



Application to Manage and Conduct a Lottery Scheme

(Pursuant to the Lottery Schemes Order)

Mail to:

Office of the Attorney General
Consumer, Corporate and Insurance Services
PO Box 2000, Charlottetown, PE C1A 7N8
Tel: 902 368 4580 800 658 1799
www.gov.pe.ca

Return in person to:

95 Rochford Street, 4th floor South
Charlottetown, PE C1A 7N8

Licence No:

In order to obtain a license to manage and conduct a lottery scheme you must satisfy the following conditions:

- I. The applicant **must** be an **organization** that is **non-profit** and **charitable** in nature.
- II. The money raised from the event must be used for one of the following charitable purposes:
 - A. **Relief of poverty**
 - B. **Education**
 - C. **The advancement of a recognized religion, or**
 - D. **Some other purpose beneficial to the community.**

1. Name of charitable, religious or community organization:
2. Address of organization (including postal code and telephone number):
3. Is the organization incorporated? Yes <input type="checkbox"/> No <input type="checkbox"/> What is the date of incorporation? ____/____/____ (d/m/y) Place _____ Is the organization registered as a Charity with Canada Revenue Agency? Yes <input type="checkbox"/> No <input type="checkbox"/>
4. How long has the organization existed? _____
5. Describe the activities of the organization. The Division may require the Constitution and Bylaws, if applicable
6. Are there any outstanding Statements of Account from previous lotteries your organization has administered? Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Proceeds of this lottery will be used for:
8. Type of License you are applying for: <input type="checkbox"/> Cash Lottery <input type="checkbox"/> 50/50 <input type="checkbox"/> Raffle <input type="checkbox"/> Casino Night <input type="checkbox"/> Bingo (For a bingo the total value of prizes offered within a 24 hour period must NOT exceed \$5,500) <input type="checkbox"/> Other _____
9. If this lottery is a Single Event , please indicate: Date Ticket Sales Start: ____/____/____ (d/m/y) Date of Draw/Event: ____/____/____ (d/m/y)
10. If this lottery is a Series Events , please indicate ____ Daily ____ Weekly ____ Monthly Date Ticket Sales Start: ____/____/____ (d/m/y) Date of Last Draw: ____/____/____ (d/m/y)

11. If this lottery is a **Casino night**, prizes cannot be in the form of Cash. Please indicate # of games:
 Black Jack _____ Roulette _____ Wheels of Fortune _____
 Other _____
 Games prohibited by the *Criminal Code*: dice games, three card monte, punch boards, coin tables.

12. If this lottery is a **Bingo**, please attach the **House Rules** and the **Prize Schedule**

13. If this lottery is a **Raffle, Cash Lottery, or 50/50** please indicate:
 Number of Tickets to be printed _____ Ticket Price \$ _____ Discount Ticket \$ _____
 Tickets Sold by: Members Others. If Others, please specify: _____

Prize Information (Attach list of any additional prizes)

Prize No.	Prize Description	Retail Value
1st		
2nd		
3rd		
4th		
5th		
6th		

14. Location of Ticket Sales: _____
 Location of Draw: _____

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

Certification:

We, the undersigned, jointly and severally hereby certify on behalf of the organization that all the facts stated and the information furnished are true and correct.

Please note: Two (2) officers of your organization who will be administering this lottery are required to complete this form and sign below.

Dated this _____ day of _____, 200 _____.

Print Name		Print Name	
Office Held		Office Held	
Address		Address	
Postal Code		Postal Code	
Telephone		Telephone	
Signature		Signature	

Prince Edward Island Lottery Schemes Order

Licensee to detach and retain this page

General Information

1. It is a term of every lottery license that:

- a) The proceeds from all lotteries shall be kept separate from all other funds with separate records being maintained.
- b) Receipts or copies thereof verifying the disposition of proceeds paid to religious or charitable objectives may be requested. Unsold tickets, receipts, counterfoils, game forms and financial documents pertaining to a lottery shall be retained by the licensee for a period of not less than twelve months from the date of the lottery.
- c) The Minister may require an audit by an independent auditor in respect of any license and the cost of such an audit shall be paid for by the licensee.
- d) When the prize value is greater than \$1000.00 the license number must appear on all tickets and the licensee must place a public advertisement of the winner's name.
- e) If a prize remains unclaimed for six months after a draw, another draw shall be made. If, after ninety days, the prize is still unclaimed the value of the outstanding prize shall be included in the proceeds for the charity.
- f) When an event is being run by a paid professional fundraiser, the licensee shall disclose the participation of the professional fundraiser in all print advertising and on the tickets.
- g) If two organizations cooperatively offer a gaming event, one application and license are acceptable. However, the applicant must note such an arrangement and list the responsible officers on the application and shall assume the responsibility for maintaining the terms and conditions of the license approval.
- h) Proceeds of licensed gaming must only be spent on the objectives specified in the application as approved.

Terms and Conditions

2. Definitions:

- a) "Charitable" or "Religious" organization means an organization that performs services of public good or welfare without profit for:
 - (i) the relief of poverty
 - (ii) education
 - (iii) the advancement of religion, or
 - (iv) any purpose beneficial to the community.
- b) "Lottery Scheme" includes:
 - (i) cash lotteries
 - (ii) raffles
 - (iii) bingos
 - (iv) games of chance, including games of mixed chance and skill for which there is a prize.
- c) "Minister" means the Attorney General.

3. Eligibility for Lottery License:

- a) Groups eligible for licensing:
 - (i) religious or charitable organizations
 - (ii) fairs and exhibitions (Please request separate form).
- b) Groups not eligible for licensing:
 - (i) commercial operation or individuals operating for personal profit.

4. License Fees:

Fees are based upon total prize value. Merchandise prizes are valued at retail prices.

- a) A \$5.00 fee is charged for licenses with a prize value of \$250.00 or less.
- b) Series event bingos are charged at a rate of 2% of the value of prizes offered payable 30 days after the event.
- c) Other types of gaming with a prize value above \$250.00 are charged 2% of the value of the prizes, not to exceed \$2000.00, due when the application is submitted.
- e) Events which are licensed in other provinces, in addition to PEI must make special arrangement with the Consumer Services Section. No PEI licensed lottery ticket may be sold outside the province.
- f) Cheques are made payable to the Provincial Treasurer - PEI.

5. Applications:

- a) Applications for gaming are available from any Access PEI Centre or from the Consumer Services Section, Office of the Attorney General.
- b) A license for a game with a prize value of \$250.00 or less may be issued from any Access PEI Centre. Application for licensing of games with a prize value above \$250.00 per event must be submitted to the Consumer Services Section, Office of the Attorney General.
- c) Applications must be received **at least two weeks prior to the commencement of an event** or the commencement of ticket sales. Interim and final financial reports must be forwarded to Consumer Services Section as specified in the terms and conditions of license.

6. Licensing Period:

The expiry date appears on the license.

- a) Single Event: The license expires after the last day of the event.
- b) Series Events:
 - (i) less than one year duration - same as a single event
 - (ii) on-going events with one year duration: license expires one year from the date of issuance.
- c) A new application is required for license renewals.

7. Casino or Monte Carlo Nights:

Games will be played with scrip, tokens or chips. Prizes shall not be in the form of cash.

8. Management of Lotteries:

The lottery must be managed and conducted in the manner described in the application as approved. If there are any discrepancies between the license and the application as approved, the license shall govern. Any changes or amendments to games which differ from those stated in the application must be requested in writing and must be authorized by Consumer Services Section. All other applicable provincial laws must also be observed: e.g. liquor licensing. The license may be revoked if any term or condition of this or any other lottery scheme license issued to the organization has not been complied with. It is an **offence** under the *Criminal Code* to conduct a lottery scheme without a valid license. **All prizes described in the application as approved must be awarded.**