Consumer Services Section
Department of Justice and Public Safety
Province of Prince Edward Island
P.O. Box 2000
Charlottetown, P.E.I. ClA 7N8

Telephone: 902-368-4550
800-658-1799

LICENSE NO:	FEE:

For Office Use Only

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 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.

1. Name of the charitable, religious or community organization and **contact person**:

   _____

2. Address, **Postal Code and Telephone #** (The address used should be such that it would reach the contact person who is responsible to manage and conduct this lottery)

   _____
   _____
   _____

3. Is the organization incorporated? Yes _____ No _____

4. Describe the activities of the organization.

   _____
   _____

5. Are there any outstanding **Statements of Account** from previous lotteries administered by your organization? Yes _____ No _____.

6. Proceeds of the lottery will be used for (give detail): _____

   _____

7. Type of License you are applying for :

   ☐ Cash Lottery ☐ 50/50 ☐ Raffle ☐ Casino Night ☐ Bingo

NOTE:
- For bingo, total <u>retail value of prizes offered</u> within a 24 hour period CANNOT exceed $5,500.
- A license does not make lawful a lottery scheme that is operated on or through a computer, contrary to Section 207(4)© *Criminal Code of Canada*.
- If ALC tickets are used as raffle prizes, all tickets must clearly indicate that the seller and the purchaser must be 19+ years of age.

8. If this lottery is a **<u>Single Event</u>**, please indicate:
   Date of Draw/Event: _____/_____/_____ (d/m/y)

9. If this lottery is a **<u>Series Event</u>**, please indicate: _____ Daily _____ Weekly _____ Monthly
   Date of Last Draw: _____/_____/_____ (d/m/y)

10. 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 **Price Schedule and House Rules** (For sample rules go to www.gov.pe.ca/consumerservices).

12. **MAXIMUM** number of tickets to be sold _____ (**Except for 50/50**)
Ticket Price $ _____Discount Ticket $_____
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		

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	
Postal Code		Postal Code	
Telephone		Telephone	
Signature		Signature	

DETACH AND RETAIN
TERMS AND CONDITIONS

1. Commercial operations or individuals 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. 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.
8. **PROCEEDS OF LOTTERIES MUST ONLY BE SPENT ON THE OBJECTIVES SPECIFIED IN THE APPLICATION**.
9. Lottery License Fees are based upon the total retail prize value.
   a) For lotteries with a total retail prize value of $250.00 or less, the fee is $5.00.
   b) For lotteries with a total retail prize value above $250.00 the fee is 2% of the retail value of the prizes, not to exceed $2,000.00, 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.
10. Applications:
   a) Applications are available from any Access Centre, from the Consumer Services Section, 4th Floor, Shaw Bldg., Charlottetown, PE, or at www.gov.pe.ca/consumerservices.
   b) A lottery license with a prize value of $250.00 or less may be obtained at any Access Centre. Application for a lottery license with a total retail prize value above $250.00 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.
11. No license period shall exceed one (1) year.
12. **ALL PRIZES DESCRIBED IN THE APPLICATION AS APPROVED MUST BE AWARDED.**
13. 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.**