



## Venue Registration Pack

### This pack includes:

- Registration Instructions (this page)
- Quickchange Registration Form (photocopy as many as you need)
- Quickchange Terms and Conditions
- Quickchange Privacy Policy
- A Sample Business Letter to Quickchange

### Registration Instructions for:

<b>Holder of a hotelier's licence</b>	<b>A registered club</b>	<b>People using Quickchange on behalf of a club or the holder of a hotelier's licence</b>
<p>1. Fill out and sign the Registration Form.</p> <p>2. Ensure that all persons that you intend to permit to use Quickchange have each completed and signed a Registration Form. You must sign <i>Section 5</i> of each completed Registration Form.</p> <p>3. Attach to the Registration Form(s) a signed Business Letter specifying the persons permitted by you to use Quickchange on your behalf. (A sample Business Letter can be found at the back of this Registration Pack.)</p> <p>4. Return the Registration Form(s) together with the covering Business Letter to:</p> <p>Quickchange PO Box 1528 STRAWBERRY HILLS NSW 2012. (or fax to 02 8272 3600)</p>	<p>1. Fill out and sign the Registration Form.</p> <p>2. Ensure that all persons that the club intends to permit to use Quickchange have each completed and signed a Registration Form. The club secretary must fill out and sign <i>Sections 4 &amp; 5</i> of each completed Registration Form.</p> <p>3. Attach to the Registration Form(s) a signed Business Letter specifying the persons permitted by the club to use Quickchange on behalf of the club. (A sample Business Letter can be found at the back of this Registration Pack.)</p> <p>4. Return the Registration Form(s) together with the covering Business Letter to:</p> <p>Quickchange PO Box 1528 STRAWBERRY HILLS NSW 2012. (or fax to 02 8272 3600)</p>	<p>1. Fill out <i>Sections 1 - 3</i> of the Registration Form.</p> <p>2. Give the Registration Form to the club secretary or the holder of the hotelier's licence (as appropriate) for them to fill out and sign <i>Sections 4 &amp; 5</i> of the Registration Form and return together with the covering Business Letter to:</p> <p>Quickchange PO Box 1528 STRAWBERRY HILLS NSW 2012. (or fax to 02 8272 3600)</p>

### Accessing Quickchange

You will be notified on acceptance of your application. If you are accepted your User Name and nominated password gives you access to Quickchange at [www.quickchange.com.au](http://www.quickchange.com.au).

### Need help registering?

Quickchange | Phone DMS: 1800 307 551 | [www.quickchange.com.au](http://www.quickchange.com.au) | Fax: (02) 8272 3600 | PO Box 1528, Strawberry Hills NSW 2012



Instant Authorisation

Print neatly in BLOCK LETTERS with a black or blue ballpoint pen only.
Print X in appropriate boxes.
Complete your details carefully to avoid delays in processing your Quickchange registration.

VENUE REGISTRATION FORM

1. Account Details

Venue Premises No:
Venue Licence No:
Venue Name:

2. User Details

Please enter your personal details below.

Your Name:
Venue Postal Address:
Suburb: State: Postcode:
Business Phone: Mobile:
Business Fax: Email:
Signature:

3. Security Details

Enter a Password: (Password must be between 6 & 8 characters)

Answer the questions below:

- 1) Your date of birth
Answer:
2) The town/city where you were born
Answer:
3) Your mother's maiden name
Answer:

4. Signing authority status

This section of the form is to be completed by the licence holder.

Please indicate if the user can be granted signing authority.

- Either Yes, The user on this form is authorised to sign on-line device authorisation requests.
Or No, The user on this form is not authorised to sign on-line device authorisation requests.

5. Signature of licence holder

I agree that I have read the Quickchange Terms and Conditions and the Quickchange Privacy Policy and agree to be bound by them.

Name of licence holder:
Licence holder's signature: Date:

In order to use Quickchange you will be required to enter a User Name, password, and if you are authorised to sign on-line device authorisation requests, a PIN. Please enter your preferred password in the box. You can use any combination of letters or numbers for your preferred password. Passwords must be between 6 and 8 characters. You will be notified of your User Name on acceptance of your application to use Quickchange.
If you forget your User Name, password, or PIN and you are authorised to sign on-line device authorisation requests, Quickchange Customer Service will assist you. To establish your identity, Customer Service may ask you for answers to these questions.

If you are the holder of a club or hotelier's licence and you are accepted to use Quickchange you may sign on-line device authorisation requests. For hotels, the licensee is the only person permitted to sign on-line device authorisation requests. For clubs, this authority lies with the Club Secretary or with a Board-approved person, where the Board meeting minutes stipulating this authority are provided.

This MUST be signed even if the application is for the licence holder.

Submit this Registration Form to Quickchange
To submit this Registration Form to Quickchange please follow the instructions detailed on the Quickchange Registration Instructions (supplied with the Quickchange Registration Pack, available from www.quickchange.com.au.)

Need help?
Quickchange | Phone DMS: 1800 307 551
www.quickchange.com.au | Fax: (02) 8272 3600
PO Box 1528, Strawberry Hills NSW 2012

# Terms & Conditions

## 1. Terms and Conditions

1.1 These Terms and Conditions govern the use of Quickchange™, the online authorisation service provided by Maxgaming NSW Pty Ltd (ABN 51 078 250 423) for gaming machines.

1.2 All Clubs and licensees participating in Quickchange™ or other users of Quickchange™ are bound by these Terms and Conditions and by registering for or using Quickchange™ agree to be bound by these conditions.

## 2. Eligibility and Participation

2.1 Only a club or a licensee are eligible to apply to use Quickchange™. No one else may apply to use Quickchange™.

2.2 A club or licensee who wishes to use Quickchange™ must:  
(a) submit a Business Letter to Maxgaming NSW Pty Ltd requesting participation in Quickchange™;  
(b) submit to Maxgaming NSW Pty Ltd with that Business Letter a completed Registration Form for each venue; and  
(c) be accepted by Maxgaming NSW Pty Ltd for participation.

2.3 In order to use Quickchange™ a club or licensee will require:  
(a) a User Name, which Maxgaming NSW Pty Ltd will issue if it accepts a club or licensee for participation in Quickchange™  
(b) a password which will be supplied by the club or licensee in the Registration Form.

A PIN will be required to apply for authorisations through Quickchange™. PINs will be provided by Maxgaming NSW Pty Ltd in response to requests in a Registration Form.

2.4 Maxgaming NSW Pty Ltd reserves the right in its absolute discretion not to accept any club or licensee for participation in Quickchange™. Without limiting that general discretion, Maxgaming NSW Pty Ltd may decline to accept a holder of an hotel licence for participation in Quickchange™ unless the owner of the relevant hotel provides an undertaking, in a form acceptable to Maxgaming NSW Pty Ltd, accepting and agreeing to be bound by some or all of these Terms and Conditions.

## 3. Applications and Registration Forms

3.1 Completed Registration Forms must be sent to Maxgaming NSW Pty Ltd and must be accompanied by a Business Letter.

3.2 A club or licensee who has been accepted for participation in Quickchange™ may:  
(a) from time to time apply for the issue of additional User Names or PINs in relation to the club or licensee by completing and lodging additional Business Letters and Registration Forms; and  
(b) request Maxgaming NSW Pty Ltd to revoke User Names or PINs in relation to the club or licensee by submitting a Business Letter.

3.3 A club or licensee must ensure that:  
(a) each Business Letter and Registration Form is signed by the club or licensee ; and  
(b) PINs are only requested for people who are Authorised Signatories.

3.4 Maxgaming NSW Pty Ltd is entitled to issue a User Name, password or PIN in respect of clubs and licensees participating in Quickchange™ in accordance with a Registration Form or under clause

3.5 Each Quickchange™ participant agrees that the information supplied to Maxgaming NSW Pty Ltd by or on behalf of the relevant club or licensee is accurate, complete and not misleading and acknowledges Maxgaming NSW Pty Ltd may rely on that information.

## 4. Lost or forgotten passwords or PINs

4.1 Where a PIN or password is lost or forgotten Maxgaming NSW Pty Ltd may issue a replacement PIN or password after such security measures as Maxgaming NSW Pty Ltd may determine from time to time have been satisfied.

4.2 Passwords may be changed in accordance with procedures prescribed by Maxgaming NSW Pty Ltd from time to time.

## 5. Responsibility for security of User Names, passwords and PINs

5.1 Clubs and licensees participating in Quickchange™ are solely responsible for:  
(a) the security of User Names, passwords and PINs issued in relation to their club or licence;  
(b) requesting cancelling any User Name, password or PIN for any person which the club or licensee no longer wishes to be authorised to access or use Quickchange™ in relation to that club or licence.

5.2 Maxgaming NSW Pty Ltd is not required to verify or enquire into the identity or authority of any person using Quickchange™ and is entitled to assume that any person accessing or using Quickchange™ with a User Name, password or PIN is duly authorised by the relevant club or licensee to access and use Quickchange™ in the manner applicable to the relevant User Name, password or PIN as shown in Maxgaming NSW Pty Ltd's records.

5.3 If Maxgaming NSW Pty Ltd reasonably believes that Quickchange™ is being used by a person who is not authorised, Maxgaming NSW Pty Ltd may in its absolute discretion, but is not required to, suspend access to Quickchange™ attaching to a particular User Name, password or PIN.

## 6. Inactive Accounts

6.1 Maxgaming NSW Pty Ltd may, but is not required to, de-activate or suspend access to Quickchange™ attaching to a particular User Name, password or PIN if that User Name, password or PIN has not been used for a period of 30 days (or such longer period as Maxgaming NSW Pty Ltd may determine).

6.2 The relevant club or licensee may, by Business Letter, request Maxgaming NSW Pty Ltd to re-activate any User Name, password or PIN de-activated or suspended under clause 6.1.

## 7. Procedures for operation of Quickchange™

7.1 Clubs and licensees participating in Quickchange™ must comply with procedures for the operation of Quickchange™ as specified by Maxgaming NSW Pty Ltd from time to time.



## 8. Fees

8.1 The following subscription fees are payable for the use of Quickchange™ by clubs and hotel licensees:

Total number of Gaming Machines per Venue	Annual Subscription Fee for unlimited authorisations (inclusive of GST)	Quickchange Terms & Conditions 2 Pay as you go Fee per Authorisation (inclusive of GST)
15 or less	\$563.75	\$56.38
16 to 50	\$1,127.50	\$56.38
51 to 100	\$3,382.50	\$56.38
101 to 150	\$4,510	\$56.38
151 to 200	\$5,637.50	\$56.38
201 to 500	\$8,456.25	\$56.38
501+	\$11,275	\$56.38

Annual subscription fees are payable yearly in advance. Annual Subscription Fees will be charged to clubs and hotel licensees on a per Venue basis. For example, if a club or hotel licensee has a single licence with three (3) Venues, a subscription will be specific to only one of those three Venues. If the club or hotel wished to subscribe in respect of all three Venues, three separate subscriptions would be required and, for each of those subscriptions, the Annual Subscription Fee would be calculated as set out above based on the number of gaming machines in each relevant Venue. If, on the expiration of the period covered by a subscription fee under this clause 8.1, Maxgaming NSW Pty Ltd has not received payment of further subscription fees, the club or licensee will not be permitted to use Quickchange™ unless and until subscription fees are paid or such other fees are paid as Maxgaming NSW Pty Ltd may determine in accordance with clause 8.2.

8.2 Maxgaming NSW Pty Ltd may from time to time revise the fees set out in clause 8.1 or specify other fee arrangements in relation to Quickchange™ including for example, a fee per authorisation. Any such revision or alternative fee arrangement will not apply in respect of a club or hotel licensee who has paid an annual subscription fee until the expiration of the period covered by that subscription fee.

8.3 Payment of the fees must be in the form of credit card deposit to Maxgaming NSW Pty Ltd or in such other manner as Maxgaming NSW Pty Ltd may apply from time to time.

8.4 Fees are not refundable for any reason whatsoever including without limitation lack of use of the Quickchange™ system or the termination of the agreement during the period covered by a subscription fee.

## 9. Liability

9.1 Subject to clauses 9.2, Maxgaming NSW Pty Ltd is not liable for any loss or damage, however caused (including, but not limited to, by the negligence of Maxgaming NSW Pty Ltd), suffered by you arising out of, or in connection with:

- these Terms and Conditions;
- the use or operation of Quickchange™;
- the unavailability of Quickchange™ for any reason;
- the failure of Quickchange™ to perform any function either in whole or in part which we specified it will perform;
- delays or errors in performance of Quickchange™.

9.2 Nothing in these Terms and Conditions excludes, restricts or modifies rights or liabilities which under applicable law may not be excluded, restricted or modified by agreement. However any such liability is excluded or limited to the maximum extent permitted under that applicable law.

## 10. Indemnity

10.1 You agree to indemnify Maxgaming NSW Pty Ltd in respect of any loss, damage, liabilities, claims or expenses (including legal costs), whether direct, indirect or consequential and howsoever caused (including, without limitation by negligence) suffered or incurred by Maxgaming NSW Pty Ltd arising out of this agreement.

## 11. Changing or modifying these Terms and Conditions

11.1 Maxgaming NSW Pty Ltd may vary these Terms and Conditions or impose other terms and conditions in respect of Quickchange™ at any time.

11.2 Maxgaming NSW Pty Ltd will inform you of variations to these Terms and Conditions by displaying on the Quickchange™ Website ([www.quickchange.com.au](http://www.quickchange.com.au)) the new Terms and Conditions.

## 12. Term and termination

12.1 Any agreement in relation to participation in Quickchange™ arising from payment of a subscription fee will expire on the expiration of the period covered by that subscription fee.

12.2 Maxgaming NSW Pty Ltd may terminate participation in Quickchange™, and any agreement in relation to the participation in Quickchange™ by a club or licensee, including for the avoidance of doubt during a period covered by a subscription fee if:

- Maxgaming NSW Pty Ltd's authority to conduct authorisations is removed;
- the club or licensee commits a material breach of this agreement which in Maxgaming NSW Pty Ltd's opinion cannot be remedied or if in Maxgaming NSW Pty Ltd's opinion the breach can be remedied, the breach is not remedied with 14 days of being notified by Maxgaming NSW Pty Ltd of the breach;
- Maxgaming NSW Pty Ltd is required to do so by a Governmental Agency;
- an event of insolvency occurs in relation to the club or hotel;
- in the case of a licensee, the licence is transferred or the licensee is changed; or
- Maxgaming NSW Pty Ltd is unable to perform its functions in relation to Quickchange™ by reason of Force Majeure for a continuous period of more than 30 days.

## 13. Privacy and disclosure

13.1 These Terms and Conditions operate, and must be read, in conjunction with Maxgaming NSW Pty Ltd's Privacy Policy. Maxgaming NSW Pty Ltd may use or disclose information consistently with that policy.

13.2 Maxgaming NSW Pty Ltd may disclose information obtained in the operation of Quickchange™ to the Office of Liquor, Gaming and Racing (OLGR), the Minister or to any other Governmental Agency to whom Maxgaming NSW Pty Ltd is required to disclose the information to who Maxgaming NSW Pty Ltd reasonably believes has a legitimate interest in receiving the information.

13.3 Clubs and licensees participating in Quickchange™ will only be eligible to receive through Quickchange™ information concerning their own licence or club.

13.4 Clubs and hotel licensees participating in Quickchange™ consent to the disclosure and use of CMS information in relation to their club or licence to the extent necessary to give effect to their participation in Quickchange™ and authorisations requested through Quickchange™ in relation to their club or licence.

## 14. Force Majeure

14.1 Where Force Majeure prevents or delays the parties from performing any obligation under these Terms and Conditions or an agreement in relation to participation in Quickchange™, that obligation is suspended as long as the Force Majeure subsists.



## 15. Definitions and interpretation

15.1 In these Terms and Conditions:

**"authorisation"** means any authorisation of any approved gaming device under the Liquor Act or Registered Clubs Act which Maxgaming NSW Pty Ltd is entitled to grant in accordance with regulations made under *section 155B* of the Liquor Act or *section 133A* of the Registered Clubs Act;

**"Authorised Signatory"** means a person who is authorised by a licensee to sign device authorisations and associated applications on behalf of a registered club or licensee in respect of a licence number and who has been notified to and approved by the OLGR;

**"Business Letter"** means a letter from a club or licensee to Maxgaming NSW Pty Ltd in relation to the club or licensee's participation in Quickchange™ which must be on the business letter-head of the club or licensed premises to which the Business Letter relates;

**"CMS information"** has the meaning given to that term in the Liquor Act;

**"club"** means registered club as defined in the Registered Clubs Act.

**"event of insolvency"** means:

- (a) a receiver, receiver and manager, official manager, trustee, administrator or similar official is appointed over any of the assets or undertaking of a person;
- (b) an application is made or petition presented seeking winding up or bankruptcy against a person that is not discharged or withdrawn within ten Business Days of its presentation;
- (c) a club or company suspends payment of its debts generally;
- (d) an individual commits an event of bankruptcy;
- (e) a person is or becomes unable to pay its debts when they are due or is or becomes unable to pay its debts within the meaning of the Corporations Act, the Bankruptcy Act or the Registered Clubs Act or other applicable legislation or is presumed to be insolvent under the Corporations Act, the Bankruptcy Act or the Registered Clubs Act or other applicable legislation;
- (f) entering into or resolving to enter into any arrangement, composition or compromise with, or assignment for the benefit of, its creditors or any class of them;
- (g) an order is made for the winding-up or dissolution of a club or company or a resolution is passed otherwise than for the purpose of an amalgamation or reconstruction while solvent;
- (h) a company becomes an "externally administered body corporate", as that term is defined in the Corporations Act or where that company's assets otherwise becomes subject to a law relating to insolvency or similar events occur in relation to an individual or club; or
- (i) a person appointed under a power of attorney or other arrangement with a club or company's financiers becomes entitled to manage the business or affairs of a company or to perform obligations of the club or company;

**"Force Majeure"** means a circumstance or event which is not within the reasonable control of the parties, including but not limited to an act of God, war, terrorism, sabotage, riots, civil disorders or rebellions or revolutions in Australia or any other unlawful act against public order or authority in Australia; an industrial dispute; system malfunction, a major disruption of telecommunications or electricity services or an order of a Governmental Agency

**"Governmental Agency"** means any government or governmental, semi-governmental, administrative, fiscal, or judicial body, department, commission, authority, tribunal, agency or entity;

**"licence"** means:

- (a) a gaming related licence as defined in the Liquor Act;
- And
- (b) a gaming related licence as defined in the Registered Clubs Act; or
  - (c) a hoteliers licence under the Liquor Act;

**"licensee"** means the holder of a licence;

**"Liquor Act"** means the Liquor Act 1982 (NSW);

**"PIN"** means a personal identification number issued by Maxgaming NSW Pty Ltd in relation to the use of Quickchange™;

**"Quickchange™"** means the Quickchange™ online authorisation service operated by Maxgaming NSW Pty Ltd pursuant to authority conferred under regulations made pursuant to *section 155B* of the Liquor Act and *section 133A* of the Registered Clubs Act;

**"Registered Clubs Act"** means the Registered Clubs Act 1976 (NSW);

**"Registration Form"** means a registration form in relation to participation in Quickchange™ in a form prescribed by Maxgaming NSW Pty Ltd from time to time;

**"Terms and Conditions"** means these terms and conditions.

**"User Name"** means a user name in relation to participation in Quickchange™ as issued by Maxgaming NSW Pty Ltd from time to time;

**"Venue"** means each individual premises attached to a licence. For the avoidance of doubt, where a single licence covers multiple premises, each individual premises is taken to be a separate Venue for the purpose of these Terms and Conditions.

15.2 In these Terms and Conditions, headings and boldings are for convenience only and do not affect the interpretation of this agreement and, unless the context otherwise requires:

- (a) words importing the singular include the plural and vice versa;
- (b) words importing a gender include any gender;
- (c) other parts of speech and grammatical forms of a word or phrase defined in this agreement have a corresponding meaning;
- (d) an expression importing a natural person includes any company, partnership, joint venture, association, corporation or other body corporate and any Government Agency;
- (e) a reference to a statute includes:
  - (i) all statutes, regulations, proclamations, ordinances or by-laws amending, consolidating or replacing it, whether passed by the same or another Governmental Agency with legal power to do so; and Quickchange
  - (ii) all regulations, proclamations, ordinances and bylaws issued under that statute;
- (f) no provision of these Terms will be construed adversely to a party solely on the ground that the party was responsible for the preparation of this agreement or that provision;
- (g) a reference to a body, other than a party to this agreement (including, without limitation, an institute, association or authority), whether statutory or not:
  - (i) which ceases to exist; or
  - (ii) whose powers or functions are transferred to another body, is a reference to the body which replaces it or which substantially succeeds to its powers or functions.

## 16. Entire Agreement

This agreement comprises the whole of the agreement between the parties and supersedes all previous agreements between the parties in respect of its subject matter.

## 17. Law

This agreement is governed by the laws of New South Wales and the parties submit to the exclusive jurisdiction of the courts of New South Wales.



This Privacy Policy has been created in order to disclose the information gathering and dissemination practices for Quickchange™ and the Quickchange™ website.

This Policy is in addition to Quickchange™ Terms and Conditions and must be read in conjunction with those Terms and Conditions. If you do not agree with the Policy please do not use Quickchange™ or access the Website.

Maxgaming NSW Pty Ltd reviews the Policy periodically and reserves the right, at its discretion, to modify or remove portions of this Policy at any time. You should visit the Website regularly for changes to this Policy.

Questions or comments regarding this Policy should be directed in the first instance to Quickchange™ Customer Service on 1800 307 551 between Monday to Friday, 8.30am – 5.30pm or in writing to:

Quickchange™  
PO Box 1528  
STRAWBERRY HILLS  
NSW 2012

#### COLLECTION OF PERSONAL INFORMATION

Maxgaming NSW Pty Ltd takes your privacy seriously.

In registering with Quickchange™ we collect from you **Personal Information**. This is any information that personally identifies you. When you register with Quickchange™, we ask you for personal details including name, residential address, telephone number and email address. This information enables us to identify who is using Quickchange™. We may also collect from you credit card information including, but not limited to, your credit card number and the expiry date of your card. This information is passed on to a third party for the purposes of processing your payment. No credit card information is stored by Maxgaming NSW Pty Ltd.

We may also collect **Aggregate Information** from you as you use the Website. Aggregate Information is anonymous data, that we use to analyse trends, administer the Website, diagnose problems on the Website's servers, track user's movement, gather broad demographic information for aggregate use and to help improve the quality of the web pages on the Website. It may be your domain name or your IP address. None of this information is connected by us with Personal Information.

Maxgaming NSW Pty Ltd complies with the requirements of the Privacy (Private Sector) Amendment Act 2000 in the collection and dissemination of Personal Information.

#### USE AND DISCLOSURE OF PERSONAL INFORMATION

We may share Aggregate Information with our partners and advertisers. We will not share your Personal Information with any third party without your express permission. We will give you a way to "opt-in" of being contacted for promotional purposes by us and any third parties.

Here are some ways we might use or disclose your Personal Information:

- To send you information about Quickchange™ or Maxgaming NSW Pty Ltd.
- Where you have agreed, to give to our content partners, who may send you promotional material.

In all cases, we will only use your Personal Information for the primary purpose for which the information was provided.

We may send you information on behalf of our advertisers. We will not give them your Personal Information without your express permission.

We will not disseminate any Personal Information about you for any other purpose without your consent unless we believe it is necessary:

- Because it is required or authorised by law.
- To provide you with a service which you have requested.
- To implement Quickchange™.
- To assist a law enforcement agency or agency responsible for national security in the performance of its functions.
- To protect our rights or property or those of any user of Quickchange™, or any member of the public.
- To lessen a serious threat to a person's health or safety.

We may retain the content of any email that you send to us. Any Personal Information contained within those emails, including your email address, will only be used or disclosed in the ways set out in this Policy. Your email message content may be monitored by our Internet Service Provider or Maxgaming NSW Pty Ltd employees for maintenance purposes or if email abuse is suspected.

#### ANONYMITY

Where practicable, we will give you the opportunity to enter into a transaction with us anonymously.

#### WEBSITE AND SERVICE UPDATES

We may also send you Website and service announcements regarding Quickchange™. You are not able to unsubscribe from Quickchange™ service announcements, which contain important information about Quickchange™. We will communicate with you in regards to issues relating to your account via the email you registered with us.

#### MODIFYING PERSONAL INFORMATION

Maxgaming NSW Pty Ltd has in place procedures to ensure that any Personal Information collected from you is complete and up-to-date.

If you want to check the accuracy of or update any Personal Information that you have given to us, here are your choices:

- Contact Quickchange™ Customer Service on 1800 307 551.
- Or in writing to:

Quickchange™  
PO Box 1528  
STRAWBERRY HILLS NSW 2012



Although it is not always possible to remove or modify information in the databases, we will make reasonable efforts to do so. If you've given us information for third parties (as we mentioned above) and we've already passed it on, we cannot delete or change the information.

If Personal Information supplied by you is no longer needed by us we will take all reasonable steps to delete any information that identifies you.

#### **IDENTIFIERS**

Maxgaming NSW Pty Ltd does not collect or use Tax File Numbers or Medicare numbers to identify individuals.

#### **COOKIES**

A cookie is a piece of data stored on your hard drive containing information about your computer. The use of cookies on websites is a common industry standard. Cookies act as unique identifiers, used to distinguish between different members. They can enable us to track your use of the Website

The Website uses a cookie to inform the user of changes to the Website and to allow access to the Website. If a user rejects the cookie, he/she will be prevented from using the Website.

We may use cookies when we conduct voting polls, surveys, and contests to limit multiple responses and registrations. We may also send third parties information from cookies to enable them to deliver more personalised advertising to you. Users may reject these cookies and still be able to use the Website.

We will never use cookies to retrieve information from your computer that was not originally sent by us to you in a cookie. We do not associate information obtained from cookies with Personal Information.

Most browsers are initially set to accept cookies. If you'd prefer, you can set yours to refuse cookies or to alert you when cookies are being sent. You can also delete cookies from your hard drive at any time. However, it is possible that some parts of the site will not function properly if you reject or delete cookies.

#### **SPAMMING**

Spamming is sending mass unsolicited emails. Maxgaming NSW Pty Ltd operates an opt-in only policy so we'll only send you promotional material if we have your permission, unless there is a legal or operational requirement for us to do so.

#### **SECURITY OF PERSONAL INFORMATION**

Maxgaming NSW Pty Ltd has taken reasonable precautions to protect the security of your Personal Information which it collects from you. These include provisions to preserve the security of the information in our own systems and to prevent unauthorised access, modification, use or disclosure, and back-up systems to prevent accidental or malicious loss of data.

Unfortunately, there's always a risk involved in sending information through any channel including over the Internet and you send information over the Internet entirely at your own risk.

To the extent permitted by law, we will not be responsible for any unauthorised access or use of this information.

#### **LINKS TO THIRD PARTY WEBSITES**

The Website may contain links to other sites. Please be aware that we are not responsible for the privacy practices of any such other sites. We encourage our users to be aware when they leave our site and to read the privacy policies of each and every web site that collects personal information. This privacy policy applies solely to information collected by the Website.

#### **TRANSBORDER DATA FLOWS**

We will only transfer Personal Information supplied by you to us to a third party in another country with your consent and in accordance with the privacy laws of the country in which that party resides or is incorporated.

#### **NOTIFICATION OF CHANGES TO THIS PRIVACY POLICY**

If we decide to change this Policy, we will post those changes on the Website so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point we decide to use Personal Information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

#### **ADDITIONAL PRIVACY INFORMATION**

If you are interested in obtaining additional information of privacy, you can visit the Australian Federal Privacy Commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au) April 2005

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Instant Authorisation



Date

COMMUNITY VENUE LIMITED  
10 Club Road  
SYDNEY 2001  
ACN: 123 456 789

Quickchange  
PO Box 1528  
Strawberry Hills NSW 2012

To whom it may concern,  
Please be advised that the following personnel are hereby authorised to use the Quickchange system on behalf of this venue:

- Insert name of person applying to use Quickchange
- Insert name of person applying to use Quickchange
- Insert name of person applying to use Quickchange

Please find attached the Quickchange Registration Forms for the above personnel. Should you require further information, please contact

---

[insert the name and phone number of your venue's Quickchange contact].

Regards,

John Citizen  
(Venue title)

**Venue instruction: This letter must be signed by either the licence holder or club secretary.**