

From: Susan Cassinides
Sent: Tue, 11 May 2021 14:10:10 +1000
To: [REDACTED]
Cc: Michelle Fielding
Subject: Regulatory Approvals - Associated Individual, Close Associate Applications and Licensing Information [CM-COMP.FID142549]
Attachments: NSW fm2001-personal-probity-form.PDF
Importance: High

Dear Steve

By virtue of your position as Chief Executive Officer – Crown Resorts and your influence over the management and control of the operations at Crown Melbourne Limited and Crown Sydney Gaming Pty Ltd, you are deemed by the Victorian Commission for Gambling and Liquor Regulation (**VCGLR**) and Liquor & Gaming NSW (**L&GNSW**) to be an 'Associated Individual' and a 'Close Associate' (**Associate**) respectively. Therefore, it is a requirement that you complete an 'Associated Individual Application' and 'Individual Probity Form' (appended) to obtain regulatory approval as an Associate in Victoria and New South Wales. The Victorian form can be accessed via following link:

VCGLR Individual Associate application:

https://www.vcglr.vic.gov.au/sites/default/files/formskey_gaming_operative_approval_as_an_associated_individual.pdf

In addition to applying for Associate Approval, you will be required to obtain and maintain the appropriate casino employee licence across all three (3) properties, operating across three (3) jurisdictions. The employee licences required are:

- Casino Special Employee Licence, issued by the VCGLR (will require an online application);
- Casino Special Employee Licence, issued by L&GNSW (issued after your Close Associate approval); and
- Casino Key Employee Licence, issued by the Western Australian Government, Department of Local Government, Sport and Culture Industries (**DLGSCI**) (will require an online application).

The Regulatory and Compliance Licensing team will facilitate your Employee Licensing online submissions and information on how to complete each application in due course.

We recommend that you compile the following documentation prior to completing your applications:

- Proof of identity;
- Copy of certificate of citizenship/naturalisation (if applicable);
- Copies of last three tax returns and assessment notices;
- Copy of tertiary qualifications (if applicable);
- Copy of armed forces discharge papers (if applicable);
- Copy of evidence of membership of any professional body;
- National Police Certificate (or overseas Police Report or Clearance) – see below;
- Copy of credit report– see below;
- Summary of work and business history;
- Copy of resume or curriculum vitae;
- Historical Personal Extract from ASIC– see below; and

- Copies of trust financial statements (if applicable).

Note – you will shortly receive a separate email requesting you to complete a Fit2Work check which will provide you with:

- An Australian Federal Police History Check; and
- A credit report.

Crown will provide you with a copy of your Historical Personal Extract From ASIC.

Please inform [me](#) once you have submitted your applications and when you have received approval.

Please also let me know if you have any questions or require assistance.

Kind Regards

Susan Cassinides | Regulatory & Compliance Manager | Crown Melbourne Limited

