

**LOTTERY TICKET CENTRE
POLICY HANDBOOK**

LOTTERY TICKET CENTRE POLICY HANDBOOK

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SECTION: 1. GENERAL INFORMATION

1.1 INTRODUCTION

- 1.1.1 The purpose of this handbook is to assist Retailers:
- a) be aware of terms and conditions that apply to any Retailer holding a Retailer Agreement;
 - b) understand the ongoing responsibilities they have as a Retailer.
- 1.1.2 The handbook is organized into sections to make it easy to update from time to time. The Retailer is responsible to keep this handbook updated when new pages are received.
- 1.1.3 One copy of the Lottery Ticket Centre Policy Handbook is provided at no cost to each Lottery Ticket Centre retail location upon installation of the Lottery Ticket Terminal and is to remain at the location even when there is a change of ownership.
- 1.1.4 Additional or replacement copies of the handbook may be purchased from the AGLC for a fee of \$25.00 per copy or may be accessed at no charge on the AGLC website at www.aglc.gov.ab.ca.

1.2 LEGISLATION

- 1.2.1 The *Gaming and Liquor Act* gives the AGLC the authority to conduct and manage provincial lotteries on behalf of the Government of Alberta either alone or in conjunction with the government of another province or territory.
- 1.2.2 The Alberta Government is a shareholder in the Interprovincial Lottery Corporation (ILC), a corporation incorporated to conduct lotteries on behalf of Her Majesty the Queen in the right of all provinces for which the Western Canada Lottery Corporation (WCLC) is the Regional Marketing Organization.

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1.2.3 The AGLC markets lottery schemes jointly with the WCLC in Alberta; processing applications for gaming agreements; and entering into agreements to sell, advertise or distribute gaming products through a province wide network of Retailer locations.

The AGLC shall:

- a) develop programs and procedures for the ongoing guidance of all employees, Retailers and external agencies;
- b) develop training aids for the instruction of division staff and Retailers;
- c) train employees and Retailers as required to ensure compliance with legislation, agreements and policy;
- d) maintain relations with other provincial gaming organizations and agencies;
- e) maintain files and agreements on gaming Retailers; and
- f) provide gaming products and services.

1.3 DEFINITIONS

1.3.1 "AGLC" means the Alberta Gaming and Liquor Commission.

1.3.2 "Authorized Signatory" means a person authorized to sign legal documentation on behalf of the Retailer.

1.3.3 "Community" refers to:

- a) a municipality as defined under the *Municipal Government Act* meaning:
 - i) a city, town, village, summer village, municipal district or specialized municipality;
 - ii) a town under the *Parks Towns Act* ; or

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- iii) a municipality formed by special Act; or
 - b) a Métis Settlement established under the *Métis Settlement Act* (Alberta); or
 - c) an Indian reserve as determined by the Department of Indian Affairs (Canada) located within the provincial boundaries of Alberta.
- 1.3.4 “Corporate Retailer” refers to a Retailer operating multiple locations under a single legal entity and generating annual sales of \$1 million or more.
- 1.3.5 “Game Break” refers to the time period between On-Line Lottery Ticket games that sales for the game are disabled. This is usually a five minute period after the closing of the present game (i.e. Lotto 6/49, Super 7, Extra, etc.).
- 1.3.6 “Legal Entity” refers to a corporation, partnership or sole proprietorship whose existence is recognized by the law and registered in the province of Alberta.
- 1.3.7 “Lottery Ticket Terminal” means any mechanical, electrical or other device, contrivance or machine used by the WCLC and the AGLC to manage, conduct and operate a lottery.
- 1.3.8 “Market Zone” means the territory served by a Retailer as determined by the AGLC.
- 1.3.9 “Minor” means a person under the age of 18 years.
- 1.3.10 “Off-Line Lottery Tickets” means all Lottery Tickets not generated by the Lottery Ticket Terminal and that are approved by the WCLC (example: Scratch ‘N’ Win tickets).
- 1.3.11 “On-Line Lottery Tickets” means tickets approved by the WCLC and the AGLC and issued by a Lottery Ticket Terminal, the selection of which is recorded on the WCLC central computer or computers operated by the WCLC for such purpose.
- 1.3.12 “Retailer” means any individual person, corporation or partnership authorized by the AGLC and the WCLC to sell

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On-Line and Off-Line lottery tickets to the public or, is authorized by the WCLC to assist in the operation of a lottery pursuant to a Retailer Agreement.

1.3.13 "Retailer Agreement" means Lottery Ticket Centre Retailer Agreement between the Retailer, the AGLC and the WCLC.

1.3.14 "Waitlist" refers to a list of eligible applicants who have completed a Lottery Ticket Retailer Application and are waiting for the availability of a Ticket Terminal to be installed in their business.

1.3.15 "WCLC" means the Western Canada Lottery Corporation.

1.4 CONTACTS

1.4.1 Written communication may be addressed to the AGLC at :

Alberta Gaming & Liquor Commission
Gaming Products & Services
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5
Fax: (780) 447-8910
www.aglc.gov.ab.ca

1.4.2 Retailers needing assistance with technical issues related to the Lottery Ticket Terminal should call the WCLC Hotline:

WCLC HOTLINE
1-800-665-0133 (toll free)

For all other services, call the AGLC Hotline at:

AGLC HOTLINE
1-800-561-4415 (toll free)

1.4.3 Customers may redeem winning tickets for prizes of \$200 or more in person at, or by mailing the ticket and claim form to:

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Prize Payout Office
Alberta Gaming & Liquor Commission
Main Floor, 50 Corriveau Avenue
St. Albert, Alberta, T8N 3T5
1-800-665-3313

- 1.4.4 For prizes of \$200 to \$9,999, customers may redeem winning tickets in person at:

Royal Bank of Canada
Village Square Shopping Centre
2640 – 52 Street NE
Calgary, Alberta, T1Y 3R6
1-403-292-3012

- 1.4.5 Customers disputing prizes or requiring a decision on a lost, stolen or destroyed ticket should mail their request to:

Western Canada Lottery Corporation
Prize Payout
10th Floor, 125 Garry Street
Winnipeg, MB R3C 4J1

- 1.4.6 To report Gaming Irregularities call: 1-800-742-7818

- 1.4.7 WCLC Corporate Communications: 1-800-665-3313

- 1.4.8 For assistance or information on Problem Gambling, call AADAC Helpline: 1-866-332-2322

1.5 ELIGIBILITY GUIDELINES

- 1.5.1 Applicants must meet all Retailer application requirements to qualify for a Retailer Agreement (See 3.1).

- 1.5.2 Retailers must operate within the terms and conditions outlined in the Retailer Agreement and this handbook.

- 1.5.3 Where there is a conflict in the terms and conditions between the Retailer Agreement and this handbook, the Retailer Agreement takes precedence.

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- 1.5.4 Each Lottery Ticket Centre retail location is evaluated by the AGLC on a continual basis to determine its potential to fulfill the goals and objectives of the AGLC.

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2.1 RETAIL NETWORKS

2.1.1 The AGLC's network of Retailers is divided into three categories:

- a) Profitability Network
- b) Trial Network
- c) Single Community Location Network

2.2 LOTTERY TICKET AND EQUIPMENT ALLOCATION

2.2.1 Revenue from the Lottery Ticket Centre retail networks is maximized by allocating Lottery Ticket Terminals to qualified retail locations and by reallocating Lottery Ticket Terminals from retail locations that fail to meet established performance standards.

2.2.2 When the demand for Lottery Ticket Terminals in any network exceeds the supply of Lottery Ticket Terminals, applicants will be placed on a waitlist (see 2.9).

2.3 PROFITABILITY NETWORK

2.3.1 The Profitability Network is for Retailers whose locations have, or are predicted to have, annual Lottery Ticket sales that contribute to the profit targets of the AGLC.

2.3.2 The AGLC will evaluate each location to determine sales potential.

2.3.3 In addition to meeting the sales requirement for the Profitability Network, applicants must also:

- a) Meet all application requirements (see 3.1).
- b) Meet performance standards for the Profitability Network once they are authorized to operate as a Retailer.

2.3.4 Retailers failing to meet performance standards for the Profitability Network may have their Retailer Agreement terminated by the AGLC (see 2.6).

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2.3.5 Applicants not having the sales potential required to operate in the Profitability Network are offered the opportunity to apply for placement in the Trial Network (see 2.4).

2.4 TRIAL NETWORK

2.4.1 The Trial Network is for applicants not eligible for the Profitability Network. It provides applicants the opportunity to prove sales potential through a 13-week trial period as a Retailer.

2.4.2 Trial applicants agree to meet the required sales target and/or reimburse the AGLC for any unrecovered costs incurred during the 13-week trial period.

2.4.3 Trial applicants must meet all of the same application requirements (see 3.1) as applicants for the Profitability Network except no credit evaluation will be completed. The retailer must provide a Letter of Credit as outlined in 3.3.25.

2.4.4 A maximum of 15 Retailers will be permitted to be active in the Trial Network at any one time.

2.4.5 Only one Trial Network Retailer may be active in each market zone at any given time.

2.4.6 Trial Network Retailers must achieve annualized sales that exceed sales achieved by Retailers in the bottom 1% of the Profitability Network to successfully complete the 13-week trial period.

2.4.7 Trial Network Retailers successful in completing the 13-week trial period are transferred to the Profitability Network and must meet the performance standards of that network (see 4.2).

2.4.8 Trial Network Retailers not meeting the sales target at the end of the 13-week trial period will have their Retailer Agreement terminated and be liable for any difference between the installation/fixed costs and the recovered net revenue during the trial period:

a) Installation costs are variable and include:

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- i) Ticket terminal, printer, LED and installation costs;
 - ii) Signs and fixture installation costs; and
 - iii) Telecommunications costs
- b) Fixed costs include:
- i) Ticket terminal, printer LED, signs and fixture depreciation; and
 - ii) Administration and maintenance costs.

2.5 SINGLE LOCATION COMMUNITY NETWORK

- 2.5.1 The Single Location Community (SLC) Network is for Retailers who do not meet the performance standards of the Profitability Network (see Subsection 2.6), but whose retail location is more than 25 kilometres away from the closest Retailer. The 25 km distance is measured as the radius from retail location to retail location.
- 2.5.2 SLC Network Retailers must meet all regular application requirements (see 3.1).
- 2.5.3 SLC Network Retailers transferred to the Profitability Network must meet the performance standards of that network (see 2.6)
- 2.5.4 A SLC Network Retailer is transferred to the Profitability Network in the event of the following:
- a) a Profitability Network Retailer is installed within 25 kilometres of the SLC Network retail location;
 - b) a Trial Network Retailer installed within 25 kilometres of the SLC Network retail location successfully completes the 13-week trial period and is transferred to the Profitability Network.

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2.5.5 The AGLC will notify SLC Network Retailers when a Profitability Network Retailer or Trial Network Retailer is installed within 25 km of their retail location.

2.5.6 SLC Network Retailers transferred to the Profitability Network are subject to the standards and procedures of the Profitability Network.

2.6 PERFORMANCE STANDARDS

2.6.1 Non-performance is defined as a Retailer who is generating annualized sales that fall in the bottom 1% of Retailers in the Profitability Network.

2.6.2 Retailers in the Profitability Network are subject to monthly performance assessment. Non-performance may result in removal of the Lottery Ticket Terminal and termination of the Retailer Agreement.

2.6.3 Retailers must operate in the Profitability Network for a minimum of six (6) full calendar months before their Retailer Agreement can be terminated due to non-performance.

2.6.4 The AGLC will terminate the Retailer Agreement and remove the Lottery Ticket Terminal and related equipment due to non-performance only when there is a more profitable location available for the Lottery Ticket Terminal to be installed.

2.6.5 In order for the Retailer to establish a viable sales base, sales generated in the month of the Lottery Ticket Terminal installation or Change of Operator/Agent and the subsequent three (3) full calendar months of sales activity are excluded from the performance assessment for Retailers in the Profitability Network.

2.6.6 If a Retailer generates annualized sales that fall in the bottom 1% of all Retailers in the Profitability Network for two (2) full calendar months in any consecutive three (3) full calendar month period, the AGLC may terminate the Retailer Agreement and remove the Lottery Ticket Terminal.

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2.6.7 Annualized sales for retailers are calculated in the following manner:

- a) If there are less than 12 full calendar months of sales subjected to monthly performance assessment, the annualized sales is calculated by averaging the monthly sales and multiplying this average by 12 months;
- b) If there are more than 12 full calendar months of sales subjected to monthly performance assessment, the annualized sales is the sum of sales for the most recent 12 month period.

2.6.8 Retailers will receive a minimum of seven (7) days written notice before a Lottery Ticket Terminal is removed or the Retailer Agreement terminated due to non-performance.

2.7 COMPENSATION

2.7.1 BASE COMPENSATION

The AGLC shall pay to the Retailer by discount, commission or bonus such amounts as may be established from time to time for the sale of gaming products (see Schedule 1).

- a) No other remuneration will be paid to Retailers with respect to services supplied except such amounts earned by way of commission paid on redemptions (that is prize money paid out by the Retailer).
- b) The CEO will determine the commission and redemption percentage paid to Retailers.
- c) Retailers who have their Retailer Agreement terminated must collect compensation amounts due to them within one year from when the compensation is issued or this compensation is forfeited.

2.7.2 ADDITIONAL COMPENSATION

- a) Lottery Ticket Centres must achieve minimum annual sales of \$54,000 to qualify for the Additional Compensation Program (see Schedule 1).

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- b) Additional compensation is calculated quarterly and paid twice a year, in October and April.
- c) Sales are assessed in July for quarter one, October for quarter two, January for quarter three and April for quarter four.
- d) Second and fourth Quarter payments are paid as an invoice credit to active Retailers.
- e) Terminated Retailers are paid by cheque. Cheques for less than \$10.00 will not be processed.

SCHEDULE 1: COMPENSATION

Base Compensation	
Sales Commissions	5% of net sales*
Redemptions	2% of encashment
Additional Compensation	
Additional Compensation – Level 1 Sales between \$54,000-\$99,999	Additional 0.5%
Additional Compensation – Level 2 Sales between \$100,000-\$249,999	Additional 1.5%
Additional Compensation – Level 3 Sales between \$250,000-\$499,999	Additional 2.5%
Additional Compensation – Level 4 Sales between \$500,000-Up	Additional 3.0%

*Note: Net Sales is gross sales less buybacks and cancellations.

- f) Additional compensation is based on a tiered schedule that provides additional compensation upon achieving specific sales levels. The additional compensation applies to all sales within the specific tier. Examples of

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Compensation payments are as follows:

i) \$75,000 Total Sales:

5.0% base compensation -	\$3,750
0.5% additional compensation -	<u>\$ 105</u>
Total Compensation -	\$3,855

ii) \$250,000 Total Sales:

5.0% base compensation -	\$ 12,500
0.5% additional compensation -	\$ 230
1.5% additional compensation -	<u>\$ 2,250</u>
Total Compensation -	\$ 14,980

iii) \$600,000 Total Sales:

5.0% base compensation -	\$ 30,000
0.5% additional compensation -	\$ 230
1.5% additional compensation -	\$ 2,250
2.5% additional compensation -	\$ 6,250
3.0% additional compensation -	<u>\$ 3,000</u>
Total Compensation -	\$ 41,730

2.8 TRAINING

- 2.8.1 Prior to activation of the Lottery Ticket Terminal one or more staff members at each retail site must be trained and certified in the operation of the Lottery Ticket Terminal.
- 2.8.2 Retailers are required to have trained staff available when the retail location is open for business.
- 2.8.3 The Retailer must train employees responsible for operating the Lottery Ticket Terminal. Training must include operation of the terminal, selling, cancelling tickets, validation of tickets, reconciliation and weekly settlement.
- 2.8.4 Retail staff is required to complete any additional product or terminal training required by the AGLC.

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2.8.5 Requests for training should be made by contacting AGLC Hotline or the Lottery Ticket Account Representative for the retail location.

2.8.6 Retailers will ensure that an up-to-date Lottery Ticket Centre Policy Handbook is kept and updated as required in the premises and that all staff understand their responsibilities.

2.9 WAITLIST MANAGEMENT

2.9.1 PROFITABILITY NETWORK

a) In the event that the monitoring of the Retailer network and enforcement of the Non-Performance standards (see 2.6) does not allow sufficient Lottery Ticket Terminals to meet the demand for new Profitability Network Retailers, a waitlist will be created.

b) Lottery Ticket Terminals will be assigned to applicants on the waitlist on a "best first" basis (applicants with the highest potential sales volume will be given preference).

2.9.2 TRIAL NETWORK

a) The waitlist for the Trial Network will list applicants in the order that their completed application forms are received.

b) Lottery Ticket Terminals will be assigned to applicants in the order they appear on the waitlist.

2.10 SITE REQUIREMENTS

2.10.1 The Retailer is required to confirm with the AGLC the retail site has the following:

a) Suitable location and sufficient counter space for the ticket terminal, printer, and LED display sign (normally beside cash register);

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- b) Suitable location and sufficient floor space for a standard lottery selection table (Height: 42 ¾", Width 36 ½", and Length 27 ½") or of any other dimensions determined by the AGLC;
- c) Shelving displays or Merchandisers;
- d) Suitable interior window location for an 18" or 25" LTC facia sign, and/or
- e) Suitable exterior window location for 25" LTC facia sign.
- f) In locations where KENO is available, suitable location and floor space for a KENO enunciator board and four (4) 32" televisions and a custom KENO selection table (Height: 39", Width: 37" and Length: 37").

2.10.2 The Retailer is required to confirm with the AGLC the retail site has the following electrical requirements:

- a) A separate circuit from the fuse box that is within 1.5m of the Lottery Ticket Terminal location.
- b) A 110 volt Double Duplex "U" isolated ground outlet at the demarcation point of the Network Interface Device (where the telecommunications cable enters the building) for power to the communications facility.
- c) The Retailer is required to have a telephone on site that is in close proximity to the Lottery Ticket Terminal to allow a person to simultaneously receive technical support and tend to the Lottery Ticket Terminal.

2.10.3 An AGLC technician will inspect the site to confirm power and wiring requirements are met.

2.10.4 Retailers must contact the AGLC if they wish to relocate the Lottery Ticket Terminal after the initial installation (see 5.12 and 5.13).

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3.1 APPLICATION REQUIREMENTS

3.1.1 The application and site requirements for all retailers are the same; however the application process for each differs. All persons must complete and submit the following application requirements:

- a) Lottery Ticket Centre Retailer Application (see Section 6)
- b) Certificate of Insurance (see Section 6)
- c) Financial Security – in the form of a successful credit evaluation or irrevocable Letter of Credit in an amount determined by the AGLC
- d) Authorization for Prearranged Payment (see Section 6)
- e) Site Requirements – for new installs only (see Section 6)
- f) Landlord Authorization (see Section 6)
- g) Lottery Ticket Center Retailer Agreement (see Section 6)
- h) Site Plan - Schedule A to the Retailer Agreement
- i) Ticket Terminal Training Certification

3.2 APPLICATION CATEGORIES

3.2.1 There are three categories of applications:

- a) New Installation – when an applicant is applying for a Retailer Agreement at a location where there is not an existing Lottery Ticket Terminal.
- b) Trial Network Installation – when an applicant is applying for a Retailer Agreement after being rejected for entry into the Profitability Network.
- c) New Operator of an Existing Location – when an applicant is applying for a Retailer Agreement due to the sale of, or change to, the legal entity operating a retail location and there is an existing Lottery Ticket Terminal.

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3.3 NEW INSTALLATION APPLICATION

- 3.3.1 Applicants interested in applying for a Lottery Ticket Terminal at a location where there is not an existing Lottery Ticket Terminal are to contact the AGLC Hotline (see 1.4.2).
- 3.3.2 The AGLC will evaluate the applicant's proposed site and notify the applicant as to whether they qualify for the Profitability Network.
- 3.3.3 If the applicant qualifies for the Profitability Network and a Lottery Ticket Terminal is not available for installation at that time, the applicant will receive a terminal as soon as one becomes available. Lottery Ticket Terminals will be distributed to qualifying Profitability Network Retailers on a "best first" basis.
- 3.3.4 An application form must be completed and signed by an Authorized Signatory of the applicant.
- 3.3.5 Applicant corporations and partnerships must be legal entities registered to operate in the province of Alberta.
- 3.3.6 The person or persons forming a sole proprietorship or partnership must be Canadian Citizen(s) or be authorized to work in Canada in order to be party to the Retailer Agreement.
- 3.3.7 For Corporate Retailers, the initial application is kept in the Corporate Retailer's Master File and is referenced for all future applications.
- 3.3.8 Retailers are required to maintain adequate insurance as outlined in the Retailer Agreement (see Section 6); and proof of insurance must be provided in the form of an AGLC Certificate of Insurance (see Section 6) completed by the Retailer's insurance company or broker.
- 3.3.9 The legal entity must be the "name insured" on the insurance policy.
- 3.3.10 The AGLC must be named an "additional insured" on the insurance policy.

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- 3.3.11 Property Insurance is required for all Lottery Ticket Terminals, signs and fixtures provided by the AGLC; coverage shall be on an "all risk" replacement cost basis. The declared value of the Lottery Ticket Terminal and related equipment is \$10,000.
- 3.3.12 Comprehensive or commercial general liability insurance is recommended – not less than \$1,000,000 inclusive per occurrence against bodily injury and property damage including loss thereof. Such insurance is recommended to cover personal injury and employees as additional insured's.
- 3.3.13 Corporate Retailers may provide insurance for franchisees that hold Retailer Agreements. A "blanket" Certificate of Insurance can also be used on the condition the legal entity of each franchisee is an additional insured on the corporate policy. A schedule of retail locations to which the policy coverage applies must also be provided and updated as requested by the AGLC.
- 3.3.14 A "blanket " Certificate of Insurance will be kept in the Retailer 's Master File and referenced for all future applications.
- 3.3.15 The Retailer must provide an Irrevocable Letter of Credit to cover the AGLC's risk for monetary loss or have their legal entity undergo a credit evaluation to determine if the need for an Irrevocable Letter of Credit may be waived.
- 3.3.16 A Retailer that is a sole proprietorship or partnership is not eligible for a credit evaluation except as outlined in 3.3.17. Retailers that are a sole proprietorship or partnership must provide an Irrevocable Letter of Credit to meet the financial security requirement (see 3.3.25).
- 3.3.17 A Retailer that is a sole proprietorship or partnership that has operated for more than 24 months and that has established operations under a trade name, may be considered for a credit evaluation.
- 3.3.18 A Retailer that is a registered corporation or registered partnership is eligible for a credit evaluation only if it has operated for more than 24 months.

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- 3.3.19 Corporate Retailers are eligible for a credit evaluation only if it has operated for more than 24 months.
- 3.3.20 The Retailer must provide two comparative years of financial statements prepared by a third party (i.e., CA, CMA or CGA).
- 3.3.21 Banking information must be provided on a Credit Evaluation Information form (see Section 6) to be completed by an Authorized Signatory for the Retailer and the appropriate financial institution(s).
- 3.3.22 Credit evaluation results are maintained in the Corporate Retailer's Master File and referenced for all future applications.
- 3.3.23 A Retailer who fails the credit evaluation is required to provide security in the form of an Irrevocable Letter of Credit.
- 3.3.24 Retailers must apply to a financial institution for an Irrevocable Letter of Credit. The fees incurred by the financial institution for an Irrevocable Letter of Credit are the responsibility of the Retailer.
- 3.3.25 The amount of the Irrevocable Letter of Credit is based on the classification of the retail site (e.g., kiosk, convenience store, supermarket, etc.) or two weeks average sales for the retail location for a New Operator of an Existing Location.

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The schedule for retail site classification is as follows:

**SCHEDULE 2
SECURITY REQUIREMENTS**

Code	Description	Required Security
01	Ticket Outlet	\$18,000
02	Newsstand, Smoke Shop, Confectionary	\$8,500
03	Drugstore	\$10,000
04	Convenience, Specialty Food Store	\$7,000
05	Supermarkets	\$14,000
06	Department Stores	\$10,000
07	Specialty Goods	\$7,000
08	Personal Services Retail	\$5,000
09	Restaurants	\$5,000
10	Just Gasoline Services	\$8,000
11	Recreation Outlets	\$5,000
13	Non-profit Organizations (Bingo)	\$4,000
16	Community Service	\$5,000
17	Gas/Convenience	\$7,000

3.3.26 The Irrevocable Letter of Credit must:

- a) identify the Retailer's legal entity as the "applicant" or "customer".
- b) name the AGLC as "the beneficiary".
- c) state the dollar amount of the letter.
- d) be in effect for a minimum one year from the date of issue.
- e) state "Partial drawings are permitted."
- f) if the Retailer is a person or persons, the Irrevocable Letter of Credit stays in place until the Retailer Agreement is terminated or as outlined in 3.3.17.

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- g) If the Retailer is a registered corporation or partnership, the irrevocable Letter of Credit stays in place for a minimum of one year; after which the Retailer can request a new credit evaluation be performed if they can meet the specified requirements (see 4.2).
- h) Retailers with a registered corporation or partnership are required to renew their Irrevocable Letters of Credit each year until a successful credit evaluation is performed on their legal entity; letters with automatic extensions are preferred.

3.3.27 As stated in the Retailer Agreement, Retailers are required to deposit all monies received through the sale of lottery tickets, less winnings paid out and commission, into a bank account.

3.3.28 Retailer accounts are invoiced each Wednesday (See 4.2).

3.3.29 An Authorized Signatory must complete and submit the Authorization for Prearranged Payment form (see Section 6) and provide confirmation of the account information in the form of a void cheque or a letter from the bank.

3.3.30 If a single bank account is to be used for all Corporate Retailer locations, a "blanket" Authorization for Prearranged Payment form (see Section 6) may be provided and be kept in the Corporate Retailer's Master File and referenced for future applications.

3.3.31 Retailers wanting to change their bank account must contact the AGLC (see 4.2.4).

3.3.32 Retailers are required to have the landlord of the retail site complete a Landlord Authorization form (see Section 6) that gives the AGLC authorization to:

- a) install, maintain and repair, as necessary any lottery signs and fixtures;
- b) install, maintain and repair, as necessary, inside data lines and communication facilities; and

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- c) install, if necessary, electrical power at the demarcation point for the Network Interface Point for communication facilities.
- 3.3.33 A 'blanket' landlord authorization form may be used if the Corporate Retailer is the landlord for all of its retail locations.
- 3.3.34 A 'blanket' landlord authorization form is kept in the Corporate Retailer's Master File and referenced for all future applications.
- 3.3.35 An Authorized Signatory must complete a Site Requirements Form, (see Section 6) to confirm their location meets AGLC standards (see 2.10).
- 3.3.36 The Retailer Agreement is the legal document binding the Retailer, the AGLC and the WCLC to the terms and conditions contained within it.
- 3.3.37 An Authorized Signatory is required to sign, date and have witnessed a set of three (3) Retailer Agreements and return the documents to the AGLC.
- 3.3.38 The Retailer receives one copy of the Retailer Agreement after authorization by the AGLC and the WCLC.
- 3.3.39 Retailer Agreements are issued for each retail location.
- 3.3.40 An Authorized Signatory is required to sign and return to the AGLC a Lottery Ticket Centre site plan (see Section 6), which is Schedule A of the Retailer Agreement.
- 3.3.41 The Lottery Ticket Centre Site Plan confirms the type and location of installed equipment including the Lottery Ticket Terminal and related signs and fixtures.
- 3.3.42 The Retailer receives one copy of the Schedule A after authorization by the AGLC.
- 3.3.43 Applicants failing to meet the application requirements before the AGLC deadline may have their application terminated and are eligible to reapply in six (6) months.

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3.4 TRIAL NETWORK INSTALLATION APPLICATION

- 3.4.1 Applicants not qualifying for entry into the Profitability Network will be sent a letter offering the opportunity to apply for entry into the Trial Network.
- 3.4.2 The Applicant has three (3) months from receipt of the letter to submit a Trial Network application package or their file will be closed.
- 3.4.3 The application requirements for a Trial Network Installation are the same as for a New Installation (see Section 3.3, New Installation Application) however applicants are not eligible for a credit evaluation and therefore must provide an Irrevocable Letter of Credit (see 3.36).
- 3.4.4 Applicants meeting the application requirements are eligible to participate in a 13-week trial period as a Retailer.
- 3.4.5 If a Lottery Ticket Terminal is not available at the time the applicant requests a Trial Network application package, the applicant is placed on a waitlist (see 2.9).
- 3.4.6 See 2.4 for detailed information on the Trial Network.

3.5 NEW OPERATOR OF AN EXISTING LOCATION APPLICATION

- 3.5.1 Applicants applying for a Lottery Ticket Terminal at an existing location must meet application requirements contained in the New Operator application package.
- 3.5.2 Completion of this application package is required when the Retailer changes due to any of the following reasons:
 - a) The Retailer sells their business and/or their legal entity to another party.
 - b) The Retailer wishes to use a different legal entity to operate the retail site.
 - c) The legal entity of the Retailer is amalgamated or dissolved.

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- 3.5.3 The Retailer Agreement is not transferable and is terminated when a location is sold, leased, assigned or otherwise transferred to the control of another person or legal entity.
- 3.5.4 When a Retailer sells, transfers or assigns the business where a Lottery Ticket Terminal is located, the AGLC may offer the new owner a Retailer Agreement.
- 3.5.5 The AGLC may not offer the new owner a Retailer agreement if the retail location does not meet the Performance Standards as outlined in 2.6.
- 3.5.6 For uninterrupted Lottery Ticket Centre operations existing Retailers should provide the AGLC with 30 days written notice of any sale, lease expiry or business dissolution.
- 3.5.7 Retailers must notify the AGLC of any change in the structure or control of the legal entity holding the Agreement.
- 3.5.8 Any change of Operator of a Lottery Ticket Centre location must occur on a Wednesday (invoice day).
- 3.5.9 New Operator(s) of an Existing Location must submit the same requirements as outlined in the New Installation Application (see 3.3) with the following additional requirements:
- a) The incoming applicant and outgoing applicant must provide the AGLC with a letter confirming the sale, or a copy of the sale or lease agreement.
- 3.5.10 Applicants failing to meet the application requirements before the AGLC deadline may have their application terminated.

3.6 AGENT CHANGES

- 3.6.1 Corporate retail chains that contract agents to operate their retail sites must notify the AGLC when the agent at a site changes. Five (5) business days notice is required to ensure no disruption of operation.
- 3.6.2 Agent changes must occur on a Wednesday (invoice day).

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- 3.6.3 Prior to activation of the Lottery Ticket Terminal new agents must be trained and certified.
- 3.6.4 New Agents must complete and submit an Authorization for Prearranged Payment form (see Section 6) and send to the AGLC with a "void" cheque or a letter from the bank verifying the account information.
- 3.6.5 If the new agent names a corporation or partnership on the Authorization for Prearranged Payment form, they must be a director or shareholder of the company.

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4.1 RETAILER MASTER FILE INFORMATION

4.1.1 To maintain the accuracy and integrity of the AGLC's Retailer Master Files, the Retailer is required to contact the AGLC Hotline when there is any change to the following information:

- a) Location name
- b) Company name
- c) Authorized signatory
- d) Management
- e) Controlling interest shareholder(s)
- f) Phone and fax number
- g) Hours of operation

4.1.2 Many changes can be administrated through use of an Amendment To Retailer Master File/Agreement Ticket/Video Lottery form (see Section 6). The AGLC will advise the Retailer if a new Retailer Agreement is required.

4.2 FINANCIAL OBLIGATIONS

4.2.1 Retailers must deposit all monies received through the sale of lottery tickets, less winnings paid and remuneration, in a designated bank account before 12:00 p.m. every Wednesday.

4.2.2 Retailers will be notified of deposit amount a minimum of 11 hours prior to payment due deadline by one of the following methods:

- a) electronically, through the Lottery Ticket Terminal;
- b) by fax transmission; or
- c) by telephone.

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- 4.2.3 A fee of \$5.00 per week is charged to each Retailer on their weekly invoice to cover administration costs.
- 4.2.4 Retailers must contact the AGLC to change bank accounts.
- 4.2.5 An Authorized Signatory for must complete an Authorization for Prearranged Payment form (see Section 6) and submit it with a void cheque or a letter from the bank verifying the account information to the AGLC.
- 4.2.6 The AGLC shall take immediate action to collect outstanding monies owed from Retailers due to non-sufficient funds, up to and including termination of the Retailer Agreement, and the following will apply:
- a) payment of the NSF must be received within 24 hours of notification in the manner designated by the AGLC or the Lottery Ticket Terminal will be disabled.
 - b) an Irrevocable Letter of Credit will be required immediately in an amount determined by the AGLC (equivalent to two weeks average net invoice for the retail location or as per security requirements detailed in Schedule 2, 3.3.25 if the retail location is in the first year of operations). The Irrevocable Letter of Credit must be in effect for a minimum of 24 months from the date of the NSF.
 - c) all NSF's are subject to a service charge determined by the AGLC.
 - d) Retailers who fail to meet the deposit requirements in 4.2.2 may have their Retailer Agreement terminated resulting in the Lottery Ticket Terminal and related equipment being removed.
 - e) Retailers who experience no further payment problems after two (2) years from the date of their NSF may contact the AGLC and request an evaluation of their credit to determine if the need for an Irrevocable Letter of Credit still exists.
- 4.2.7 Retailers that provide an Irrevocable Letter of Credit in the name of their registered corporation or partnership as part of

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the application process may request after one full year of operation:

- a) a re-evaluation of their company, if it failed the initial credit evaluation; or
- b) an evaluation of their company, if financial statements were not available at the time the retailer submitted their application.

4.2.8 The Retailer must provide two comparative years of financial statements prepared by a third party (i.e. CA, CMA or CGA) and banking information for the most recent 12 month period (See Section 6 for a Credit Evaluation Information form).

4.2.9 The AGLC will return the Irrevocable Letter of Credit to the Retailer's financial institution when the Retailer successfully completes the credit evaluation.

4.2.10 The AGLC will advise Retailers who do not meet credit evaluation standards that the Irrevocable Letter of Credit must remain effective.

4.2.11 If the Irrevocable Letter of Credit is in the Retailer's personal name(s), credit evaluation is not an option except as outlined in 3.3.17. The letter remains in place until the Retailer Agreement is terminated.

4.2.12 The Retailer is responsible for the cost of any required repairs to the Lottery Ticket Terminal(s) and related equipment, signs and fixtures that are deemed a result of negligence by the Retailer.

4.2.13 The Retailer will be invoiced for any and all direct costs incurred by the AGLC for repair and maintenance due to negligence by the Retailer.

4.2.14 The Retailer is responsible for the cost of any Lottery Ticket related equipment that is damaged, destroyed, stolen or lost.

4.2.15 The Retailer is required to maintain insurance to cover the cost of the obligations stated in the Retailer Agreement.

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4.2.16 The Retailer will be invoiced for the cost of replacing or repairing any Lottery Ticket Terminal(s), signs and fixtures damaged, destroyed, stolen or lost while on the premises or in the care of the Retailer.

4.2.17 The Retailer may contact the AGLC Hotline (see 1.4.2) for information regarding maintenance and replacement costs.

4.3 MULTIPLE TERMINAL RETAILERS

4.3.1 The AGLC may approve a Retailer to operate a maximum of two (2) Lottery Ticket Terminals in any one (1) facility based on the following:

- a) annual ticket sales; and
- b) availability of additional Lottery Ticket Terminals.

4.4 VIOLATION OF THE RULES

4.4.1 The AGLC may suppress one or more Lottery Ticket products on the Lottery Ticket Terminal or suspend or terminate the Retailer Agreement without notice for any of the following:

- a) if the Retailer fails to pay any sums payable hereunder in the manner and at the time provided for or otherwise is in breach of any term or condition contained in the Retailer Agreement;
- b) if the Retailer, or any employee of the Retailer, is in breach of any of the rules or regulations of the AGLC, the WCLC or of the ILC as outlined in the Lottery Ticket Centre Policy Handbook and/or the Retailer Agreement;
- c) if the Retailer, or any employee of the Retailer, is in breach of any laws or regulations made by any governmental authority having jurisdiction which in any way relate to lotteries or the operation thereof;
- d) If the Retailer sells, re-organizes, fails to remain actively involved in, or changes the nature of the business conducted by the Retailer or a significant portion thereof

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or interest therein or if the Retailer is a corporation other than a corporation the shares of which are publicly traded, voting control of the Retailer changes;

- e) if the Retailer or any employee of the Retailer has been convicted of a crime involving fraud, theft, misrepresentation, oral turpitude or any gambling-related offence;
- f) in the event of the bankruptcy or insolvency of the Retailer or if a receiver or liquidator is appointed over some or all of the assets of the Retailer or in the event any of the assets of the Retailer are seized or distrained upon; and/or
- g) in the event the Retailer is required to vacate the premises in which the Lottery Ticket Terminal is located.

4.4.2 Retailers whose Lottery Ticket Terminals are removed for cause are eligible to reapply for a Lottery Ticket Terminal six (6) months from date of termination and will be placed on the waitlist if applicable.

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5.1 LOTTERY TICKET SALES

- 5.1.1 Retailers are required to properly display and make available for sale all current authorized WCLC On-Line and Off-Line Lottery Ticket products.
- 5.1.2 Retailers must have the Lottery Ticket Terminal and required staff available during hours the premises are open for business.
- 5.1.3 Retailers must provide the complete range of Lottery Ticket products, merchandise and information made available by the AGLC and WCLC.
- 5.1.4 Retailers must sell and actively promote the sale of all Lottery Tickets as may be prescribed by the AGLC and to provide such services for the sale of all Lottery Tickets and merchandise as specified by the AGLC with reasonable courtesy to purchasers and at such standards as may be reasonably expected of a prudent business person.
- 5.1.5 Retailers are prohibited from selling Lottery Ticket products to minors (see 5.11).

5.2 ORDERING OF TICKETS AND SUPPLIES

- 5.2.1 Retailers shall monitor inventory levels to ensure all Lottery Ticket products and supplies are available on site, the merchandiser is full and product is properly displayed.
- 5.2.2 The AGLC requires two to three business days after an order is placed to deliver Off-Line Lottery Ticket products and/or supplies to Retailers.
- 5.2.3 The AGLC will determine regular inventory levels and call dates for Off-Line product orders.
- 5.2.4 Retailers must notify the AGLC if they have received Off-Line product that is not issued to them.
- 5.2.5 Retailers may contact the AGLC to order additional emergency Off-Line product and/or supplies as required.

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5.2.6 Retailers must make Lottery Ticket products available to their Lottery Ticket Account Representative upon request.

5.2.7 Lottery Ticket Account Representatives will monitor a location's sales and issue/de-issue products as deemed necessary.

5.3 TICKET ACTIVATION

5.3.1 All Off-Line tickets must be activated before they may be sold.

5.3.2 Retailers are required to activate enough Off-Line tickets to maintain a fully stocked merchandiser.

5.4 VALIDATION AND REDEMPTION OF TICKETS

5.4.1 Retailers shall provide the service of validating and redeeming customer's Lottery Tickets subject to the following:

- a) Retailers are responsible to pay out prize money on winning Lottery Ticket products up to a value of \$200 or less, and have the option to pay out prize money up to and including \$1000;
- b) Retailers receive 2% redemption commission on all Lottery Ticket winnings up to \$1000 paid to a customer; and
- c) Retailers are prohibited from validating Lottery Tickets and paying out prize monies to Minors (see 5.11).

5.4.2 Retailers may only validate tickets purchased in the WCLC jurisdiction (AB, SK, MB, YT, NWT & NU). Customers must send tickets from other jurisdictions to the address on the back of the ticket.

5.4.3 All Lottery Tickets (both On-Line and Off-Line) must be validated through the Lottery Ticket Terminal before payment can be made. Pay only according to Validation Slip instructions.

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- 5.4.4 For winning tickets over \$1000, merchandise prizes or "Collect to Win" prizes Retailers must do the following:
- a) return the Claim Slip and the winning ticket to the customer;
 - b) ask the customer to clearly print their name and address on the back of the Lottery Ticket;
 - c) provide the customer a Claim Form (see Section 6);
 - d) direct the customer to the nearest Prize Payout Office or have them mail the form and the Lottery Ticket to the address listed on the back of the ticket by registered mail.
- 5.4.5 Retailers who cancel a Lottery Ticket must hold the cancelled ticket for a minimum of 30 days.
- 5.4.6 Retailers are not responsible for sending tickets and claim forms in on behalf of customers. This is the customer's responsibility.
- 5.4.7 All merchandise prizes must be claimed through a Prize Payout Office (see 1.4 for address).
- 5.4.8 If there is a prize claim dispute, Retailers are advised to:
- a) return the Lottery Ticket to the customer;
 - b) ask the customer to fill out a Claim Form (see Section 6);
 - c) instruct the customer to send the claim form and the ticket to WCLC for review (see 1.4 for mailing address);
 - d) not pay any portion of the prize to the customer; and
 - e) if the customer has further question, advise them to contact the WCLC Corporate Communications (see 1.4).

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5.5 STOLEN, MISSING OR DESTROYED TICKETS

- 5.5.1 The AGLC assumes no financial responsibility for stolen, missing, or destroyed Lottery Tickets issued to Retailers or consumers.
- 5.5.2 Lottery Tickets become the property of the Retailer or consumer at the time of receipt, and Retailers/consumers are responsible for the security of their respective Lottery Tickets.
- 5.5.3 All Lottery Tickets must be validated before payment may be issued. If a ticket cannot be validated, the consumer should:
- a) complete a Claim Form (see Section 6); and
 - b) forward the ticket along with a detailed explanation to the WCLC for investigation;
 - c) payment will be issued by the WCLC in the form of a cheque for valid claims.
- 5.5.4 No prize money may be paid by a Retailer on a ticket that cannot be validated.
- 5.5.5 Payment will not be made for tickets identified as stolen or destroyed.
- 5.5.6 If a winning ticket is inadvertently destroyed, which prevents a customer from receiving their prize, contact the WCLC Hotline for further instructions.
- 5.5.7 Only the bearer of a genuine original Lottery Ticket presented for validation is eligible to receive payment.
- 5.5.8 Retailers/consumers must report missing, stolen or destroyed tickets to their local Police Department and the AGLC within 24 hours of the theft. Retailers/consumers must provide either a copy or number of the Police Department report .

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5.5.9 In the event of a fire, the Retailer must report missing, stolen or destroyed Lottery Tickets to their local Fire Department and the AGLC within 24 hours of the fire. Retailers must provide a copy of or the number of the Fire Department report.

5.5.10 Retailers/consumers must complete a report/affidavit provided by the AGLC.

5.6 SPORT SELECT DIRECTIVE

5.6.1 To protect the integrity and viability of SPORT SELECT as a recreational and entertainment sports lottery product, the AGLC has implemented a policy on the maximum aggregate daily wagers that may be made by any individual person or group of persons at any Retailer location.

5.6.2 All retailers must abide by the following criteria for processing SPORT SELECT wagers:

a) The maximum aggregate wager(s) per person on any individual SPORT SELECT Product (excepting only on the purchases of a single Combination Play ticket) per day at any Lottery Ticket Retailer location is \$250.00;

* In the case of a single Combination Play ticket the maximum wager per person per day is \$420.00;

b) The maximum aggregate wager per person per day at any Retailer location on the identical outcome of any games is \$100.00 (An "outcome" is not considered identical if a player changes a game, an outcome or the number of games selected).

c) Persons must be personally present to purchase Lottery Tickets.

5.6.3 SPORT SELECT sales and network activity at Retailer locations will be monitored to ensure that the objective of maintaining SPORT SELECT as a recreational and entertainment product is accomplished. IF IN DOUBT, DO NOT ACCEPT ANY WAGERS THAT MAY APPEAR TO BE CONTRARY TO THIS DIRECTIVE.

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5.6.5 Non-compliance with this directive may result in penalties up to and including suppression of all SPORT SELECT games on the Lottery Ticket Terminal or suspension or termination of the Retailer Agreement (see 4.4).

5.7 TICKET RETURN/BUYBACKS

5.7.1 Retailers must return out of date and/or expired Lottery Tickets to the AGLC when requested to do so through Buyback and/or Chargeback notices (see Section 6).

5.7.2 The AGLC will advise by written notice the times to return out of date and/or expired Lottery Tickets.

5.7.3 The AGLC will provide materials (notices, forms, envelopes, etc.) and support for Retailers to return out of date and/or expired Lottery Tickets.

5.7.4 Retailers will receive credit for all returned activated or charged products when returned, provided they have not expired at the time of processing.

5.7.5 The AGLC will not provide a credit refund for tickets that have expired.

5.7.6 The AGLC will ensure that all returned product is processed and all applicable credits issued within 6 weeks.

5.7.7 Retailers will be charged for Lottery Tickets not returned by the specified charge dates.

5.7.8 The sale of expired tickets is prohibited.

5.7.9 Retailers must ensure that all ticket products are returned to the AGLC before their respective expiry dates.

5.7.10 The cost of insurance for return ticket shipments through the courier will not be covered by the AGLC.

5.8 TICKET EXPIRY

5.8.1 On-line Tickets are valid for one year from each draw date. Tickets cannot be validated until the day after the first draw date indicated on the ticket.

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5.8.2 SPORT SELECT Ticket prizes must be claimed within ninety days of the date of the last game on the SPORT SELECT TICKET. Expiry dates are printed on the front of SPORT SELECT Tickets.

5.8.3 Off-line Tickets expiry dates are printed on the back of the ticket and will also appear in the Luck and LottoLine magazines.

5.9 HOURS OF OPERATION

5.9.1 The Retailer must have the Lottery Ticket Terminal and required trained staff available when the premises are open for business for the sale, validation and redemption of all Lottery Tickets.

5.9.2 Game Breaks occur at a set time when sales for the On-line games have ended. Retailers may process any other On-line game that is not affected by a Game Break. Game Breaks cover a period of approximately 5 minutes after the end of sales for the specific game.

<u>GAME BREAK FOR</u>	<u>TIME</u>	<u>DAY</u>
Western 649, & Lotto 6/49	7:00 pm MT	Wednesday & Saturday
Extra	7:00 pm MT	Wednesday, Friday & Saturday
Pick 3	7:00 pm MT	Every Day
Super 7	7:00 pm MT	Friday

All games not involved in Game Break are available for wagering.

5.10 SITE MAINTENANCE

5.10.1 Should maintenance be required for the Lottery Ticket Terminal, sign, and/or fixtures, contact the WCLC Hotline (see 1.4.2).

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5.10.2 Service charges to repair damaged items or equipment vary depending on the type of service required.

5.10.3 Lottery Ticket Terminal must not be relocated by anyone other than an approved AGLC technician or authorized agent. To arrange for Lottery Ticket Terminal relocations contact the AGLC Hotline (see 1.4.2).

5.11 MINORS

5.11.1 Retailers shall ensure that Minors are not sold, allowed to play or to receive payment of prize monies for Lottery Ticket products under any circumstances.

5.11.2 Retailers will ensure staff demand proof of age when a person who appears to be a Minor attempts to purchase, play or receive prize payment for Lottery Ticket products. Photographic identification is the required type of identification. Acceptable identification includes on one of the following:

- a) Alberta Operator's Licence; or
- b) Motor Vehicles Division Identification Card or Alberta Registries Motor Vehicles Identification Card (this non-driver's identification is available through private registries offices); or
- c) Passport, Armed Forces Identification Card, Certification of Indian Status or Immigrant Authorization; or
- d) Other comparable form of identification from other jurisdictions.

5.11.3 In the event the required photographic identification appears not to be genuine, then a second piece of identification from the following list must be requested:

- a) Birth Certificate;
- b) Citizenship Certificate;
- c) Baptismal Certificate;

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- d) Foreign Government Visa; or
 - e) Fire Arms Acquisition Certificate.
- 5.11.4 Careful examination of identification under adequate lighting must take place to ensure:
- a) the photograph is genuine and has not been substituted;
 - b) the plastic cover has not been tampered with;
 - c) the lettering that provides information on name and date of birth has not been altered; and
 - d) the document is genuine.
- 5.11.5 Where there is any doubt that identification is genuine, the Retailer must have the individual provide a sample signature and compare the signature to the signature on the photograph identification. Also ask for a second piece of signature identification.
- 5.11.6 Caution should be exercised to check for identification each and every time a person of questionable age attempts to purchase, play or receive payment of prize monies for Lottery Ticket products. On a previous occasion, false identification may have been produced and accepted.
- 5.11.7 If a person of questionable age fails to satisfy the Retailer or staff that they are a not Minor, the Retailer or staff will:
- a) Refuse to sell, allow to play, or provide payout of prize monies for Lottery Ticket products; and
 - b) If the premises is one where Minors are prohibited from entering, being in or remaining in, then the person must be refused entry and asked to leave.
- 5.11.8 Supervisory staff of the Retailer must remain constantly vigilant to ensure that adequate safeguards preventing Minors from purchasing Lottery Tickets are maintained.

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5.12 RENOVATIONS

- 5.12.1 Retailers are required to notify the AGLC of any renovations to the retail site named in the Retailer Agreement if the renovations require:
- a) the site to be closed for any amount of time; or
 - b) the Lottery Ticket Terminal to be moved.
- 5.12.2 Retailers may contact the AGLC Hotline (see 1.4.2) to confirm any costs that may be incurred.

5.13 RELOCATION AND TEMPORARY RELOCATION OF LOTTERY TICKET TERMINAL

- 5.13.1 For the purposes of this section:
- a) "relocation" is defined as the permanent physical relocation of the Lottery Ticket Terminal requiring electrical or communication re-wiring to a new location within the same premises.
 - b) "temporary relocation" is defined as the temporary relocation of the Lottery Ticket Terminal to allow for physical improvements to the premises (i.e. painting, carpet laying or construction).
- 5.13.2 Retailers must notify the AGLC of any need to relocate the Lottery Ticket Terminal to ensure proper measures are taken to prevent damage to the terminal or facilities.
- 5.13.3 All relocations and temporary relocations requiring the Lottery Ticket Terminal to be moved must meet the following requirements:
- a) Move must be performed by an AGLC technician or an authorized agent; and
 - b) Retailer must provide the AGLC with a minimum of 10 business days notice.
- 5.13.4 The relocation of a Lottery Ticket Terminal to a different retail site is not permitted.

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5.13.5 Retailers are responsible for the cost associated with the relocation of the Lottery Ticket Terminal(s) and related equipment.

5.13.6 Retailers may contact the AGLC Hotline (see 1.4.2) for information regarding the costs association with the relocation.

5.14 SIGNAGE, ADVERTISING AND PRODUCT PROMOTION

5.14.1 Advertising and/or promotional materials related to Lottery Tickets are subject to AGLC review and approval prior to placement.

5.14.2 Retailers must prominently post items requested by the AGLC such as age restrictions, point of sale and beneficiary information.

5.14.3 Any advertising that may be interpreted as inducement to play is not allowed.

5.14.4 Failure to post signs as directed by the AGLC may result in penalties up to and including the termination of the Retailer Agreement resulting in the removal of the Lottery Ticket Terminal and related equipment.

5.14.5 Retailers should contact the AGLC Hotline (see 1.4.2) for information and clarification regarding advertising and promotional materials.

DATE ISSUED: July 25, 2005 **AUTHORITY:** Original signed by
NORM PETERSON

SECTION: 6. SAMPLE FORMS

6. SAMPLE FORMS

- 6.1 Lottery Ticket Centre Retailer Application
- 6.2 Authorization For Prearranged Payment
- 6.3 Certificate of Insurance
- 6.4 Landlord Authorization
- 6.5 Credit Evaluation Information
- 6.6 Lottery Ticket Centre Retailer Agreement
- 6.7 Schedule A – Lottery Ticket Centre Site Plan
- 6.8 Site Requirements Form (New Installations Only)
- 6.9 Amendment to Retailer Master File/Agreement Ticket/Video Lottery
- 6.10 Buyback Notice
- 6.11 Claim Form
- 6.12 Adjustment Form
- 6.13 Ticket Return Form

DATE ISSUED: July 25, 2005 **AUTHORITY:** Original signed by
NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.1 LOTTERY TICKET CENTRE RETAILER APPLICATION

LOTTERY TICKET CENTRE RETAILER APPLICATION

<input type="checkbox"/> TRIAL	<input type="checkbox"/> PROFITABILITY	For Office Use Only <input type="checkbox"/> CHANGE OF OPERATOR DATE _____
--------------------------------	--	--

(PLEASE PRINT)

I. CORPORATE NAME OPERATING THE LOCATION:

CORPORATE NAME/INDIVIDUAL NAME: _____
 SOCIAL INSURANCE NUMBER, if individual(s): _____
 MAILING ADDRESS (IF DIFFERENT THEN BELOW): _____
 CITY: _____ PROV: _____ POSTAL CODE _____
 PHONE NUMBER: (____) _____ FAX NUMBER: (____) _____

II. DIRECTOR(S)/SHAREHOLDER(S)/SIGNING AUTHORITIES:

LIST DIRECTOR(S)/SHAREHOLDER(S)

NAME	HOME PHONE	CELL PHONE
1. _____		
2. _____		
3. _____		

III. LOCATION OWNED LEASED RENTED LEASE EXPIRY DATE: _____

LOCATION NAME: _____
 LOCATION ADDRESS: _____
 IF RURAL LOCATION PLEASE SUPPLY LEGAL DESCRIPTION: _____
 CITY: _____ POSTAL CODE: _____
 LOCATION PHONE NUMBER: (____) _____ LOCATION FAX NUMBER: (____) _____
 BUILDING/MALL NAME: _____

HOURS OF OPERATION (24 Hour Clock)	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
OPEN							
CLOSE							

IV. MANAGER(S)/ASSISTANT MANAGER(S)/ON-SITE CONTACT(S)

NAME	TITLE
1. _____	
2. _____	
3. _____	

PLEASE COMPLETE INFORMATION ON REVERSE SIDE

DATE ISSUED: June 29, 2004 **AUTHORITY:** Original signed by NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.1 LOTTERY TICKET CENTRE RETAILER APPLICATION (CONT.)

DOES THIS CORPORATE NAME/INDIVIDUAL CURRENTLY HAVE, OR HAS IT EVER HAD, A LOTTERY TICKET CENTRE RETAILER AGREEMENT OR A VIDEO LOTTERY RETAILER AGREEMENT? Y / N

IF YES, RETAILER NUMBER: _____ RETAILER NAME: _____

The applicant authorises Alberta Gaming and Liquor Commission to obtain credit or general information reports about the applicant or any partner, officer or shareholder of the applicant which may assist Alberta Gaming and Liquor Commission. Misrepresentation or failure to reveal information may be deemed cause for refusal or revocation of an agreement and/or possible criminal prosecution.

Date: _____ Authorized Signature: _____

Print Name: _____

The information collected on the face of this document is for the sole use of the Alberta Gaming and Liquor Commission in determining the eligibility of the applicant for issuance of a licence, registration or participation in the Lottery Ticket program.

The specific legal authority for the collection of this information from the applicants is the Alberta *Gaming and Liquor Act*, and Regulations pursuant to the Act.

Enquiries regarding the collection of information in accordance with the *Freedom of Information and Protection of Privacy Act* should be directed to:

F.O.I.P. Coordinator
Alberta Gaming and Liquor Commission
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5

FAX: (780) 447-8933 (for F.O.I.P. only)

Entry/Exit Coordinator
Telephone: 1-800-272-8876 or (780) 447-8600
FAX: (780) 447-8910 to send in application

DATE ISSUED: June 29, 2004 **AUTHORITY:** Original signed by
NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.2 AUTHORIZATION FOR PREARRANGED PAYMENT



**AUTHORIZATION FOR PRE-ARRANGED PAYMENT
(LOTTERY TICKET CENTRE AUTO-PAY)**

The undersigned Retailer hereby authorizes the Western Canada Lottery Corporation (Corporation) to debit by paper or electronic entry, from the account shown below the amount owed by the Retailer. Each debit shall be the same as if the undersigned had personally issued a cheque (or order) in favor of the Corporation.

BANK NAME _____

BRANCH NAME _____

BRANCH ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____

PHONE NUMBER _____ FAX NUMBER _____

VOID CHEQUE REQUIRED

(or a letter from the bank verifying the account information)

For Office Use Only					
RETAILER NUMBER		SYSID NUMBER			
<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/>		<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/>			
INSTITUTION CODE	TRANSIT NUMBER	ACCOUNT NUMBER			
<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/>	<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/>	<input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/>			

PREARRANGED PAYMENT EFFECTIVE DATE _____

LOTTERY TICKET CENTRE RETAILER'S CORPORATE NAME _____

LOTTERY TICKET CENTRE RETAILER'S LOCATION NAME _____

The undersigned Lottery Ticket Centre Retailer hereby agrees to waive the 10 day pre-notification requirement as set out in the Canadian Payment Association - Rule H1. This authority is to remain in full effect until such time as the Lottery Ticket Centre (LTC) Retailer Agreement is terminated by the Corporation of the Alberta Gaming and Liquor Commission, or the Retailer requests termination in writing of the LTC Retailer Agreement, or until the Corporation no longer employs this arrangement, for whatever reason, for receipt of payments from the Retailer.

Dated this _____ day of _____, _____

Authorized Signatory

Title of Signatory

Name of Signatory (PRINT)

DATE ISSUED: June 29, 2004 **AUTHORITY:** Original signed by
NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.3 CERTIFICATE OF INSURANCE



For Office Use Only	
Video <input type="checkbox"/>	Ticket <input type="checkbox"/>
ID Number: _____	

Certificate of Insurance
(Only this Certificate will be accepted)

NAME AND ADDRESS OF INSURED: _____

NAME & ADDRESS OF PREMISES TO BE INSURED: _____

NAME AND ADDRESS AGENT OF BROKER: _____

Schedule of Coverage	INSURANCE COMPANY	POLICY NUMBER	EFFECTIVE DATE	EXPIRY DATE
A. General Liability	_____	_____	_____	_____
B. Property Insurance	_____	_____	_____	_____

PARTICULARS OF COVERAGE - COMPLETE EACH CATEGORY AS COVERAGE APPLIES (details on back page)

A. General Liability - the following coverage features are mandatory for Video Lottery Retailers and are recommended for Lottery Ticket Centre Retailers.

Please check to confirm coverage. **LIMITS OF LIABILITY**

() Employees as Additional Insureds () Personal Injury \$ _____ Inclusive Limits

B. Property Insurance - the following coverage features are mandatory for Video Lottery Retailers and Lottery Ticket Centre Retailers.

Please check to confirm coverage. \$ _____ Coverage Amount

\$ _____ Declared value of AGLC equipment

- () All Risk Coverage () Replacement Cost
- () Alberta Gaming and Liquor Commission is **Loss Payable & Named Insured** on all terminals, fixtures, signs and related equipment provided by the AGLC.

The Undersigned hereby represents to Alberta Gaming and Liquor Commission that the above policies are accurately described and have been issued to the Named Insured. The Undersigned further represents that these policies are endorsed to provide thirty (30) days advance written notice of cancellation or material change restricting coverage, to:

Alberta Gaming and Liquor Commission, 50 Corriveau Avenue, St. Albert, Alberta T8N 3T5

This certificate is executed and signed by the insurer, or authorized Agent/Broker.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

INSURANCE COMPANY OR AGENT/BROKER

PRINTED NAME OF AUTHORIZED REPRESENTATIVE

TELEPHONE DATE

FAX

.../2

FORM GPS/6584 (10/03)

DATE ISSUED: June 29, 2004 **AUTHORITY:** Original signed by NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.3 CERTIFICATE OF INSURANCE (CONT)

- 2 -

AGLC as Loss Payable

The insurance policy must identify the Alberta Gaming and Liquor Commission (AGLC), as a "**Loss Payable and Named Insured**" with respect to all equipment.

Alberta Gaming & Liquor Commission
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5

VIDEO REQUIREMENTS

General Liability

- ◆ Comprehensive or Commercial General Liability - not less than \$1,000,000 inclusive per against bodily injury & property damage including loss thereof. Such insurance should cover personal injury and employees as additional insureds.

Property Insurance

- ◆ Property Insurance is required for all VLTs, fixtures and signs provided by the AGLC; coverage shall be on an "All Risk" replacement cost basis and the AGLC shall be added as a loss payable & named insured.

Breakdown of Property

- ◆ \$15,400 per VLT,
- ◆ \$75 per VLT for locks
- ◆ \$20 Keys
- ◆ \$3,500 per Coin Sorter
- ◆ \$893 Modem
- ◆ \$550 per VMT
- ◆ \$500 Cabling
- ◆ \$155 Barcode reader.

TICKET REQUIREMENTS

General Liability

- ◆ Comprehensive or Commercial General Liability - not less than \$1,000,000 inclusive per against bodily injury & property damage including loss thereof. Such insurance should cover personal injury and employees as additional insureds.

Property Insurance

- ◆ Property Insurance is required for all Lottery Ticket Terminals, fixtures and signs provided by the AGLC; coverage shall be on an "All Risk" replacement cost basis and the AGLC shall be added as a loss payable & named insured.
- ◆ \$10,000 for Ticket Terminal and related equipment.

Use of Information

The information collected on the face of this document is for the sole use of the Alberta Gaming and Liquor Commission in determining the eligibility of the applicant for issuance of a licence, registration or participation in the Video Lottery and Ticket Lottery programs.

Enquiries regarding the collection of information in accordance with the *Freedom of Information and Protection of Privacy Act* should be directed to:

F.O.I.P. Coordinator
Alberta Gaming and Liquor Commission
50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5

Telephone: (780) 447-8600
Fax: (780) 447-8910

DATE ISSUED: June 29, 2004

AUTHORITY: Original signed by
NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.4 LANDLORD AUTHORIZATION



For Office Use Only
Retailer Number _____

LANDLORD AUTHORIZATION

TO BE COMPLETED BY THE LANDLORD FOR ALL NEW INSTALLATIONS AND/OR EXISTING FACILITIES

I hereby grant permission to the **Alberta Gaming and Liquor Commission** for:

- i. Installation and/or continuation of existing Alberta Gaming and Liquor Commission/Western Canada Lottery Corporation signage.
 - ii. Installation, maintenance and repair as necessary, to the inside wiring from the Network Interface Point** to the ticket terminal.
 - iii. A municipal site inspection, if required.
- Further, if necessary the landlord authorizes the Retailer to install electrical power at the Network Interface Point** for the communication facilities, if required.

Location Name: _____

Location Address: _____

Legal Description:

- I. **Urban:** Lot ____ Block ____ Plan ____ Sub. Div.
- II. **Rural:** ____ 1/4 Section ____ Township ____ Range ____ W ____ M
County/District: _____

Registered Owner of Property: _____

Landlord's Corporate Name: _____

Mailing Address: _____

Postal Code: _____

Phone: _____

Authorized Signature of Landlord: _____

Print Name: _____

Date: _____

* Site inspections are conducted by the Development Officer of the respective municipality for sign permits.
** The Network Interface Point is where the data line enters the building and ownership of the line transfers from Analog Loop-Back Device (AL-4) to the building owner.

SEE REVERSE

SECTION: 6. SAMPLE FORMS

6.4 LANDLORD AUTHORIZATION (CONT)

LANDLORD AUTHORIZATION DEFINITIONS

A Landlord Authorization is required to obtain a sign (development) permit and to ensure Alberta Gaming and Liquor Commission has written permission from the registered owner for a municipal site inspection (if required), sign(s) installation, wiring/electrical power installations for the ticket terminal.

LOCATION NAME

Location name is the **retail** or **trade name** found on the Retailer's "location" sign(s) and not the corporate/company name (i.e. Ltd. or Inc.)

LOCATION ADDRESS

Location address is the **street/road** and **city/town/village** in urban areas or a **highway/road** in rural areas and not the mailing address (i.e. P.O. BOX). Indicate the **Hwy #** in the civic address to ensure Alberta Transportation approval.

LEGAL DESCRIPTION

Legal descriptions can be obtained from the landlord's property tax notice or the municipal office. **Rural** legal descriptions require the **County/District** completed to identify the municipality for sign by-laws and permit applications.

REGISTERED OWNER OF PROPERTY

The company or person that is **registered** at the **municipal office** as the owner of the building. Note: Pylons and some exterior poles require a separate Landlord Authorization if they are not the property of the registered owner (i.e. Esso, Husky, etc.)

LANDLORD'S CORPORATE NAME, MAILING ADDRESS & PHONE

Landlord's corporate name is the company that owns or manages the building. Indicate **C/O** if the management company is applicable. Mailing address and phone number is required for sign permit applications.

AUTHORIZED SIGNATURE OF LANDLORD

Authorized signature is the registered owner of the building or a person **authorized** to sign **legal documents** on behalf of the registered owner.

PRINT NAME OF SIGNATURE

The person who has signed the landlord authorization.

DATE

Date is when the signatory signed the landlord authorization.

DATE ISSUED: June 29, 2004 **AUTHORITY:** Original signed by
NORM PETERSON



GAMING AND LIQUOR COMMISSION

LOTTERY TICKET CENTRE

SECTION: 6. SAMPLE FORMS

6.5 CREDIT EVALUATION INFORMATION

FOR OFFICE USE ONLY
Video Ticket
ID Number



CREDIT EVALUATION INFORMATION

Forward to the attention of: Retail Networks Fax # (780) 447-8910

Please review the Credit Evaluation Section of this package to avoid any processing delays.

All banking information submitted must be an account that has been utilized for more than 12 months.

APPLICANT INFORMATION AND APPROVAL TO RELEASE INFORMATION

Corporate Name: _____

Operating As: _____

Applicant Name: _____

Address: _____ Social Insurance Number _____

_____ Applicant Authorized Signature _____

Telephone: _____ Fax: _____ Date _____

FINANCIAL INSTITUTE INFORMATION (to be completed by a financial institution utilized for more than 12 months)

Bank Name: _____ Branch Contact _____

Address: _____

Telephone: _____ Fax: _____ Institution Representative Signature _____

DEPOSITS AND OVERDRAFTS

Account Number	Outstanding Amount	Balance	Date Account Opened (min. 12 months)	Number of NSF's in Past 12 Months
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

BANK LOANS

Original Loan Amount	Outstanding Amount	Status (current, arrears)	Collateral
_____	_____	_____	_____
_____	_____	_____	_____

PLEASE SEE INFORMATION ON REVERSE FORM LOT/8555 (02/12)

DATE ISSUED: June 29, 2004 AUTHORITY: Original signed by NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.5 CREDIT EVALUATION INFORMATION (CONT)

Declaration

The Alberta Gaming and Liquor Commission will use the above provided information at its own risk. We hereby release the above Financial Institution from any loss or injury that may arise from the use of this information

Please be aware that your bank may levy a service charge for providing the Alberta Gaming and Liquor Commission with this information, and that you are responsible for these charges.

The information collected on the face of this document is for the sole use of the Alberta Gaming and Liquor Commission in determining the eligibility of the applicant for issuance of a licence, registration or participation in the Lottery Program.

The specific legal authority for the collection of this information from the applicants is for:

1. **“Liquor Licence”** as per the provisions of Section 38(3) of the *Liquor Control Act*.
2. **“Lottery Retailer”** the Government of Alberta empowered by the provisions of Section 207 of the *Criminal Code of Canada* to operate and manage a lottery scheme. The Minister has established policy stating that Video Lottery Retailer applicants must meet the same security requirements as provided for in Section 38(3) of the *Liquor Control Act*.
3. **“Casino Worker/Equipment supplier”** as per *Casino Terms and Conditions* established by the Alberta Gaming and Liquor Commission, as authorized by the Lieutenant Governor in Council in accordance with the provisions of Section 207 of the *Criminal Code of Canada*.

Enquiries regarding the collection of information in accordance with the *Freedom of Information and Protection of Privacy Act* should be directed to:

F.O.I.P. Coordinator
Alberta Gaming and Liquor Commission
50 Corriveau Avenue
St. Albert, AB T8N 3T5

Telephone: (780) 447-8600
Fax: (780) 447-8933

G:\Lottery Services\Retail Networks\Forms\Request for Banking form 6555-2.wpd

DATE ISSUED: June 29, 2004

AUTHORITY: NORM PETERSON

Original signed by
NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.6 LOTTERY TICKET CENTRE RETAILER AGREEMENT

LOTTERY TICKET CENTRE RETAILER AGREEMENT

This AGREEMENT made this _____ day of _____, A.D.
 BETWEEN:
 WESTERN CANADA LOTTERY CORPORATION,
 (hereinafter referred to as the "Corporation")
 OF THE FIRST PART
 — and —
 (PROVINCIAL MARKETING ORGANIZATION)
 (hereinafter referred to as the "PMO")
 OF THE SECOND PART
 — and —

 (RETAILER)
 of _____
 (hereinafter referred to as the "Retailer")
 OF THE THIRD PART

WHEREAS the Corporation has been designated and qualified as the authority to conduct and manage or participate in the conduct and management of such lottery schemes as are authorized in one or more of the provinces of Alberta, Saskatchewan, Manitoba, Northwest Territories, Yukon Territory and Nunavut in conjunction with the PMO in each of the respective jurisdictions;

AND WHEREAS subject to the terms and conditions hereinafter contained, the Corporation has agreed to provide the Retailer with a Retailer operated on-line ticket issuing and validating machine (hereinafter referred to as the "TICKET TERMINAL") together with certain specified fixtures, signs, merchandise and advertising material relating to lottery awareness programs for installation within or about or for distribution from the Retailer's business premises known as _____

and located at _____ Civic Address
 _____ City _____ Province/Territory _____ Postal Code

which premises are hereinafter referred to as the "Lottery Ticket Centre", Retailer Number _____ as more particularly described in the Plan attached hereto as Schedule "A";

AND WHEREAS the PMO has agreed to provide the Retailer with lottery tickets, information and advertising material respecting lottery games for use within or about or distribution from the Lottery Ticket Centre.

NOW THEREFORE in consideration of the premises, and the terms and conditions hereinafter set forth, the parties hereto covenant and agree as follows:

DEFINITIONS

1. Any terms when used herein that are defined under the rules and regulations of the Corporation or the Interprovincial Lottery Corporation (for whom the Corporation is a Regional Marketing Organization), unless the context otherwise requires, shall have the meaning ascribed to such terms under such applicable rules and regulations. "Off-line lottery tickets" means all lottery tickets approved by the Corporation, other than on-line lottery tickets. "On-line lottery tickets" means tickets approved by the Corporation and the PMO and issued by a TICKET TERMINAL, the selection of which is recorded on the Corporation's central computer or computers operated by the Corporation for such purpose.

RETAILER COVENANTS

2. The Retailer hereby agrees with the Corporation and PMO:
 - (a) to attend or to appoint one or more employees acceptable to the PMO who will be directly responsible for carrying out the functions of the Retailer hereunder to attend such training sessions as the PMO shall from time to time require in order to ensure that the Retailer and his employees are properly trained in the operation of the TICKET TERMINAL for the sale of on-line lottery tickets and for the performance of such other services as the Retailer is required to perform hereunder;
 - (b) within ten (10) days from the acceptance of this Agreement by the Corporation and the PMO, or at such later date as may be agreed to in writing, to provide within the Lottery Ticket Centre an electrical Double Duplex "U" grounded outlet on a separate circuit (dedicated line from the fuse box) that is designed to provide electrical service twenty-four (24) hours per day. The TICKET TERMINAL must remain plugged in for 24 hours per day. The outlet shall be located within five (5) feet from the TICKET TERMINAL. The Retailer shall provide a telephone at such proximity to the location of the TICKET TERMINAL that an individual who is operating or repairing the TICKET TERMINAL may simultaneously carry on a telephone conversation for the purposes of receiving instructions with respect to the operation or maintenance of the TICKET TERMINAL. Except as otherwise provided herein, neither the Corporation nor PMO will be responsible for any costs whatsoever incurred by the Retailer in connection with the installation and removal of wiring, outlets, telephones, fixtures, signage and the TICKET TERMINAL;
 - (c) to locate the TICKET TERMINAL, fixtures and signs on the Retailer's premises only at the site and location previously approved by the PMO. The TICKET TERMINAL must not be moved without the approval of the PMO;

DATE ISSUED: June 29, 2004 **AUTHORITY:** Original signed by NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.6 LOTTERY TICKET CENTRE RETAILER AGREEMENT (CONT)

- (d) to be responsible for the physical security of, and to exercise due diligence in the operation and care of, the TICKET TERMINAL, and signs and fixtures and to immediately notify the Corporation of any malfunction;
- (e) to have the TICKET TERMINAL and required trained staff available during all hours and days that the Retailer's premises are open for business for the sale of all on-line and off-line lottery tickets and for the redemption of on-line lottery tickets as well as the redemption of such other lottery tickets as may from time to time be prescribed by the PMO and not to change the hours during which the Retailer's premises are open for business without giving prior written notice to the PMO;
- (f) to install, post and display prominently at such location within or about the Retailer's premises as may be prescribed by the PMO such point of sale, redemption and other promotional material as may from time to time be designated or provided by the PMO and, to use no advertising or promotional material relating to lotteries except that which is provided or approved;
- (g) to fully utilize the signs and fixtures and to maintain on the Retailer's premises an adequate supply of all materials specified by the PMO;
- (h) to pay such annual service fee as may be established by the Corporation from time to time;
- (i) that all off-line lottery tickets received by the Retailer shall be deemed to have been purchased by the Retailer as of the date of receipt at the price, less applicable commission and discounts, established by the Corporation from time to time, and the Retailer shall make payment to the PMO in such manner as may be prescribed;
- (j) to provide the complete range of games, all methods of playing the games, lottery merchandise and such lottery information as is made available by the PMO to Retailers operating Lottery Ticket Centres;
- (k) to be informed with respect to, to be bound by the provisions of and to keep on the premises copies of the rules and regulations of the PMO in addition to those of the Corporation and of the Interprovincial Lottery Corporation as amended from time to time;
- (l) to provide services hereunder in accordance with instructions, directives, and operating manuals from time to time provided by the PMO;
- (m) to sell and to actively promote the sale of all lottery tickets as may be prescribed by the PMO and approved for distribution in the Province or Territory in which the Lottery Ticket Centre is located and no others and to provide such services for the sale of all lottery tickets and lottery merchandise as may from time to time be specified by the PMO with reasonable courtesy to lottery ticket purchasers and at such standards as may be reasonably expected of a prudent business person;
- (n) not to sell tickets at any price greater than the price stated on the ticket;
- (o) to only sell tickets at such locations and sites designated or approved by the PMO;
- (p) not to, without the prior written consent of the PMO, in any way promote any other lottery games or engage in any activity in competition with the lottery games participated in by the Corporation;
- (q) not to enter into any lottery ticket sales transactions that are illegal in the Province/Territory in which the Lottery Ticket Centre is located and not to sell tickets beyond the boundaries of such jurisdiction;
- (r) to replace ribbons and ticket stock in the TICKET TERMINAL as may from time to time be required but to perform no other mechanical or electrical maintenance thereon;
- (s) to be responsible to the Corporation for the cost of repairing any TICKET TERMINAL, fixtures or signs destroyed, lost or stolen while on the premises or in the care of the Retailer and for the cost of any repair to the TICKET TERMINAL other than repair necessitated by normal wear and tear or by a defect in the manufacturing or by defective maintenance service provided by the Corporation or by the Corporation's employees or agents. The Retailer shall maintain adequate insurance as determined by the PMO to cover the cost of his obligations under this clause and shall, if requested, provide the PMO with proof of such insurance;
- (t) to pay for all electrical utility charges in connection with the operation of the TICKET TERMINAL and signs;
- (u) to provide full service with respect to redemption and encashment of prizes as directed by the PMO regardless of whether the Retailer sold the tickets;
- (v) to maintain current and accurate records of all present and past operations in conjunction with lottery ticket sales and lottery merchandise in conformity with rules, regulations, instructions and directives of the Corporation and of the PMO. Such records shall be available and may be removed upon request from the Retailer's premises as so required by the PMO and/or the Corporation for inspection and/or audit;
- (w) to ascertain winning numbers and post them prominently as soon as possible following a draw at which winning ticket numbers are drawn;
- (x) to account to the PMO in the manner prescribed and to be responsible for:
 - (i) all revenues derived or deemed derived from the sale of on-line lottery tickets;
 - (ii) all winning tickets, cash vouchers and "Instant" stubs that the Retailer has cashed; and
 - (iii) all unsold on-line lottery tickets that have been voided or cancelled in the manner prescribed by the PMO.
 All on-line lottery tickets printed by the TICKET TERMINAL and not voided or cancelled in the manner prescribed by the PMO shall be deemed sold and the Retailer shall be deemed to have received payment therefore.
- (y) to deposit in a bank account designated from time to time by the PMO, at the times specified by the PMO, all monies received from the sale of on-line lottery tickets less only amounts paid out by the Retailer in redeeming such valid winning tickets, valid cash vouchers and valid "Instant" stubs as the Retailer is authorized to redeem pursuant to this Agreement. Notwithstanding anything to the contrary herein contained, when requested by the PMO, to pay by certified cheque payable to the Corporation any amount due from the Retailer to the Corporation with respect to the sale of lottery tickets. The Retailer acknowledges that all monies received from the sale of on-line lottery tickets are the property of the Corporation and that the Retailer receives, holds and deals with the same as bare trustee for the Corporation;
- (z) to redeem all such valid winning tickets, valid cash vouchers or valid "Instant" stubs having a redemption value of no more than the amounts as may be from time to time specified by the PMO;
- (aa) to deliver to the PMO all valid winning tickets, valid cash vouchers and valid "Instant" stubs redeemed by the Retailer together with all voided tickets, and to account for all transactions performed by the Retailer pursuant to this Agreement at the times and in the form from time to time prescribed by the PMO;
- (bb) that the PMO may from time to time offer to the Retailer the privilege to sell back unsold tickets, other than on-line lottery tickets, of specified games and for specified draws. All such unsold tickets must be delivered by the Retailer to the PMO in such quantity, in such manner, and in such condition as may be prescribed by the PMO from time to time on or before the buy-back date established by the PMO in order for the Retailer to receive any credit therefore. This privilege may be withdrawn by the PMO at any time;
- (cc) that the Retailer shall bear the risk of loss and be responsible for lost, stolen, missing and loose tickets not returned in the manner specified by the PMO;
- (dd) to maintain the projected or anticipated volume of lottery ticket sales as set out in profitability guidelines provided by the PMO from time to time;
- (ee) if required by the Corporation, to obtain, at his expense, a bond from such bonding company on such terms and in such amount as may be required by the PMO, to cover the obligations of the Retailer hereunder to the PMO, the Corporation, and to the Interprovincial Lottery Corporation, or any of them, or, to reimburse the PMO for the cost of obtaining such a bond on behalf of the Retailer. The PMO may waive the requirement to provide such bond upon payment to it of such annual fee as the Corporation may from time to time prescribe. The PMO may review and withdraw such waiver at any time;
- (ff) to indemnify and hold the Corporation, the PMO and the Interprovincial Lottery Corporation harmless from any and all liabilities, claims, actions and judgments of any kind or nature arising from or relating to the Retailer's acts or omissions in the operation of the Lottery Ticket Centre or as a result of a breach by the Retailer of any provisions of this Agreement or of the rules and regulations of the Corporation, the PMO or of the Interprovincial Lottery Corporation;
- (gg) and acknowledges that he/she is not an employee, agent, representative, joint venturer, or partner of the Corporation, of the PMO, or of the Interprovincial Lottery Corporation and shall not represent or hold himself/herself out to be other than an independent contractor pursuant to this Agreement;
- (hh) not to have an interest directly or indirectly in the business of another Lottery Ticket Centre or lottery retailer without the written consent of the PMO.

SECTION: 6. SAMPLE FORMS

6.6 LOTTERY TICKET CENTRE RETAILER AGREEMENT (CONT)

OWNERSHIP OF TICKET TERMINAL, FIXTURES AND SIGNS

3. The Retailer agrees that the TICKET TERMINAL, fixtures and signs and anything provided at the cost of the Corporation or of the PMO is the sole property of the Corporation or of the PMO, as the case may be, and may be removed by the Corporation or the PMO at any time.

LIMITATION ON CORPORATION AND PMO LIABILITY

4. The Retailer acknowledges that neither the Corporation nor the PMO shall be liable to the Retailer for any loss or injury resulting from:
- (a) fire, or other occurrence resulting from the installation, use, or removal of the TICKET TERMINAL, fixtures and signs or any transmission lines or other facilities installed for the operation of the TICKET TERMINAL, fixtures and signs;
 - (b) failure or malfunction of the TICKET TERMINAL, fixtures and signs or any transmission lines or other facilities installed for the operation of the TICKET TERMINAL, fixtures and signs;
 - (c) reasonable defacement of premises necessarily associated with the installation, repairs or removal of the TICKET TERMINAL, fixtures and signs or any transmission lines or other facilities installed for the operation of the TICKET TERMINAL, fixtures and signs;
 - (d) interruptions or cessations of the TICKET TERMINAL, fixtures and signs;
- whether or not such loss or injury is as a result of the negligence or deliberate act of the Corporation, or of the PMO or their respective employees, servants or agents.

CORPORATION COVENANTS

5. In consideration of all the services to be performed by the Retailer under this Agreement, the Corporation agrees that it shall:
- (a) at its expense, provide the TICKET TERMINAL and pay for the initial installation of transmission lines required for the operation of the TICKET TERMINAL;
 - (b) provide and install at its own expense point of sale material relating to lottery awareness programs, fixtures and signage as the Corporation may from time to time determine to be appropriate in the circumstances.

PMO COVENANTS

6. In consideration of all the services to be performed by the Retailer under this Agreement, the PMO agrees that it shall:
- (a) deliver to the premises of the Retailer such off-line lottery tickets, merchandise and supplies as the Corporation and PMO may from time to time determine to be appropriate in the circumstances;
 - (b) to pay to the Retailer by discount or commission such amounts as may be established from time to time for the sale of lottery tickets and merchandise;
 - (c) to provide, at its own expense, point of sale material relating to local affinity advertising as the PMO may from time to time determine to be appropriate in the circumstances.

REMUNERATION

7. Except as provided in paragraph 6 (b), the Retailer shall be entitled to no other remuneration with respect to services supplied pursuant to this Agreement.

DURATION OF AGREEMENT

8. This Agreement shall be effective from the date hereof until terminated.

TERMINATION BY RETAILER

9. The Retailer may terminate this Agreement on seven (7) days' notice in writing to the PMO.

TERMINATION BY THE CORPORATION OR THE PMO FOR CAUSE

10. The Corporation or the PMO may terminate this Agreement without notice upon the happening of any of the following events, namely:
- (a) if the Retailer fails to pay any sums payable hereunder in the manner and at the time provided for or otherwise is in breach of any term or condition contained in this Agreement;
 - (b) if the Retailer, or any employee of the Retailer, is in breach of any of the rules or regulations of the Corporation, the PMO or of the Interprovincial Lottery Corporation;
 - (c) if the Retailer, or any employee of the Retailer, is in breach of any laws or regulations made by any governmental authority having jurisdiction which in any way relate to lotteries or the operation thereof;
 - (d) if the Retailer sells, reorganizes, fails to remain actively involved in, or changes the nature of the business conducted by the Retailer or a significant portion thereof or interest therein or if the Retailer is a corporation other than a corporation the shares of which are publicly traded, voting control of the Retailer changes;
 - (e) if the Retailer or any employee of the Retailer has been convicted of a crime involving fraud, theft, misrepresentation, moral turpitude or any gambling-related offence;
 - (f) in the event of the bankruptcy or insolvency of the Retailer or if a Receiver or a liquidator is appointed over some or all of the assets of the Retailer or in the event any of the assets of the Retailer are seized or distrained upon;
 - (g) in the event the Retailer is required to vacate the premises in which the Lottery Ticket Centre is located.

TERMINATION BY THE CORPORATION OR THE PMO WITHOUT CAUSE

11. The Corporation or the PMO may, without cause or reason, terminate this Agreement on seven (7) days' notice to the Retailer.

SECTION: 6. SAMPLE FORMS

6.6 LOTTERY TICKET CENTRE RETAILER AGREEMENT (CONT)

CONTINUING OBLIGATIONS OF RETAILER

12. Notwithstanding paragraph 14 hereof or the termination of this Agreement for any reason, the Retailer shall be obligated to account to the Corporation and the PMO and to pay and deliver to the Corporation or the PMO all monies and property of the Corporation or of the PMO, as the case may be. The provisions of this paragraph shall survive the termination of this Agreement and shall remain enforceable until complied with by the Retailer.

NOTICE

13. Any notice permitted or required to be given by the Corporation or by the PMO to the Retailer may be given by posting the same by prepaid registered mail and addressed to the Retailer at the address appearing in the preamble to this Agreement or by personal delivery to the Retailer. Any notice permitted or required to be given by the Retailer to the Corporation may be given by posting the same by prepaid registered mail and addressed to the Corporation Head Office. Any notice to PMO permitted or required to be given by the Retailer to the PMO may be given by posting the same by prepaid registered mail and addressed to the PMO Head Office. Except during periods of a postal strike or of a general interruption of postal services any notice given by registered mail hereunder shall be deemed to have been received on the second business day following posting of the same.

ASSIGNMENT

14. No transfer or assignment of this Agreement by the Retailer is valid without the prior written consent of the Corporation and the PMO, which consent may be unreasonably withheld. Any assignment or attempted assignment by the Retailer of this Agreement without the prior written consent of the Corporation and the PMO shall render this Agreement null and void.

MISCELLANEOUS

- 15. If any covenant or term hereof or the application thereof to any person, or in any circumstances, to any extent is held invalid or unenforceable, the remainder of this Agreement or the application of the term, covenant or condition to any person or circumstances, other than those as to which it is held invalid or unenforceable, will not be affected thereby and each term, covenant and condition hereof will be valid and enforceable to the fullest extent permitted by law.
- 16. This Agreement constitutes the entire agreement between the Retailer, the Corporation and the PMO and supercedes all prior agreements, licenses, permits and understandings, oral or written, among the parties hereto or their respective representatives with respect to the matters herein and shall not be modified or amended except by written agreement signed by the parties to be bound hereby.
- 17. This Agreement shall be construed and enforced in accordance with, and the rights of the parties shall be governed by the laws of the jurisdiction in which the Lottery Ticket Centre is located.
- 18. The masculine gender where used herein shall include the feminine or neuter or vice versa and the singular shall include the plural where the context so requires.

IN WITNESS WHEREOF the parties hereby have executed this Agreement the day and year first above written.

WESTERN CANADA LOTTERY CORPORATION

Per: _____

Per: _____

_____ *insert name of PROVINCIAL MARKETING ORGANIZATION*

Per: _____

Per: _____

Witness

insert name of RETAILER

Address

Address

If the Retailer is a corporation, affix seal.

Per: _____

Head Office Address

Per: _____

SECTION: 6. SAMPLE FORMS

6.8 SITE REQUIREMENTS FORM



50 Corriveau Avenue
St. Albert, Alberta
T8N 3T5

Telephone 780/447-8600
Fax 780/447-8910
www.aglc.gov.ab.ca

Site Requirements
Lottery Ticket Centre Retailer

Location Name: _____

Location Address: _____

Prior to installation of the Lottery Ticket Terminal the following must be completed:

AN ORANGE COLOURED DEDICATED ELECTRICAL CIRCUIT (110 volt double duplex "U" isolated ground outlet receptacle) at each of the following locations:

- At the Lottery Ticket Terminal location, and
- At the Network Interface Device (where the telephone cable enters the building)

I have read this information and have met the requirements.

Authorized Signature

Print Name



GAMING AND LIQUOR COMMISSION

LOTTERY TICKET CENTRE

SECTION: 6. SAMPLE FORMS

6.9 AMENDMENT TO RETAILER MASTER FILE/AGREEMENT TICKET / VIDEO LOTTERY



AMENDMENT TO RETAILER MASTER FILE/AGREEMENT TICKET / VIDEO LOTTERY

Location Name _____ Retailer # _____
 Location Address _____ SYS ID# _____
 _____ Territory _____
 Location Phone # _____ Location Fax # _____ Corporate # _____

INFORMATION CHANGES

Data Code	From	To	Effective Date

DATA CODES

Location Name*	01	Corporate Name**	07	Banking Entity	12
Location Address	02	Corporate Address	08	Agent Change	13
Postal Code	03	Telephone Number	09	Corporate File Change	14
Telephone Number	04	Fax Number	10	Other Changes (indicate type)	15
Fax Number	05	Signatory*	11		
Location Contact	06				

*Changes to these codes require an Authorized Signature. **Change to Corporate Name requires a new Lottery Ticket Centre Retailer Agreement.

CHANGES IN HOURS OF OPERATION

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open							
Close							

Requested by _____ Date _____

Authorized Signature _____ Date _____

		For Office Use Only	
Keyed by _____	Date _____	Sent to Hotline by _____	Date _____

AGLC (White)

WCLC (Canary)

Retailer (Pink)

FORM LOT/6565 (02/12)

DATE ISSUED: June 29, 2004 AUTHORITY: Original signed by NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.10 BUYBACK NOTICE

**BUYBACK ALERT
RETURNS**

The tickets illustrated below are scheduled for BUYBACK. Please return all **ISSUED AND ACTIVATED** tickets (books and singles) between **March 8th, 2004 and March 19th 2004**. Please allow 4-6 weeks for processing. If you do not send these back ***you will automatically be invoiced*** for them on: **July 21st, 2004 and July 28th 2004**.

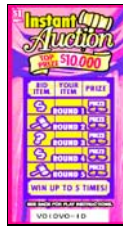
SEE REVERSE SIDE FOR TICKET RETURN PROCEDURES & PHONE NUMBER!



Tropical Slots 21207



Lucky 7's 21208



Instant Auction 21211



The Western 20033 (A, B, C, D)



Ticket To Vegas 25134



Poker Royale 2 15072



Snowflake Bingo 15073



Lucky Lines 13013



Lucky Lines 13011



Western Millions 26043 (A & B)

If you have any questions please call: 1-800-561-4415.

SECTION: 6. SAMPLE FORMS

6.10 BUYBACK NOTICE (CONT.)

NOTICE OF CHARGE

Issued books of the tickets illustrated below will be **CHARGED TO YOU** on the invoice of **March 24th and March 31st, 2004**. If you have any of these tickets (books and/or singles) in your inventory, return them immediately. Please use the return security envelope provided. Please allow 4-6 weeks for processing.

SEE REVERSE SIDE FOR TICKET RETURN PROCEDURES & PHONE NUMBER!

Charged March 24th, 2004



Wish Upon A Star 21205 Christmas Club 21209 Shell Game 21202 Lucky Chips 21201 Merry Money 21206 Bingo 22036 (A,B,C)

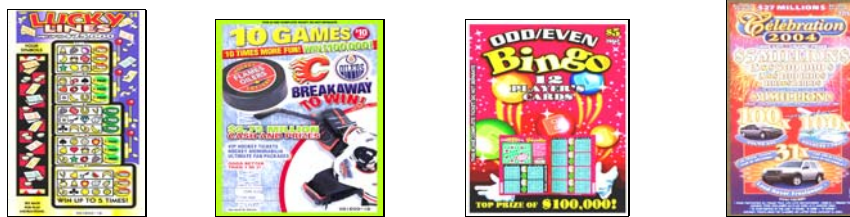


Season's Greetings 25133 Blackjack 25123(A,B,C,D) Calendar Cash 25129 Instant Paycheque 25130 4x4 Fever 25131

Charged March 31st, 2004



Tic Tac Bingo 15065 Crossword 15068(A,B,C,D) Gold Riches 15069 Classic Bingo 15071 (Burgundy & Purple) Countdown To Christmas 15075



Lucky Lines 13009 Break Away To Win 16007 Odd/Even Bingo 26042 Celebration 2004 10301

If you have any questions please call: 1-800-561-4415.

DATE ISSUED: June 29, 2004 **AUTHORITY:** Original signed by NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.11 CLAIM FORM



CLAIM FORM



CLAIM TYPE: Prize over \$1,000 Already Validated
 Disputed, Damaged or Incomplete Winning Ticket

Staple
Ticket and
Validation Message
Here On WHITE Copy

NOTE: This form is used for claiming prizes of over \$1,000, for Tickets that you are unable to identify as a winner, for Winning Tickets which are unreadable, mutilated, defective, altered or for Tickets that will not validate on your Ticket Terminal.

Claimant's Name			
Address			
City		Province	Postal Code
Daytime Telephone Number		Amount Claimed \$	
Claimant's Signature		Date	

EXPLANATION

- LOTTO 6/49
 WESTERN 649
 SCRATCH 'N WIN
 DOUBLE PLAY
 COMBO PLAY
 OVER/UNDER
 PICK 3
 EXTRA
 SUPER 7
 PRO•LINE
 POINT SPREAD
 OTHER

For Retailer Use

Ticket Control Number	Validating Retailer's Signature	SYSID
-----------------------	---------------------------------	-------

INSTRUCTIONS

- NAME AND ADDRESS OF PLAYER(S) MUST BE ON THE TICKET.** Claim Form to be completed by player(s) or one name in trust for a group claim, which must be accompanied by a Group Buying Agreement, available at Lottery Ticket Centres, at www.wclc.com, or by calling 1-800-665-3313.
- Jointly prepare this Claim Form with the customer for all prizes over \$1,000.
- Ensure that the Form is completed in full, including a **DAYTIME PHONE NUMBER**.
- Staple the Ticket and the Validation Message to the WHITE copy of this Form. Give the YELLOW copy to the customer for their records. Retain the PINK copy for your records.
- All risk of sending tickets remain with the player.
- Customers can present the WHITE copy of this Form with the Ticket attached, to any of the Prize Payout Offices (addresses in Operator's Guide) or send by registered mail or courier to: **Western Canada Lottery Corporation**
10th Floor, 125 Garry Street
Winnipeg, Manitoba
R3C 4J1

NOTE: The cost of sending the ticket should not exceed the value of the prize being claimed.

DATE ISSUED: June 29, 2004 **AUTHORITY:** Original signed by NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.12 ADJUSTMENT FORM



**ADJUSTMENT
REQUEST FORM**



DO NOT COMPLETE THIS FORM UNLESS INSTRUCTED BY HOTLINE.

- 1) This form must be completed in full when requesting an adjustment then forwarded for Corporation REVIEW.
- 2) Retain the PINK copy for your records.

STORE NAME: _____ ADDRESS _____ CITY/PROVINCE _____ POSTAL CODE _____ PHONE _____ CONTACT NAME _____	STAPLE MISPRINTED, JAMMED TICKETS, OR TICKET TERMINAL MESSAGES HERE ATTACH THE SELECTION SLIP IN QUESTION
_____ SYSID [] [] [] []	

EXPLAIN THE INCIDENT IN DETAIL AND THE TYPE OF ADJUSTMENT REQUESTED

Game Involved (LOTTO 6/49, EXTRA, etc): _____

Date Problem Occurred _____ Time Problem Occurred _____ am / pm
(day / month / year)

Value of Tickets Involved _____ How Many Tickets Involved _____

Did you do a REPRINT? YES NO If no, why not? _____

Did you call HOTLINE? YES NO If no, why not? _____

Time of HOTLINE call _____ am / pm HOTLINE Reference Number _____

Name of HOTLINE Operator _____

Did you Cancel? YES (If YES, no adjustment is required.) NO

PROBLEM: _____

Do you have an original ticket? YES NO Did the problem occur at game break? YES NO

Does the selection slip match? YES NO Not applicable

Were other transactions processed before calling HOTLINE? YES NO

COMMENTS: _____

Retailer's Signature _____ Date _____

DATE ISSUED: June 29, 2004 **AUTHORITY:** Original signed by
NORM PETERSON

SECTION: 6. SAMPLE FORMS

6.13 TICKET RETURN TRACKING FORM



TICKET RETURN TRACKING FORM

Retailer ID #: _____ Retailer Name: _____

Date Sent: _____ Name of Sender :(please print) _____

*** Please DO NOT activate full books before sending in. ***

FULL BOOKS (not yet activated)

Type \$	Ticket Description	Quantity Returning
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		
\$		

AGLC Use Only			
Y	N	Actual	Initial
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Note: No credits will be given to tickets not activated.

LOOSE TICKETS (activated)

Type	Ticket Description	Quantity Returning	Ticket Value
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$
\$			\$

Y	N	Actual	Initial
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Subtotal: \$

Retailer Portion (95%): X **0.95**

Total Credit To Retailer: \$

Processor:
Scanner:
Date:

Top copy: Send with tickets

Bottom copy: Retailer copy

FORM LOT/6566 (02/02)

**LOTTERY TICKET CENTRE
POLICY HANDBOOK**

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