



License No. ____
Fee: \$ ____
For Office Use Only

P.O. Box 2000, Charlottetown, P.E.I. C1A 7N8
Telephone: (902) 368-4550 or Toll-free 1-800-658-1799

Application to Manage and Conduct a Lottery Scheme

(We request that Applications be received at least two weeks prior to the commencement of an event)

The applicant must be an organization that is non-profit and charitable in nature and performs services of public good or welfare without profit.

1. Name of the charitable, religious or community organization:

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

 4. Is the organization incorporated? Yes _____ No _____
 5. Describe the activities and/or purpose of the organization. _____

 6. Are there any outstanding **Statements of Account** from previous lotteries administered by your organization? Yes _____ No _____.
 7. Proceeds of the lottery will be used for (give detail): _____

- (Money raised must be used for the relief of poverty, education, the advancement of a recognized religion, or some other purpose beneficial to the community.)**
8. Type of License you are applying for:
Please choose only one. If having **two** events (ie 50/50 and raffle) **two** licenses are required!)
☐ Cash Lottery ☐ 50/50 ☐ Raffle ☐ Casino Night ☐ Bingo ☐ Chase the Ace
☐ Other (Provide Detail) _____
- If ALC tickets are used as raffle prizes, all tickets must clearly indicate that the seller and the purchaser must be 19+ years of age.
 9. If this lottery is a **Single Event**, please indicate:
Date of Draw/Event: _____/_____/_____(d/m/y)
 10. If this lottery is a **Series Event**, please indicate: _____ Daily _____ Weekly _____ Monthly
Date of First Draw: _____/_____/_____(d/m/y) Date of Last Draw: _____/_____/_____(d/m/y)

11. If this lottery is a **Casino night**, please indicate # of games: Black Jack _____
 Roulette _____ Wheels of Fortune _____ Other _____
 (Describe other _____)
 _____) (Games prohibited by the CCC: dice games, three card monte, punch boards, coin tables. Games must be played with scrip, tokens or chips.) **Prizes CANNOT be cash.**

11. For **Bingo**, please attach **Prize Schedule, House Rules and Bingo Times.**

12. Ticket Price \$ _____ Discount(if applicable) _____ tickets for \$ _____

MAXIMUM number of tickets to be sold _____ (Not required for **50/50 or Chase the Ace**)

Tickets Sold by: ☐ Members ☐ Others. If Others, please specify: _____

13. **PRIZE INFORMATION (Attach list of any additional prizes)**

Prize No.	Prize Description	Retail Value
1st		
2nd		
3rd		
4th		
Total Prize Value:		

14. Location of Ticket Sales: _____ (Tickets can only be sold on PEI)
 Location of Draw or Event: _____

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

TWO (2) officers of your organization **who will be directly administering this lottery** are required to complete this form and sign below.

We, the undersigned, certify on behalf of the organization that all the facts stated are true and correct.

DATED THIS _____ **day of** _____, **202**____.

Print Name		Print Name	
Position		Position	
Address		Address	
Email		Email	
Postal Code		Postal Code	
Telephone		Telephone	
Signature		Signature	

Detach and Retain

Terms and Conditions

1. Individuals and commercial operations are not eligible for licensing.
2. Proceeds from lotteries shall be kept separate from all other funds with separate records maintained. Receipts verifying the disposition of proceeds may be requested. **Unsold tickets, receipts, and financial documents** pertaining to a lottery must be retained for a period of not less than three (3) months from the date of the draw.
3. All lotteries with prizes valued over \$5000 and all series event lotteries are required to provide statements of account within thirty (30) days of the holding of the lottery event. The Minister may require an audit by an independent auditor in respect of any license.
4. It is recommended that the license number appear on all tickets.
5. It is recommended that ticket purchasers be advised of the rules of the lottery at the time of the purchase of tickets either by postings or by printing them on the ticket or other method that ensures purchasers have access to the rules.
6. When an event is being run by a paid professional fundraiser, the licensee shall disclose the participation of the professional fundraiser in all printed advertising and on the tickets.
7. **PROCEEDS OF LOTTERIES MUST ONLY BE SPENT ON THE OBJECTIVES SPECIFIED IN THE APPLICATION.**
8. Lottery License Fees are based upon the total retail prize value.
 - a) For lotteries, other than bingo, with a total retail prize value of \$5000.00 or less, there is no fee.
 - b) For lotteries, other than bingo, with a total retail prize value above \$5000.00 the fee is \$25, due upon application.
 - c) For series event bingos where the total value of prizes offered is above \$250 but less than \$45,000, and gross bingo receipts are less than \$100,000, the fee is \$25.
 - d) For series event bingos where the total value of prizes offered is above \$45,000 and gross bingo receipts are above \$100,000, the fee is and 2% of the value of prizes **offered**.
 - e) Please advise The Consumer Services Section when events are licensed in other provinces, in addition to P.E.I.
 - f) Cheques must be made payable to the Minister of Finance.
9. Applications:
 - a) Applications are available from any Access Centre, from the Consumer Services Section, 1st Floor, Shaw Bldg., Charlottetown, PE.
 - b) A lottery license for a single event with a prize value of \$5000.00 or less may be obtained at any Access Centre. Application for a lottery license with a total retail prize value above \$5000.00 or for a series event must be submitted to the Consumer Services Section, Department of Justice and Public Safety.
 - c) Financial reports must be forwarded to the Consumer Services Section.
10. **No license period shall exceed one (1) year.**
11. **ALL PRIZES DESCRIBED IN THE APPLICATION MUST BE AWARDED.**
12. Lotteries must be managed and conducted in the manner described in the application as approved. Any changes or amendments to lotteries must be requested in writing to the Consumer Services Section. All other applicable provincial laws must also be observed: e.g. liquor licensing. A lottery license may be revoked if any of the terms or conditions are not met. **It is an offence under the *Criminal Code of Canada* to conduct a lottery scheme without a valid license.**
13. Please review "Frequently Asked Questions" at www.princeedwardisland.ca/en/information/justice-and-public-safety/lottery-license-or-lottery-scheme-license

Personal information on this form is collected under *Section 2 of the Lottery Scheme Order* as it relates directly to and is necessary for an application to conduct a lottery scheme. If you have any questions about this collection of personal information you may contact the Consumer, Corporate and Financial Services, Prince Edward Island Department of Justice and Public Safety, (902)368-4550.