



# Application by a CORPORATION for a MASTER LICENCE under the Security Industry Act 1997

OFFICE USE ONLY										
Application No:	-									
Trim No:										

This application can only be used by a CORPORATION. If you are an individual running a business, you must complete an Application by an Individual for a Master Licence (Form P643).

The corporation MUST specify a "Nominated Person" for the Master licence. The Nominated Person must be a Close Associate involved in the day-to-day conduct of the corporation's security activities and have Australian work rights. ALL documentation submitted with this application that contains the name of the Nominated Person MUST show the name written and spelt in exactly the same way (unless acceptable evidence of a change of name is provided).

This form must be completed by the Nominated Person.

You can apply more quickly and easily online via [police.nsw.gov.au/sled](http://police.nsw.gov.au/sled).

Please use a BLACK or BLUE PEN. Print clearly within the boxes in CAPITAL LETTERS.

## 1 CORPORATION DETAILS

1.1 Provide the full name of the corporation and its Australian Company Number (ACN), if applicable.

CORPORATION NAME  ACN

1.2 Provide the corporation's Australian Business Number (ABN).  
Note: ABNs issued to a trust cannot be accepted.

ABN

1.3 If the corporation will use a registered Business Name in connection with security activities, provide the relevant name.

REGISTERED BUSINESS NAME

1.4 Provide the registered office address of the corporation.

REGISTERED OFFICE ADDRESS (PO BOX not acceptable)

SUBURB/TOWN  STATE  POSTCODE

1.5 Provide the principal place of business address of the corporation, daytime contact number and email address (if applicable).

PRINCIPAL BUSINESS ADDRESS (IF SAME AS REGISTERED OFFICE ADDRESS, WRITE 'AS ABOVE').

SUBURB/TOWN  STATE  POSTCODE

DAYTIME CONTACT NUMBER  EMAIL ADDRESS

1.6 Provide the postal address of the corporation. All mail in connection with this licence will be sent to this address.

POSTAL ADDRESS

SUBURB/TOWN  STATE  POSTCODE

## 2 NOMINATED PERSON DETAILS

2.1 The meaning of "Close Associate" is defined in section 5 of the Security Industry Act 1997.

Are you, or will you be, a Close Associate of the corporation and involved in the day-to-day conduct of its security activities?

NO  You are **not eligible** to be the Nominated Person.

YES  (Provide details below)

Provide your full last name and any given name(s).

LAST NAME

GIVEN NAME(S)

2.2 Provide your position in the corporation (e.g. Director, Secretary, Manager)

POSITION IN THE CORPORATION

2.3 Have you ever been known by any other name(s) (eg: maiden name)?

NO

YES  (Provide details below, including when you stopped using the name)

LAST NAME

GIVEN NAME(S)

DATE CEASED//

LAST NAME

GIVEN NAME(S)

DATE CEASED//

2.4 Provide your current residential address (NOT a PO Box) and your postal address (if different from your residential address).

RESIDENTIAL ADDRESS

SUBURB/TOWN

STATE

POSTCODE

POSTAL ADDRESS

(IF SAME AS RESIDENTIAL ADDRESS WRITE 'AS ABOVE')

SUBURB/TOWN

STATE

POSTCODE

2.5 Provide your date of birth in the format dd/mm/yyyy. You must also provide your:

Country of birth

Gender (M = Male; F = Female)

Telephone number during business hours & mobile number

Email address

DATE OF BIRTH

COUNTRY OF BIRTH

GENDER (M or F)

If you were born in Australia, provide the State/Territory and Suburb/Town.

STATE/TERRITORY

SUBURB/TOWN

TELEPHONE NO (BUSINESS HOURS)

MOBILE OR OTHER

EMAIL ADDRESS

2.6 You must provide copies of **two (2)** documents from the following list **one of which must contain your photograph**.

- **Australian Passport** clearly showing your name, date of birth, photograph, passport number and expiry date (may be expired within last 2 years)
- **Australian Birth Certificate** (not an extract)
- **Australian Citizenship Certificate** (front and back page)
- **Australian Driver Licence**
- **Australian Marriage Certificate**
- **Health Card**
- **Immigration Card** (Immicard)

- Medicare Card
- Pensioner Concession Card
- Senior's Health Card
- Health Care Card
- Australian Certificate of Registration by Descent
- Foreign Passport clearly showing your name, date of birth, photograph, passport number, expiry date and country of issue (an original certified copy only)
- Veteran Seniors Health Card (an original certified copy only)
- Veteran Gold Card (an original certified copy only)
- Veteran Pension Concession Card (an original certified copy only)
- NSW Photo Card / Proof of Age Card (an original certified copy only)

### 3 NOMINATED PERSON HISTORY

3.1 You must answer **ALL** questions in this section. Penalties apply for omissions, false or misleading information. If you have more than one matter to declare for any question, attach a separate sheet showing details.

Have you ever had an application for a security licence refused or had a security licence suspended, cancelled or revoked in New South Wales or elsewhere?

NO   
 YES  (Provide details below)

TYPE OF LICENCE	WHERE	WHEN
<input type="text"/>	<input type="text"/>	<input type="text"/>

REASON FOR REFUSAL/SUSPENSION/CANCELLATION/REVOCAION

If you appealed against the decision, provide details below.

DATE	COURT	APPEAL OUTCOME
<input type="text"/>	<input type="text"/>	<input type="text"/>

3.2 Within the last 10 years, have you been to court in New South Wales or elsewhere and been convicted of an offence?

NO   
 YES  (Provide details below)

OFFENCE	PENALTY	COURT	DATE OF CONVICTION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.3 Within the last five years, in New South Wales or elsewhere, have you been found guilty of an offence (other than a minor traffic offence) where the court has decided to record no conviction (eg: s10)?

NO   
 YES  (Provide details below)

OFFENCE	PENALTY	COURT	DATE OF CONVICTION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.4 Have you received an infringement or penalty notice issued under the Security Industry Act 1997?

NO   
 YES  (Provide details below)

OFFENCE	PENALTY	COURT	DATE OF CONVICTION
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3.5 Within the last three years, have you been declared bankrupt or applied to take the benefit of any law for the relief of bankrupt or insolvent debtors?

NO   
 YES  (Provide details below)

DETAILS

3.6 Within the last three years, have you been concerned in the management of a corporation that was the subject of a winding up order or had an administrator appointed?

NO   
YES  (Provide details below)

DETAILS

  
  

3.7 You must state if you have ever been a Police Officer and include the jurisdiction. Former INTERSTATE and OVERSEAS Police Officers **MUST** provide a statement of satisfactory service and honourable discharge from the relevant Police authority.

Are you now or have you previously been a Police Of

NO   
YES  (Provide details below)

DATE FROM                      DATE TO                      JURISDICTION                      Police Registered Number

/ /  / /                                             

3.8 Are you a registrable person or corresponding registrable person within the meaning of the Child Protection (Offenders Registration) Act 2000, and have reporting obligations under that Act?

NO  Go to question 4.1  
YES  You are not eligible to apply for a NSW security licence

**4 NOMINATED PERSON - EVIDENCE OF AUSTRALIAN WORK RIGHTS**

4.1 You must provide details of Australian or New Zealand citizenship OR permanent Australian residency OR evidence of a visa that entitles you to work in Australia (other than a student or working holiday visa). To do this, you must supply ONE of the following:

- an original certified copy of a full Australian Birth Certificate (**NOT an extract**); OR
- an original certified copy of your Certificate of Australian Citizenship; OR
- an original certified copy of your Australian Passport; OR
- original certified copies of your non-Australian passport and visa pages (clearly showing name, date of birth, photograph, passport number, expiry date, country of issue and relevant visa).

If the name on your evidence of permanent residency document is different to your current name, you must provide an original certified copy of acceptable documentary evidence of your change of name.

If you are not a permanent resident of Australia/New Zealand, you must provide a police certificate from each country you have lived in for 12 months or more over the previous 10 years since turning 16. Each certificate must be translated into English (if necessary) and verified by the relevant country's embassy/consulate in Australia. Police Certificates submitted with this application must have been issued within the last 12 months.

Do you have work rights in Australia?

YES  Go to Section 5  
NO  You are **not eligible** to be granted a NSW security licence.

**5 LICENCE CLASS & ACTIVITY**

5.1 The licence class determines the number of persons that a Master licence holder is authorised to provide on any one day to carry on security activities. NOTE: Class MA (self employed with no other provided persons) is not available to a corporation applicant.

Tick the class of licence required.

- MB - Provide no more than 3 persons
- MC - Provide no more than 14 persons
- MD - Provide no more than 49 persons
- ME - Provide 50 or more persons

**6 LICENCE TERM & APPLICATION FEE**

6.1 Indicate the term of licence required.

1 YEAR    MB \$410.00    MC \$1,250.00    MD \$2,800.00    ME \$5,225.00  
 5 YEARS    MB \$1,640.00    MC \$5,000.00    MD \$11,200.00    ME \$20,900.00

6.2 Have you ever had your finger/palmprints taken for a NSW security, NSW CAPI or NSW tattoo industry licence?

YES    Go to Section 6.3NO    You must provide payment of the finger/palmprint fee of \$40 (in addition to the licence fee payable in Section 6.1)

6.3 Insert TOTAL fee payable.

(i.e. either 1 year fee or 5 year fee OR 1 year + finger/palmprint fee or 5 year + finger/palmprint fee)

**TOTAL FEE PAYABLE**   \$ 6.4 Indicate payment method. Cheques and Money Orders are to be made payable to NSW Police Force. **DO NOT SEND CASH.**Payment by: Cheque    Cheque Number   Money Order    Money Order Number   Credit Card    **ONLY MasterCard and VISA are acceptable. Credit Card payments are subject to a 0.44% merchant fee.**MasterCard    VISA   

Credit Card number

Expiry Date

Amount \$

Cardholder's Name (BLOCK LETTERS)

Cardholder's Signature

**7 PREVIOUS SECURITY LICENCE HISTORY**

7.1 You must inform the Security Licensing &amp; Enforcement Directorate (SLED) if the corporation has ever previously held a NSW security licence. If the corporation has held more than one NSW security licence, attach a separate sheet showing details.

Has the corporation previously held a NSW security licence?

NO   YES    (Provide details below)Licence Number (if known)   Expiry Date (if known)   **8 CORPORATION HISTORY**8.1 You must answer **ALL** questions in this section. Penalties apply for omissions, false or misleading information. If the corporation has more than one matter to declare for any question, attach a separate sheet showing details.

Has the corporation ever had an application for a security licence refused or had a security licence suspended, cancelled or revoked in New South Wales or elsewhere?

NO   YES    (Provide details below)

TYPE OF LICENCE

WHERE

WHEN

REASON FOR REFUSAL/SUSPENSION/CANCELLATION/REVOCAATION

If the corporation appealed against the decision, provide details below.

DATE

COURT

APPEAL OUTCOME

8.2 Within the last 10 years, has the corporation been to court in New South Wales or elsewhere and been convicted of an offence?

NO   YES    (Provide details below)

OFFENCE

PENALTY

COURT

DATE OF CONVICTION

8.3 Within the last five years, in New South Wales or elsewhere, has the corporation been found guilty of an offence where the court has decided to record no conviction (eg: s10)?

NO

YES  (Provide details below)

OFFENCE

PENALTY

COURT

DATE OF CONVICTION

8.4 Is the corporation now, or has it been in the last three years, the subject of a winding up order or had an administrator appointed?

NO

YES  (Provide details below)

## 9 CLOSE ASSOCIATES

9.1 ALL Close Associates of the corporation must be disclosed. A Close Associate Nomination Form (P644) must be completed by EACH and EVERY Close Associate of the corporation (except the Nominated Person) and submitted with this application. Failure to disclose ALL Close Associates will result in the application being delayed or refused.

The meaning of "Close Associate" is defined in section 5 of the *Security Industry Act 1997*.

## 10 PUBLIC LIABILITY INSURANCE

10.1 If the corporation intends to provide persons to carry on security activities involving the possession or use of firearms, the use of horses or the use of dogs, it must obtain and maintain public liability insurance cover totalling at least \$10,000,000.

Does the corporation intend to provide persons to carry on security activities involving the possession of firearms, the use of horses or the use of dogs?

NO

YES  (Complete details below)

NAME OF PUBLIC LIABILITY INSURER

POLICY NUMBER

AMOUNT OF COVER

POLICY EXPIRY DATE

## 11 DECLARATION AND CONSENT

11.1 You must complete and sign the Declaration and Consent. There are severe penalties for providing information that is false and/or misleading.

I, (Print full name)  :

- am the Nominated Person for the corporation;
- certify that the information contained in this application is true and correct in every detail;
- understand that giving false or misleading information is a serious offence;
- consent to the disclosure by the relevant authority of information needed to verify any details I have given in this application;
- consent to having my fingerprints and palmprints taken by a police officer in order to confirm my identity;
- consent to and do request Australian police agencies to release, to the NSW Police Force, information held by them regarding any convictions, findings of guilt (either with or without conviction) and any matters still outstanding against me and any other matters deemed relevant that are recorded against me, whether in my current name or a previous name;
- authorise disclosure to the NSW Police Force by New Zealand Police of ANY information that may be held by NZ Police, including any interaction I have had with NZ Police in any context or any information received by NZ Police. I understand that this is not limited to conviction information. Where that information relates to any record of criminal convictions I might have, I understand that it will automatically be concealed if I meet eligibility criteria stipulated in section 7 of the NZ Criminal Records (Clean Slate) Act 2004;
- have attached all documents where requested by this application; and
- have attached a cheque or money order or supplied credit card details for the correct fee.

I acknowledge and agree:

- (a) that the NSW Police Force relies on other State and Commonwealth jurisdictions (Other Agencies) to provide information to it (Other Agency Information);
- (b) to release the NSW Police Force from any liability arising from any errors or omissions contained in that Other Agency Information; and
- (c) to release and indemnify those Other Agencies from any actions and demands that I may have available against them arising out of the release by them of Other Agency Information to the NSW Police Force.

The above acknowledgment does not alter any rights I may have under legislation.

SIGNATURE

DATE (dd/mm/yyyy)

 /  /    

## 12 APPLICATION CHECK LIST

Please tick that you have:

- Provided acceptable evidence of Australian or New Zealand Citizenship, permanent Australian residency or a visa that entitles you to work in Australia (other than a student or working holiday visa);
- Provided, if applicable, a police certificate from each country that you have lived in for 12 months or more over the previous 10 years since turning 16 that has been translated into English (if necessary) and verified by the country's embassy/consulate in Australia;
- Provided **identical** names on all forms and documents of the Nominated Person; or
- Provided, if applicable, original certified copies of acceptable change of name documents.
  - Marriage certificate(s) issued by the NSW Registry of Births, Deaths & Marriages or, if married elsewhere, a certified copy of the marriage certificate issued by the celebrant or church
  - Change of Name certificate issued by the NSW Registry of Births, Deaths & Marriages
  - Full birth certificate showing the name at birth and the new name (Extracts and Commemorative certificates are NOT acceptable)
  - Divorce decree
  - Deed poll registered with the relevant authority
  - Instrument evidencing change of name registered in the Land Titles Office)
- Chosen the correct licence class, activities and term of licence required;
- Provided a completed Close Associate Nomination Form for ALL Close Associates (if applicable);
- Provided original certified copies of all documents. **EACH PAGE that has been photocopied must be signed** by a Justice of the Peace, Legal Practitioner or Public Notary as a true and correct copy of the original; and
- Provided the correct payment.

**Mail the completed application form to:**

Security Licensing & Enforcement Directorate  
 NSW Police Force  
 Locked Bag 5099  
 PARRAMATTA NSW 2124

**IMPORTANT:  
 YOUR APPLICATION WILL BE DELAYED IF IT IS NOT FULLY COMPLETED AND/OR YOU HAVE NOT PROVIDED THE REQUIRED DOCUMENTATION AND FEE PAYMENT.**