



An Roinn Dlí agus Cirt,  
Gnóthaí Baile agus Imirce  
Department of Justice,  
Home Affairs and Migration

# Registration Form

## Private Members' Club



## Legal basis

### Criminal Justice (Money Laundering and Terrorist Financing) Act 2010 as amended

#### Section 109

- (1) A person who is a designated person pursuant to *section 25(1)(h)* shall register with the Minister in accordance with such procedures as may be prescribed or otherwise imposed by the Minister.
- (2) A person who is required to register under this section commits an offence if the person fails to do so and is liable—
- (a) on summary conviction, to a fine not exceeding €5,000 or imprisonment for a term not exceeding 12 months (or both), or
  - (b) on conviction on indictment to a fine or imprisonment for a term not exceeding 5 years (or both).
- (3) The following particulars shall be entered into a register established and maintained by the Minister for the purposes of this section:
- (a) the name of each designated person who registers under this section;
  - (b) the name and address of the premises of the private members' club in relation to which the person is a designated person;
  - (c) any prescribed information as may be reasonably required by the Minister for the purposes of this Act.
- (4) The register may be in book form, electronic form or such other form as the Minister may determine. The register may be maintained in an electronic, mechanical or other non-written form only if it is capable of being reproduced in a written form.
- (5) The Minister shall maintain the register at an office of the Department.
- (6) The Minister may prescribe particulars for the purposes of *subsection (3)(c)* only if satisfied that those particulars reasonably relate to the business or regulation of persons directing members' clubs as designated persons.
- (7) The Minister may publish the register in written, electronic or other form and a member of the public is entitled to obtain a copy of the register or of an entry in the register on payment of such reasonable copying charges as may be prescribed (if any).
- (8) The particulars entered in the register pursuant to this section relating to a person who is a designated person pursuant to *section 25(1)(h)* may be removed from the register where that person ceases to be a designated person pursuant to that provision.

## Application to be included in the Private Members' Clubs Register

**PLEASE ENSURE FORM IS COMPLETED LEGIBLY**

**Name of Private Members' Club at which gambling is carried on (business name of the club *and* name of company operating club if different/applicable)**

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<b>PMC Business Name</b> (as per CRO):	
<b>CRO Number:</b>	
<b>PMC Operating Name</b> (if different to business name):	

**Particulars of Private Members Club (Address of Premises, Address for correspondence, Contact details- phone number and email address, Opening Hours, Objects of the club)**

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<b>Address of premises:</b>	
<b>Postal address for any correspondence and details of the relationship to the business:</b>	
<b>Phone number(s):</b>	
<b>Email address:</b>	
<b>Hours of operation:</b>	
<b>Objects of the club:</b>	

**Name, address and date of birth of all individuals who effectively direct the Private Members' Club at which gambling activities are carried on**

<b>Director 1</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Date of Birth:</b>	

<b>Director 2</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Date of Birth:</b>	

<b>Director 3</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Date of Birth:</b>	

**Name, address and date of birth of all beneficial owners of the Private Members' Club at which gambling activities are carried on<sup>1</sup>**

<b>Name:</b>	
<b>Address:</b>	
<b>Date of Birth:</b>	

<b>Name:</b>	
<b>Address:</b>	
<b>Date of Birth:</b>	

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<sup>1</sup> Add additional boxes if required if there are more than 2 beneficial owners

Confirmation that Certificate of Fitness is held in respect of individuals who effectively direct or are the beneficial owner of a Private Members' Club at which gambling activities are carried on (see Statutory Instrument 272 of 2022). Answer YES or NO

YES:	
NO:	

Certificate of Fitness for each Director/Beneficial owner enclosed YES or NO

YES:	
NO:	

Number of certificates enclosed:

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***Note: Only those Private Members Clubs that submit certificates of fitness in accordance with SI 272 of 2022 will be included on the register.***

Application made by:

Name (Block Capitals) \_\_\_\_\_

Signature \_\_\_\_\_

Position held \_\_\_\_\_

Date: \_\_\_\_\_

## Privacy Notice

### Introduction

The data you provide in this form is collected by the Anti-Money Laundering Compliance Unit (AMLCU), a Division of the Department of Justice, Home Affairs and Migration (DoJ). The data controller for the information you provide is the Department of Justice, Home Affairs and Migration. The data controller's contact details are:

Anti-Money Laundering Compliance Unit (AMLCU),  
Department of Justice, Home Affairs and Migration,  
51 St. Stephen's Green,  
Dublin 2, D02 HK52,  
Email: [antimoneylaundering@justice.ie](mailto:antimoneylaundering@justice.ie)

### How will your personal data be used?

We may use the personal data you provide in this form for the following purpose(s):

- To register a person directing a Private Members Club as required by S.109 of the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended,
- To publish registered list of Private Member Clubs'
- To contact the person and/or Private Members Clubs associated with this application for registration with regard to obligations provided for in the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended,
- To report suspicions of money laundering or terrorist financing to An Garda Síochána (AGS) and the Revenue Commissioners,
- To use information provided in applications for statistical reporting on an anonymised basis.

### Legal Basis for processing your Personal Data

Our legal basis for collecting and processing this data is as follows:

- Section 109 of the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, as amended;

### Security of Personal Data

The personal data provided here will be stored securely on DoJ IT servers. It may be shared, **where appropriate**, with the following third parties:

- An Garda Síochána
- The Revenue Commissioners

### Contact for Queries

The contact for any queries in relation to this form is Anti-Money Laundering Compliance Unit, Department of Justice, Home Affairs and Migration, 51 St. Stephen's Green, Dublin 2, D02 HK52, email address – [antimoneylaundering@justice.ie](mailto:antimoneylaundering@justice.ie)

### **How long will Personal Data be retained**

This data will be retained by the Department of Justice, Home Affairs and Migration for a period of 30 years in accordance with our retention schedule and referred thereafter to the Director of National Archives for appraisal under the National Archives Act 1986.

### **How to Request a copy of your Personal Data**

You can request a copy of the personal data by completing a Subject Access Request (SAR) form, available:

- at [http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection) or
- from the Department Protection Support or Compliance Office (DPSCO) at the address below.

Forward the completed form by email to [subjectaccessrequests@justice.ie](mailto:subjectaccessrequests@justice.ie) or by post to the Department of Justice, Home Affairs and Migration Data Protection Officer (DPO) at the address below. You will be required to verify your identity before the data can be forwarded to you. The time limit for responding to a SAR commences once your identity has been verified.

### **Your Rights in relation to your Personal Data**

You have the right to rectify any inaccuracies in your data. To do this you should write to Anti-Money Laundering Compliance Unit, Department of Justice, Home Affairs and Migration, 51 St. Stephen's Green, Dublin 2, D02 HK52, email address [antimoneylaundering@justice.ie](mailto:antimoneylaundering@justice.ie) documenting the inaccuracies, which need to be rectified. The right to rectification *is not* absolute and each request will be considered on its own merits.

You have the right, where appropriate, to obtain erasure of your data and/or a restriction on processing of your data as well as the right to object to the processing of your data. The right to erasure, restriction and/or objection is not absolute and each request will be considered on its own merits.

You have the right to lodge a complaint with the Data Protection Commission (DPC). You can contact the DPC by webforms on their website [www.dataprotection.ie](http://www.dataprotection.ie) or by post to:

6 Pembroke Row, Dublin 2, D02 X963

Further details in relation to your data protection rights can be found in the Department of Justice, Home Affairs and Migration Data Protection Policy available at [http://www.justice.ie/en/JELR/Pages/Data\\_Protection](http://www.justice.ie/en/JELR/Pages/Data_Protection)

### Contact the DPO

You can contact the Data Protection Officer for the Department of Justice, Home Affairs and Migration by post at:

The Data Protection Officer,  
Department of Justice,  
Home Affairs and  
Migration, 51 St.  
Stephen's Green, Dublin  
2, D02 HK52

or by email - [dataprotectioncompliance@justice.ie](mailto:dataprotectioncompliance@justice.ie)



**Please return to Anti-Money  
Laundering Compliance Unit,  
Department of Justice, Home  
Affairs and Migration  
51 Stephens Green, Dublin 2  
D02HK52**