



**Consumer Services Section  
Office of the Attorney General  
Province of Prince Edward Island  
P.O. Box 2000  
Charlottetown, P.E.I. CIA 7N8**

**Telephone: 902-368-4580  
800-658-1799**

LICENSE NO:	FEE:
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For Office Use Only

**APPLICATION TO MANAGE AND CONDUCT A LOTTERY SCHEME**

**Applications must be received at least two weeks prior to the commencement of an event**

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 the charitable, religious or community organization:  
\_\_\_\_\_
- 2. Address of organization (including postal code and telephone number):  
\_\_\_\_\_  
\_\_\_\_\_
- 3. Is the organization incorporated? Yes \_\_\_ No \_\_\_  
What is the date of incorporation? \_\_\_/\_\_\_/\_\_\_ (d/m/y) Place \_\_\_\_\_  
Is the organization registered as a Charity with Canada Revenue Agency? Yes \_\_\_ No \_\_\_
- 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 \_\_\_ No \_\_\_.
- 7. Proceeds of this lottery will be used for: \_\_\_\_\_  
\_\_\_\_\_
- 8. Type of License you are applying for:  
 Cash Lottery       50/50       Raffle       Casino Night  
 Bingo (For a bingo the total value of prizes offered within a 24 hour period must **NOT** exceed \$5,500)
- 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 \_\_\_\_\_ (Describe 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:  
Maximum number of tickets \_\_\_\_\_ 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	

## 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 P.E.I. must make special arrangement with the Consumer Services Section. No P.E.I. licensed lottery ticket may be sold outside the province.
- f) Cheques are made payable to the Provincial Treasurer - P.E.I.

**5. Applications:**

- a) Applications for gaming are available from any Access 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 Regional Services 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.**