



License No. _____
Fee: \$ _____
For Office Use Only

P.O. Box 2000, Charlottetown, P.E.I. CIA 7N8
Telephone: (902) 368-4550 or Toll-free 1-800-658-1799

Application to Manage and Conduct a Lottery Scheme

(We request that Applications be received at least two weeks prior to the commencement of an event)

The applicant must be an organization that is non-profit and charitable in nature and performs services of public good or welfare without profit.

- 1. Name of the charitable, religious or community organization:
2. Name of and contact person:
3. Address, Postal Code and Telephone #
4. Is the organization incorporated?
5. Describe the activities and/or purpose of the organization.
6. Are there any outstanding Statements of Account from previous lotteries administered by your organization?
7. Proceeds of the lottery will be used for (give detail):

(Money raised must be used for the relief of poverty, education, the advancement of a recognized religion, or some other purpose beneficial to the community.)

- 8. Type of License you are applying for:
Please choose only one. If having two events (ie 50/50 and raffle) two licenses are required!
9. If this lottery is a Single Event, please indicate:
Date of Draw/Event:
10. If this lottery is a Series Event, please indicate:
Date of First Draw: Date of Last Draw:

11. If this lottery is a **Casino night**, please indicate # of games: Black Jack _____
 Roulette _____ Wheels of Fortune _____ Other _____
 (Describe other _____
 _____) (Games prohibited by the CCC: dice games, three card monte, punch boards,
 coin tables. Games must be played with scrip, tokens or chips.) **Prizes CANNOT be cash.**

11. For **Bingo**, please attach **Prize Schedule, House Rules and Bingo Times.**

12. Ticket Price \$ _____ Discount(if applicable) _____ tickets for \$ _____
MAXIMUM number of tickets to be sold _____ (Not required for
50/50 or Chase the Ace)

Tickets Sold by: Members Others. If Others, please specify: _____

13. **PRIZE INFORMATION (Attach list of any additional prizes)**

| Prize No. | Prize Description | Retail Value |
|---------------------------|-------------------|--------------|
| 1st | | |
| 2nd | | |
| 3rd | | |
| 4th | | |
| Total Prize Value: | | |

14. Location of Ticket Sales: _____ (Tickets can only be sold on PEI)
 Location of Draw or Event: _____

15. Provide details of any management fees, rent, commissions or other amounts paid to people for services rendered. Please attach a copy of any relevant agreements:

TWO (2) officers of your organization **who will be directly administering this lottery** are required to complete this form and sign below.

We, the undersigned, certify on behalf of the organization that all the facts stated are true and correct.

DATED THIS _____ **day of** _____, **201**_____.

| | | | |
|-------------|--|-------------|--|
| Print Name | | Print Name | |
| Position | | Position | |
| Address | | Address | |
| | | | |
| Email | | Email | |
| Postal Code | | Postal Code | |
| Telephone | | Telephone | |
| Signature | | Signature | |

Detach and Retain Terms and Conditions

1. Individuals and commercial operations are not eligible for licensing.
2. Proceeds from lotteries shall be kept separate from all other funds with separate records maintained. Receipts verifying the disposition of proceeds may be requested. **Unsold tickets, receipts, and financial documents** pertaining to a lottery must be retained for a period of not less than three (3) months from the date of the draw.
3. All lotteries with prizes valued over \$1000 are required to provide statements of account within thirty (30) days of the holding of the lottery event. The Minister may require an audit by an independent auditor in respect of any license.
4. It is recommended that the license number appear on all tickets.
5. It is recommended that ticket purchasers be advised of the rules of the lottery at the time of the purchase of tickets either by postings or by printing them on the ticket or other method that ensures purchasers have access to the rules.
6. When an event is being run by a paid professional fundraiser, the licensee shall disclose the participation of the professional fundraiser in all printed advertising and on the tickets.
7. **PROCEEDS OF LOTTERIES MUST ONLY BE SPENT ON THE OBJECTIVES SPECIFIED IN THE APPLICATION.**
8. Lottery License Fees are based upon the total retail prize value.
 - a) For lotteries with a total retail prize value of \$1000.00 or less, the fee is \$5.00.
 - b) For lotteries with a total retail prize value above \$1000.00 the fee is 2% of the retail value of the prizes, due upon application.
 - c) For series event bingos the fee is 2% of the value of prizes **offered**.
 - e) Please advise The Consumer Services Section when events are licensed in other provinces, in addition to P.E.I..
 - f) Cheques must be made payable to the Minister of Finance.
9. Applications:
 - a) Applications are available from any Access Centre, from the Consumer Services Section, 4th Floor, Shaw Bldg., Charlottetown, PE.
 - b) A lottery license with a prize value of \$1000.00 or less may be obtained at any Access Centre. Application for a lottery license with a total retail prize value above \$1000.00 must be submitted to the Consumer Services Section, Department of Justice and Public Safety.
 - c) Financial reports must be forwarded to the Consumer Services Section.
10. **No license period shall exceed one (1) year.**
11. **ALL PRIZES DESCRIBED IN THE APPLICATION MUST BE AWARDED.**
12. Lotteries must be managed and conducted in the manner described in the application as approved. Any changes or amendments to lotteries must be requested in writing to the Consumer Services Section. All other applicable provincial laws must also be observed: e.g. liquor licensing. A lottery license may be revoked if any of the terms or conditions are not met. **It is an offence under the *Criminal Code of Canada* to conduct a lottery scheme without a valid license.**
13. Please review "Frequently Asked Questions" at www.princeedwardisland.ca/en/information/justice-and-public-safety/lottery-license-or-lottery-scheme-license

Personal information on this form is collected under *Section 2 of the Lottery Scheme Order* as it relates directly to and is necessary for an application to conduct a lottery scheme. If you have any questions about this collection of personal information you may contact the Consumer, Labour and Financial Services, Prince Edward Island Department of Justice and Public Safety, (902)368-4550.

LOTTERY STATEMENT OF ACCOUNT

NOTE:

A lottery statement will be required to be completed within thirty (30) days of the holding of the lottery event in accordance with the terms and under the Lotteries Schemes Order. Series events will require quarterly reporting in addition to a final statement of account.

Proceeds from lotteries shall be kept separate from all other funds with separate records maintained. Receipts verifying the disposition of proceeds may be requested. **Unsold tickets, receipts, and financial documents** pertaining to a lottery must be retained for a period of not less than three (3) months from the date of the draw.

| | | | |
|---|--------------|--|------------------|
| Organization Name & Address <hr/> <hr/> | | Lottery License No. _____ Type of Lottery <input type="checkbox"/> Cash Lottery <input type="checkbox"/> 50/50 <input type="checkbox"/> Bingo <input type="checkbox"/> Casino Night <input type="checkbox"/> Raffle <input type="checkbox"/> Chase the Ace | |
| Tickets Printed | Tickets Sold | Tickets Unsold | Price per Ticket |
| Total gross receipts derived from Lottery | | | |
| Total Expenses associated with Lottery | | | |
| Amount retained in trust, if any, from Lottery | | | |
| Net proceeds from Lottery | | | |
| List of all Prize Winners (Use reverse side if necessary) 1. 2. 3. 4. | | | |

We, the undersigned, as two Principal Officers of the above organization certify that the above report is a correct statement of the lottery funds herein.

DATED this _____ day of _____, 20__

| | |
|-------------|-------------|
| Print Name | Print Name |
| Office Held | Office Held |
| Telephone | Telephone |
| Signature | Signature |

Return to: Department of Justice and Public Safety
 Consumer Services
 P.O. Box 2000, Charlottetown, P.E.I. CIA 7N8

Contact Information: Telephone: (902) 368-4550
 Toll-free: 1-800-658-1799
 Fax: 902-368-5355