



# APPLICATION FOR LOTTERY LICENCE

(ATTACH LIST IF SPACE IS INSUFFICIENT)



RECYCLED PAPER

PLEASE PRINT

This application must be received by Consumer Services at least **ONE MONTH** prior to the proposed start date of the lottery scheme.

FILE No.	FOR
LICENCE No.	OFFICE USE ONLY
APPROVAL	<input type="checkbox"/> YES <input type="checkbox"/> DENIED <input type="checkbox"/> PENDING
DATE	DD MM YY
AUTHORIZING SIGNATURE	

NAME OF ORGANIZATION

ADDRESS

IS ORGANIZATION INCORPORATED  
 NO  IF YES, BY WHOM:  SOCIETIES ACT  REVENUE CANADA  IF OTHER, SPECIFY:

DATE INCORPORATED DD MM YY PLACE REGISTRATION No. No. OF MEMBERS

HOW LONG HAS ORGANIZATION EXISTED

DESCRIBE ACTIVITIES AND BACKGROUND OF ORGANIZATION (INCLUDE CONSTITUTION AND BY-LAWS, IF ANY)

PURPOSE OF LOTTERY

HOW ARE PRIZES GUARANTEED (IN CASE OF LOSS)

Has your organization previously held a Lottery Licence?  NO  IF YES, state Licence No.:

TYPE OF LOTTERY LICENCE APPLIED FOR  
 BINGO  CASINO  RAFFLE  NEVADA/PULL-TICKET

RUN IN CONJUNCTION WITH OTHER LOTTERIES  
 NO  IF YES, specify:

FREQUENCY  
 SINGLE EVENT  IF SERIES OF EVENTS, INDICATE:  DAILY  WEEKLY  MONTHLY IF OTHER, SPECIFY:

DATE OF SINGLE EVENT DD MM YY DATE OF SERIES, FROM DD MM YY TO DD MM YY DAY(S) OF THE WEEK

TIMES HELD/DRAWN SINGLE EVENT OR SERIES FROM TO 2<sup>ND</sup> DAY/EVENING (CASINO ONLY) FROM TO 3<sup>RD</sup> DAY/EVENING (CASINO ONLY) FROM TO

ADDRESS OF PREMISES/BOOTH PREMISES/BOOTH  OWNED  RENTED AGE RESTRICTION REQUESTED (IF ANY)

### TICKET INFORMATION

(NEVADA/PULL-TICKET & RAFFLE LOTTERIES ONLY)

DATE TICKET SALES START DD MM YY HOURS OF SALE FROM TO No. OF TICKETS/BOXES TO BE PRINTED OR SOLD ESTIMATED SALES (AMOUNT) \$

COST PER TICKET (PULL-TICKETS ONLY) \$ MIN. \$ MAX. \$ CASH PRIZE (PULL-TICKETS ONLY) \$ MIN. \$ MAX. \$

### CASINO LOTTERY ONLY

#### GAME INFORMATION

TYPE	No. OF	MINIMUM	BETS	MAXIMUM	MINIMUM	PAYOUT	MAXIMUM
BLACKJACK							
ROULETTE							
WHEELS OF FORTUNE							

### BINGO LOTTERY ONLY

COST OF ADMISSION/MASTER CARD \$ COST OF EXTRA CARDS \$ COST OF BONANZA CARDS \$ DOOR PRIZES  NONE  IF YES, VALUE: \$

#### GAME AND PRIZE INFORMATION

TYPE	No. OF	PRIZE DESCRIPTION	VALUE	COST TO ORGANIZATION	DONATED (YES)	(NO)

#### JACKPOT INFORMATION

AMOUNT OPENING INCREASED BY MAXIMUM CONSOLATION PRIZE

No. OF CALLS

### RAFFLE LOTTERY ONLY

TICKETS SOLD BY  MEMBERS  IF OTHER, SPECIFY: COST PER TICKET \$ DISCOUNT TICKETS

#### PRIZE INFORMATION

PRIZE No.	PRIZE DESCRIPTION	VALUE	COST TO ORGANIZATION	DONATED (YES)	(NO)
1 <sup>ST</sup>					
2 <sup>ND</sup>					
3 <sup>RD</sup>					
4 <sup>TH</sup>					
5 <sup>TH</sup>					



**FINANCIAL ESTIMATE**

Estimated GROSS Revenue 1. \$

**EXPENSES**

Prizes	
Freight	
Equipment rental	
Cost of printing/pull-tickets	
Hall/booth rental	
Bingo caller	
Other	
<b>Total Expenses</b>	<b>\$</b>

2.   
 Estimated NET Revenue (subtract #2 from #1) 3.   
 Multiply #3 by total number of events during licence period 4. \$

**CERTIFICATION**

DATE  <sup>DD</sup>  <sup>MM</sup>  <sup>YY</sup>

We, as named principal officer(s) of \_\_\_\_\_, of \_\_\_\_\_ N.W.T., do jointly and severally hereby certify that:

1. we have knowledge of the matters herein set out;
2. we have read over this application;
3. all facts stated and information supplied herein are true and correct;
4. we understand that if a licence is granted, the lottery scheme as specified on this application cannot be changed or altered without authorization by the licensing authority;
5. we have read, and have in our possession, and agree to comply with the lottery regulations, and the terms and conditions under which the licence was issued;
6. we understand that the licence for which we are applying shall be valid during its effective period only as long as the conditions to which such licence is subject have been complied with, and that any breach of same may cause the licence to become null and void;
7. we understand that this application will not be accepted unless certified by two principal officers representing the organization.

NAME(S) OF PRINCIPAL OFFICER(S)			
SIGNATURE(S)			
TITLE(S) IN ORGANIZATION			
TELEPHONE NUMBER(S)	WORK (     )	RES. (     )	WORK (     )
			RES. (     )

**SPECIAL REQUIREMENTS**

**Raffle Lotteries**

- A draft sample ticket to be printed must accompany this application, and must contain the following information:
  1. the name of the charitable organization;
  5. the maximum number of tickets printed;
  2. the location;
  6. the ticket number, if any; and
  3. the price to purchase a chance (ticket);
  7. the lottery licence number.
  4. the prizes to be awarded;

**Nevada/Pull-ticket Lotteries**

- No person under the age of 16 years of age may purchase or sell Nevada/Pull-tickets.

**Casino Lotteries**

- Monday through Friday, casino must finish by 2:00 a.m., Saturday night till midnight, Sunday casino may not start until after 1:30 p.m..

**All Lotteries**

- Refer to the Lottery Regulations for information regarding advertising of your lottery scheme.

**GENERAL INFORMATION**

Under the N.W.T. Lotteries Act, organizations which are deemed to be charitable or religious and which have charitable or religious objectives or purposes, are eligible to hold licensed lottery schemes known as Bingo, Nevada/Pull-tickets, Casino and raffle lotteries.

The lottery must be managed and conducted in the manner described in this application, as approved.

All prizes must be awarded in accordance with the prizes proposed in this application form.

The proceeds must be used for the charitable or religious objectives specified in the application, as approved.

Where the total prizes awarded under a series licence exceed \$100,000., an audited statement must be submitted.

Where the prize(s) in a single lottery are to exceed \$30,000., specific approval is required.

The maximum duration of a licence is six months.

SEND APPLICATIONS TO: SENIOR ADMINISTRATIVE OFFICER  
 P.O. BOX 120  
 INC. HAMLET OF TUKTOYAKTUK  
 TUKTOYAKTUK, NT X0E 1C0





# LOTTERY STATEMENT OF ACCOUNT

PLEASE PRINT

FILE No.
LICENCE No.

**GENERAL INFORMATION - READ CAREFULLY BEFORE COMPLETING.**

It is a term of every lottery licence that

- a) the proceeds from all lotteries shall be kept separate from all other funds, with separate records being maintained, and all financial aspects of the lottery shall be conducted in accordance with the Lotteries Regulations;
  - b) a complete statement of account, showing the total receipts, expenses and profits and indicating when and how such profits will be spent for the charitable or religious objects or purposes set out in the application, shall be filed with the issuing office at the address shown below **within thirty (30) days** of the holding of any lottery, or monthly in the case of a series licence.
- 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.
  - Where he considers it necessary, the Minister may require an audit by an independent auditor in respect of any licence, and the cost of such an audit shall be paid for by the licensee.
  - A licensee or former licensee shall make available, upon the request of a peace officer or a person designated by the Minister, all books of account or documents relating to the operation of a lottery, and shall, at all reasonable times, allow the officer or person access to the books or documents.
  - **FURTHER INFORMATION RELATING TO THE FINANCIAL ASPECTS OF YOUR LOTTERY MAY BE FOUND BY READING THE LOTTERIES REGULATIONS.**

NAME OF ORGANIZATION
ADDRESS

TYPE OF LOTTERY
<input type="checkbox"/> BINGO <input type="checkbox"/> NEVADA/PULL-TICKET <input type="checkbox"/> RAFFLE <input type="checkbox"/> CASINO

FREQUENCY
<input type="checkbox"/> SINGLE EVENT            IF SERIES OF EVENTS, INDICATE: <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY            IF OTHER SPECIFY

REPORTING PERIOD
SINGLE EVENT HELD ON:            DATE            DD    MM    YY            OR SERIES FOR THE MONTH OF:

FINANCIAL STATEMENT		GROSS Revenue	1.	\$
Expenses				
- prizes				
- freight				
- equipment rental				
- advertising				
- cost of printing (pull-tickets, bingo cards or raffle tickets)				
- hall/booth rental				
- bingo caller				
- other, specify:				
Total Expenses	\$		2.	\$
NET Revenue (Subtract # 2 from # 1)			3.	\$

USE OF PROCEEDS	
<input type="checkbox"/> DONATED, AMOUNT: \$	TO (RELIGIOUS OR CHARITABLE ORGANIZATION)
<input type="checkbox"/> RETAINED IN LOTTERY ACCOUNT FOR:	(RELIGIOUS OR CHARITABLE OBJECT(S) OR PURPOSE(S))
<input type="checkbox"/> OTHER, SPECIFY	

**CERTIFICATION**

We certify that the foregoing is a true and accurate statement for the above lottery. We also understand that this statement will not be accepted unless certified by two principal officers representing the organization.

NAME OF PRINCIPAL OFFICERS	DATE    DD    MM    YY
SIGNATURE	
TITLE IN ORGANIZATION	
TELEPHONE	WORK                      RES.                      WORK                      RES. (   )                      (   )                      (   )                      (   )

**COMPLETE & RETURN TO** **ISSUING OFFICE**