare all supporting documents listed in the below Application Checklist.
- You must sign and date the Acknowledgement Section.

☐

Business Requirements

You must provide evidence that you meet the competency requirements as specified in section 26(3) of the *Private Security Act 2004*.

You must provide at least **one** of the following:

☐

A detailed resume outlining your experience in the private security industry, particularly in relation to the security activity (or activities) being applied for, and copies of any relevant qualifications and/or documentation; or

☐

A certified copy of an approved Training Course completion certificate which is relevant to the security activity (or activities) being applied for; or

☐

A certified copy of your membership to an approved Security Industry Organisation relevant to the security activity (or activities) being applied for.

☐

Standard Operating Procedures

You must provide copies of the standard operating procedures and protocols that employees will be required to follow. Standard operating procedures should cover all the responsibilities employees will be required to follow as a part of their employment. Standard operating procedures should reflect the employer responsibilities and legislative requirements.

☐ **Business Plan**

You must provide a business plan of the precise details of your business and the nature of work you intend to do. The business plan provided must include the following information:

- Details of the precise nature of the work that will be undertaken by the business.
- Details of the suitability of existing or intended business premises. Consideration needs to be given to the security of the information held on the premises, particularly if the premises are a private residence. Details of the number of employees that you intend to employ.
- Details of the procedure that will be used to check the expiry dates of the licences of the employees and the business licence.
- Details of training and supervision standards that will be set in place for employees.
- If applicable, a description of the uniforms, a sample of the shoulder badge design and details of any vehicle decals.

☐ **Evidence of Public Liability Insurance**

You must provide a certificate of currency of public liability insurance coverage.

☐ **Evidence of Financial Viability**

Under section 26(1)(f) of the *Private Security Act 2004*, the Chief Commissioner must be satisfied that you have or will be able to obtain adequate financial resources to ensure the financial viability of your business, a qualified accountant must complete the Assets/Liabilities/Evidence of Financial Viability form and confirm by completing the Declaration by Accountant section.

☐ **Employer Responsibilities**

You must provide written undertaking (signed and dated) by the Nominated Person or Partner/Sole Trader stating that you are aware of your obligations as an employer in the areas of award wages, superannuation, taxation and occupational health and safety.

☐ **Official Documentation**

You must provide certified copies of a current Certificate of Registration of a Business Name from Consumer Affairs Victoria for any trading names that the business will operate under.

☐ **Private Security Trainer** (If you have selected this in your application)

If you have applied for the activity of Private Security Trainer, you must supply a USB stick that contains all the training and assessment resources that you intend to use including, but not limited to your:

- Private Security Trainer
- Delivery plans or timetables (including times)
- Language, Literacy and Numeracy Test Paper
- Trainer and student manuals

☐ **Guard with a Dog** (If you have selected this in your application)

Any security business seeking to provide dog handler services should provide the following information to enable the Licensing & Regulation Division to make a determination whether the business is fit and proper and it is in the public interest to issue a licence:

- Details of the person within the business responsible for direct management of this activity (including full name, date of birth and address information).
- Deployment or reasons for provision of dog handlers (to ensure only a guarding/protection role and not crowd control).
- Standard Operating Procedures and/or detailed information covering the following: type & number of dogs, selection, training, kennelling, registration, veterinary care, transportation and record keeping of dogs, staff training, use of force policies, procedures and record keeping of a security staff, on-going testing of the handler and their dog to ensure public safety.
- Insurance policy indicating use of dogs.
- Declaration by applicants relevant to prosecution under Cruelty to Animals or Domestic Animals legislation.

☐

Fingerprint Requirements

You must supply the Booking Reference Number and date that your fingerprints were taken in your application.

☐

Personal Information Form(s)

Any Close Associates and Nominated Officers to the business **must** complete a separate form known as a Personal Information Form.

☐

Related People (A certified copy of your National Police Records Check Certificate)

All persons associated with this private security business licence application (i.e. nominated person, director and close associate(s)) are required to undergo a 'National Police Records Check' (including National name check and fingerprint records search) before submitting this application to the Licensing & Regulation Division.

☐

Acknowledgement

You must sign and date the Acknowledgement Section.

End of Application

Important Information

You cannot advertise or in any way indicate a willingness to engage in the business of a private security operator without the required licence. The practice of submitting for tenders, distributing pamphlets, placing advertisement and/or similar prior to the granting of a licence is a breach of Section 6 or Section 10 of the *Private Security Act 2004* and carries a maximum penalty of 40 penalty points.

How do I make payment?

- **Do not send any payment with your application.**
- A Payment Notice will be sent with a total fee that includes a non-refundable administration fee.
- If your application is abandoned, withdrawn or refused, you will receive a refund for the licence fee, but not for the administration fee. All application fees are GST exempt.
- For a schedule of fees, contact Licensing & Regulation Division or visit our website.

How do I track the progress of my application after submission?

To track the progress of your application, please refer to the Victoria Police - Private Security Page for our current processing timeframes.

The following factors can increase the time it takes to process an application:

- A person has adverse history;
- An application is incomplete;
- Complexity of the application.

Licensing & Regulation Division is unable to respond to enquiries relating to the processing status of applications within the last 28 days.

If 28 calendar days have elapsed and you require an update on the status of your application, please contact us via email with your full name, date of birth, type of application, date sent and licence number (if available).

Company/Business Vehicle 1	
Vehicle Name:	
Current Value:	
Company/Business Vehicle 2	
Vehicle Name:	
Current Value:	
Company/Business Vehicle 3	
Vehicle Name:	
Current Value:	
Company/Business Bank Account 1	
Bank Account Name:	
Current Value:	
Company/Business Bank Account 2	
Bank Account Name:	
Current Value:	
Company/Business Bank Account 3	
Bank Account Name:	
Current Value:	
Company/Business Bank Account 4	
Bank Account Name:	
Current Value:	

Company/Business Insurance																																																							
Insurance Type:																																																							
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Part 2 - Liabilities and Debts

Company/Business Mortgage

Monthly Repayment:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Amount Borrowed:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Balance Now Owed:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Company/Business Rent

Monthly Repayment:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Term of Lease: (Years)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Years remaining on Lease:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Company/Business Loan 1

Monthly Repayment:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Amount Borrowed:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Balance Now Owed:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Company/Business Loan 2

Monthly Repayment:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Amount Borrowed:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Balance Now Owed:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Company/Business Loan 3

Monthly Repayment:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Amount Borrowed:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Balance Now Owed:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Part 2 - Liabilities and Debts (Continued)

Company/Business Credit Cards 1

Name of Bank / Credit Union:

Monthly Repayment:

Amount Borrowed:

Balance Now Owed:

Company/Business Credit Cards 2

Name of Bank / Credit Union:

Monthly Repayment:

Amount Borrowed:

Balance Now Owed:

Company/Business Credit Cards 3

Name of Bank / Credit Union:

Monthly Repayment

Amount Borrowed

Balance Now Owed

Company/Business Credit Cards 4

Name of Bank / Credit Union:

Monthly Repayment

Amount Borrowed

Balance Now Owed

Part 3 - Liabilities and Debts (Continued)

Other Liability 1

Type of Debt / Liability: (e.g. Superannuation)

[illegible]

Monthly Repayment

[illegible]

Other Liability 2

Type of Debt / Liability: (e.g. Superannuation)

[illegible]

Monthly Repayment

[illegible]

Other Liability 3

Type of Debt / Liability: (e.g. Superannuation)

[illegible]

Monthly Repayment

[illegible]

Other Liability 4

Type of Debt / Liability: (e.g. Superannuation)

[illegible]

Monthly Repayment

[illegible]

Other Liability 5

Type of Debt / Liability: (e.g. Superannuation)

[illegible]

Monthly Repayment

[illegible]

Other Liability 6

Type of Debt / Liability: (e.g. Superannuation)

[illegible]

Monthly Repayment

[illegible]

Accountant Information and Declaration You must provide your Personal Information and declare the information you have supplied is true and correct.																								
Family Name:																								
First Given Name:																								
Professional Association Member Number:																								
Association Name:																								
Work Contact Number:										Mobile Contact Number:														
☐ I confirm that I have reviewed, verified and included all financial information relevant to this Private Security Company/Business in Assets/Liabilities/Evidence of Financial Viability of this application; ☐ I confirm that in reviewing the above financial information and business plan associated with this application, I can confirm that the business model is sound and, in my opinion, will be able to function as an ongoing and viable Private Security Company/Business; ☐ I confirm to the best of my knowledge, neither the applicant nor any other close associate of this Private Security Company/Business have ever been associated with a Private Security Company/Business which is now bankrupt and/or deregistered; ☐ I confirm that I am a full member of either the Chartered Accountants Australia and New Zealand; or, the Australian Society of Accountants; or, the Institute of Public Accountants in Australia and have provided either my membership number or professional association stamp below. ☐ I confirm that to the best of my knowledge, all sources of funding for this Private Security Company/Business have been identified and declared;																								
Note: If you are unable to confirm any of the above, you must provide more details. If the provided pages are not enough, additional information can be provided to LRD directly.																								
Accountants Signature:																								
Date of Signature										 / / 														
Privacy Statement: The personal and health information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, permit or approval. It will be used in accordance with relevant legislation, including the <i>Firearms Act 1996</i> , <i>Private Security Act 2004</i> , <i>Control of Weapons Act 1990</i> , <i>Health Records Act 2001</i> and the <i>Privacy and Data Protection Act 2014</i> . The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at www.police.vic.gov.au .																								