



Break Open Ticket Lottery Information Package

What is a Break Open Ticket Lottery?

Break Open Ticket is a game of chance to win instant prizes by revealing a specified arrangement of numbers or symbols. Prizes may be instant prizes or chances to win prizes determined by a subsequent event.

Enclosures:

- ☐ Quick Guide to Lottery Licence Application
- ☐ An application to manage and conduct a Break Open Ticket Lottery
- ☐ Town of South Bruce Peninsula questionnaire
- ☐ Lottery License Terms and Conditions
- ☐ Break Open Ticket Licence Terms & Conditions
- ☐ Lottery Report

Licence Application Checklist

These items must be enclosed with each Licence Application form. (Do not send separately):

- ☐ **Licence fee**
3% of Prize Value
- ☐ **Completed questionnaire**
- ☐ **Completed application form**
- ☐ **Copy of preceding and current operating budget, which includes all sources of revenues and expenses**
- ☐ **Copy of proposed lottery budget**
- ☐ **Type and style or styles of tickets to be sold (ticket samples are not required)**
- ☐ **Number of deals of tickets to be sold**
- ☐ **An agreement to lease/rent/maintain or purchase a Break Open Ticket dispenser, if applicable**

- ☐ **A copy of the Break Open Ticket Seller registration, where applicable**
- ☐ **The organization's system for keeping track of sales and inventory**
- ☐ **A list of bona fide members assisting with the Break Open Ticket administration and sales**
- ☐ **First-time applicants must enclose copies of :**
 - ☐ **Governing Documents**
Constitution and/or by-laws, letters patent, charter, trust deed, memorandum of association, signed as required
 - ☐ **Detailed Outline of programs/services**
What they are, how delivered to clients, specific costs, supporting materials, etc.
 - ☐ **Organization's current operating budget**
 - ☐ **Organization's verified financial statements for last fiscal year**
 - ☐ **List of Board of directors**
 - ☐ **Latest report to the Public Guardian and Trustee, if applicable**
 - ☐ **Revenue Canada notification of registration letter**
If your organization is registered;
 - ☐ **Membership list, if applicable;**
 - ☐ **Organization's Annual Report, if applicable.**



Quick Guide to Lottery Licence Applications

Are You Eligible for Charitable Gaming Licences?

The eligibility of your organization will be determined by the licensing office you are applying to. Charitable registration with Revenue Canada or incorporation as a non-profit organization does **NOT** guarantee eligibility for licences.

Your organization may be eligible if it:

- has a purpose to provide charitable services to Ontario residents to:
 - relieve poverty
 - advance religion
 - advance education
 - benefit the community
- has carried out activities consistent with its charitable purpose for at least 1 year
- is located in Ontario
- is non-profit

Examples may include:

- hospitals
- service clubs
- youth activities or sports
- arts or culture

Organizations that only promote the private interests of their members do **NOT** qualify for gaming event licences. This may include, but is **NOT** limited to:

- adult recreation or sports
- individual sport teams
- unions or employee groups
- social clubs
- professional associations
- political, government, lobbying or advocacy groups.

Note to Applicants

Ensure that you read and understand your event **Licence Terms and Conditions** before proceeding with the application package.

- This package is used to apply to municipal office of Town of South Bruce Peninsula for charitable gaming event licences.

- Keep a copy of all licence application documents for your records
- Activities are regulated by **Criminal Code of Canada, Sections 206 & 207**, Ontario **Order in Gaming Control Act, 1992** and Regulations.
- You can obtain copies of the **Gaming Control Act and Regulations**, Provincial Information Bulletins, and forms from the Alcohol and Gaming Commission of Ontario's website at www.agco.on.ca

Licence Application Instructions

- Your licence application is a legal document and will be returned or delayed if the instructions (below) are not followed or if checklist items (on application) are missing. This may result in the cancellation of your charitable gaming event.
- Type or legibly print all information. Answer every question completely.
- Only **original** forms and signatures will be accepted.
- Persons signing any **Licence Application** must have a good knowledge of the applicable **Licence Terms and Conditions**.
- It is illegal to print tickets, promote or conduct a charitable gaming event without a licence.

Incomplete Applications

Please note that all information including appropriate documentation and fees must be included in your application. Incomplete packages will be returned to your organization. Your organization cannot print or sell tickets until you are licensed and all tickets must indicate the licence number. It is your responsibility to notify the Town of South Bruce Peninsula of any changes to your organization such as changes to your Board of Directors, changes in programs and services, etc.

Application Changes

- If you make changes to your **Licence Application** package before you submit it to your licensing office, each change must be initialed on each document by the **Licence Application** signors and other signors of that document.
- Changes to your submitted **Licence Application** package must be made in writing on your organization's letterhead, signed by the **Licence Application** signors and include supporting documents that are affected. Application changes are **NOT** automatically approved and may **NOT** be permitted.
- Once your lottery licence is issued, requests for changes will **NOT** be considered. Expired **Licences** may **NOT** be amended or cancelled.

Renewal Applications

Organizations must submit their renewal applications to the Town of South Bruce Peninsula prior to the expiry of the lottery licence. This will allow applications to be given full and proper consideration.

If you require clarification on any of the above please feel free to contact:

Town of South Bruce Peninsula
315 George St
Wiarton, ON
N0H 2T0
519-534-1400 Ext 120
tracey.collins@southbrucepeninsula.com



**Alcohol and Gaming
Commission of Ontario**

Gaming Registration & Lotteries
90 Sheppard Ave. East, Suite 200
Toronto ON M2N 0A4
(416) 326-8700 or/ou 1-800-522-2876 toll free in Ontario/sans frais en Ontario

**Commission des alcools
et des jeux de l'Ontario**

Inscription pour les jeux et loteries
90, avenue Sheppard Est, bureau 200
Toronto ON M2N 0A4

**Break Open Ticket
Licence Application
Demande de licence
de billets à fenêtres**

Please print or type / Dactylographier ou écrire l'information en lettres moulées

1. Previous Lottery Licence / Licence antérieure d'activité de jeu à des fins de bienfaisance				FOR OFFICE USE ONLY/ RÉSERVÉ À L'USAGE INTERNE :	
Has your organization ever applied for a charitable lottery licence? / Votre organisme a-t-il déjà fait une demande de licence de loterie à des fins de bienfaisance?					
☐ No / Non		If Yes / Si oui :		What is the most recent licence number issued by: / Quel est le numéro de licence le plus récent qui a été émis en votre nom, et par qui :	
				AGCO / CAJO :	
				Municipality / Municipalité :	
Have you had lottery licences cancelled or suspended in any jurisdiction in the last 2 years? / Est-ce que des licences de loterie émises en votre nom ont été annulées ou suspendues au cours des deux dernières années et ce, dans n'importe quel territoire de compétence?					
☐ No / Non		☐ Yes / Oui		If Yes, provide details on a separate sheet. / Dans l'affirmative, donnez les détails sur une feuille jointe.	
2. Information on organization/ Renseignements sur l'organisme				Group Identification Number (if applicable) / Numéro d'identification de l'organisme (le cas échéant).	
a) Incorporated or legal name / Dénomination sociale					
Street Number / Numéro	Street Name / Rue		Street Type / Type de rue	Street direction / Direction de la rue	
Suite, Floor / Bureau, étage	Lot, Concession, Rural Route / Lot, concession, route rurale		City / Ville		
Province, state / Province, État		Country / Pays		Postal Code, Zip Code / Code postal	
Telephone No. / N° de téléphone ()		Extension / Poste	Fax no. / Télécopieur ()	Email / Courriel	
Mailing Address (if different) / Adresse postale (si différente)					
Street Number / Numéro	Street Name / Rue		Street Type / Type de rue	Street direction / Direction de la rue	
Suite, Floor / Bureau, étage	Lot, Concession, Rural Route / Lot, concession, route rurale		City / Ville		
Province, state / Province, État		Country / Pays		Postal Code, Zip Code / Code postal	
b) Is your organization incorporated? / Votre organisme est-il constitué en société?					
☐ No / Non		☐ If Yes / Si oui :		Incorporation number / Numéro de corporation :	
				Jurisdiction of incorporation / Compétence de constitution :	
c) Is your organization registered as a Charitable Organization with the Canada Revenue Agency? / Votre organisme est-il inscrit en tant qu'organisme de bienfaisance auprès de l'Agence du revenu du Canada?					
☐ No / Non		☐ If Yes / Si oui :		Canada Revenue Agency Number / Numéro d'inscription de l'Agence du revenu du Canada	
d) How long has your organization existed? / Depuis combien de temps votre organisme existe-t-il?					
Years / Années		What is the financial year end of your organization? / Quelle est la date de clôture de votre exercice financier?		MM/YY DD/JJ	

3. Affiliates/Affiliations

a) Is your organization a Hall Charities Association conducting lottery events in a bingo centre **not** operating under the bingo revenue model? / Votre organisme est-il une association d'organismes de bienfaisance organisant des loteries dans un centre de bingo n' exerçant pas ses activités selon le modèle de recettes de bingo?

☐ Yes /
Oui ☐ No /
Non

b) Is your organization affiliated with any corporations or organizations that hold lottery licences?
Votre organisme est-il affilié à d'autres sociétés ou organismes qui détiennent des licences de loterie?
If Yes: List the legal names: / Si oui: Donnez-en la dénomination sociale:

☐ Yes /
Oui ☐ No /
Non

i) ii)

4. Use of net proceeds/ Utilisation des produits nets

(Attach separate sheet if necessary / Utilisez au besoin une feuille distincte.)

What will the money raised from this event be used for? (List specific programs or services for which funds will be used.)

À quoi serviront les fonds générés par cette activité de loterie? (Nommez des programmes ou services précis pour lesquels les fonds seront utilisés)

a) d)

b) e)

c) f)

5. Ticket Sales / Vente de billets

For what period of time are you requesting a licence / Pour quelle période de temps demandez-vous une licence?

(please note that the maximum length of a licence period cannot exceed 5 years)

(Veuillez noter que la durée maximum d'une licence est de cinq ans)

From: / YY/AA MM/MM DD/JJ
De: To: / YY/AA MM/MM DD/JJ
Au:

6. Location of Ticket Sales — Answer one of the following Sections /

Endroit où les billets seront vendus — Veuillez remplir l'une des sections suivantes :

a) Will Break Open Tickets be sold at a third party retail location? / Les billets à fenêtres seront-ils vendus à un emplacement de vente au détail?

☐ If Yes/
Si Oui

Name of Retail Location / Location/ Nom de l'empl.:

Street Address / Adresse municipale:

☐ No/Non

City / Ville

Province

Postal Code / Code postal

Telephone number / Numéro de téléphone

Gaming Control Act Registration number /
Numéro d'inscription en vertu de la Loi sur la
réglementation des jeux:

Expiry Date / Date d'expiration
YY/AA MM/MM DD/JJ

Provide reason if location is not registered / Indiquer la raison pour
laquelle l'endroit n'est pas inscrit

b) Will Break Open Tickets be sold at a bingo hall? / Les billets à fenêtres seront-ils vendus dans une salle de bingo?

☐ If Yes/
Si Oui

Name of Bingo Hall / Nom de la salle:

Street Address / Adresse municipale:

☐ No/Non

City / Ville

Province

Postal Code / Code postal

Telephone number / Numéro de téléphone

Gaming Control Act Registration number / Numéro d'inscription en vertu de la
Loi sur la réglementation des jeux:

Expiry Date /
Date
d'expiration:

YY/AA

MM/MM

DD/JJ

Provide reason if location is not registered / Indiquer la raison pour laquelle l'endroit n'est pas inscrit

c) Will Break Open Tickets be sold at a location exempt from registration under the Gaming Control Act 1992? / Les billets à fenêtres seront-ils vendus au locale dispenser de l'inscription aux termes de la Loi 1992 sur la réglementation des jeux?

☐ If Yes/
Si Oui

Name of location / Nom de l'endroit :

Street Address/ Adresse municipale :

☐ No/Non

City / Ville	Province	Postal Code / Code postal	Telephone number / Numéro de téléphone ()
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Provide reason why location is not registered / Indiquer la raison pour laquelle l'endroit n'est pas inscrit

d) Will Break Open Tickets be sold at a Fair or Exhibition? / Les billets à fenêtres seront-ils vendus lors d'une foire ou d'une exposition?

☐ If Yes/
Si Oui

Name of Fair or Exhibition / Foire ou expos. :

Street Address/ Adresse municipale :

☐ No/Non

City / Ville	Province	Postal Code / Code postal	Telephone number / Numéro de téléphone ()
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Start date: / Date du début : →	YY/AA	MM/MM	DD/JJ	End date: / Date de la fin : →	YY/AA	MM/MM	DD/JJ
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e) Will Break Open Tickets be sold at another Gaming Event (e.g. Social Gaming Event)? / Les billets à fenêtres seront-ils vendus lors d'une autre activité de jeu (p. ex., activité de jeu sociale)?

☐ If Yes/
Si Oui

Name of Gaming Event / Nom de l'activité :

Street Address/ Adresse municipale :

☐ No/Non

City / Ville	Province	Postal Code / Code postal	Telephone number / Numéro de téléphone ()
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Start date: / Date du début : →	YY/AA	MM/MM	DD/JJ	End date: / Date de la fin : →	YY/AA	MM/MM	DD/JJ
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7. Details of Event & Licence Fee / Détails sur l'activité et les droits de licence

Do not complete sections f & g if licence fee is determined at time that report is submitted and based on # of tickets sold. / Ne remplissez pas les sections f et g si les droits de licence sont calculés au moment de la soumission du rapport et en fonction du nombre de billets vendus.

(a) Ticket Type/ Genre de billets	(b) Total Ticket Sale Value/Deal (gross wager) Valeur totale de la vente de billets/tranche (mises brutes)	(c) Sales Currency / Devise de la vente	(d) Total Prizes/ Deal \$ / Prix totaux/tranche \$	(e) Total Number of Deals / Nombre total de tranches	(f) Licence Fee % (if applicable) Droits de licence % (if applicable/s'il y a lieu)	(g) Licence Fee \$ / Droits de licence \$ *
		☐ Can ☐ US				
		☐ Can ☐ US				
		☐ Can ☐ US				
		☐ Can ☐ US				
		☐ Can ☐ US				

Total Amount Due / Montant total exigible :

*Licence Fee Calculation:

Multiply total prizes/deal by total number of deals. Multiply that number by the percentage licence fee. If licence fee is a set dollar amount provide the dollar amount of the licence fee, but do not perform the calculation.

*Calcul des droits de licence :

Multiplier les prix totaux/tranche par le nombre total de tranches. Multiplier ce nombre par le pourcentage des droits de licence. Si les droits de licence sont un montant fixe en dollars, indiquer le montant en dollars des droits de licence, mais ne faites pas le calcul.

8. Gaming Supplier information / Renseignements sur les fournisseurs

Name of Break Open Ticket Manufacturer / Nom du fabricant des billets à fenêtres

Name of Break Open Ticket Manufacturer / Nom du fabricant des billets à fenêtres

Name of Break Open Ticket Manufacturer / Nom du fabricant des billets à fenêtres

Name of Break Open Ticket Manufacturer / Nom du fabricant des billets à fenêtres

b) Will Break Open Tickets be supplied by a Gaming Equipment Supplier? / Obtiendrez-vous vos billets à fenêtres d'un fournisseur de matériel relatif de jeu?☐ If Yes/ Si Oui ►
☐ No/Non(Please provide information for all Services Suppliers) /
(Veuillez fournir les renseignements pour tous les fournisseurs de services relatifs au jeu)

Name of Gaming Equipment Supplier / Nom du fournisseur :

GCA Registration Number / Numéro d'inscription en vertu de la Loi

Name of Gaming Equipment Supplier / Nom du fournisseur

GCA Registration Number / Numéro d'inscription en vertu de la Loi

c) Will you be using bingo hall services and employees to assist with the sale of Break Open Tickets? /**Aurez-vous recours aux services et aux employés de la salle de bingo pour la vente des billets à fenêtres?**☐ Yes /
Oui☐ No /
Non**d) Will you be using the services of a Gaming Services Supplier to assist with the sale of break open tickets? / Aurez-vous recours aux services d'un fournisseur de services relatifs au jeu pour la vente de billets à fenêtres?**☐ If Yes/ Si Oui ►
☐ No/Non(Please provide information for all Services Suppliers) /
(Veuillez fournir les renseignements pour tous les fournisseurs de services relatifs au jeu)

Name of Gaming Services Supplier / Nom du fournisseur

GCA Registration Number / Numéro d'inscription en vertu de la Loi

Name of Gaming Services Supplier / Nom du fournisseur :

GCA Registration Number / Numéro d'inscription en vertu de la Loi

9. Break Open Ticket Dispenser / Distributeur de billets à fenêtres

Will you be selling Break Open Tickets from a transparent container/Break Open Ticket Dispenser or compartment of a transparent container or Break Open Ticket Dispenser that is electrical or mechanical? / Vendrez-vous des billets à fenêtres à partir d'un contenant transparent/distributeur de billets à fenêtres ou d'un compartiment d'un contenant transparent/distributeur de billets à fenêtres qui est électrique ou mécanique?

☐ Yes /
Oui☐ No /
Non

Name of Gaming Equipment Supplier / Nom du fabricant de matériel de jeu :

GCA Registration Number / Numéro d'inscription en vertu de la Loi

10. Lottery trust account / Compte de loterie en fiducie désigné

Name of Financial Institution where lottery funds are held / Nom de l'établissement financier où se trouve l'argent

Account number / Numéro de compte

Address / Adresse

City / Ville

11. Declaration / Déclaration

We, the undersigned, declare that:

- We are Bona Fide Members of this organization;
- We have no conflict of interest with the gaming event and are **NOT** receiving remuneration directly or indirectly from the event;
- We have been authorized to make this licence application on behalf of the organization;
- We have read, understand and agree to comply with all **Break Open Ticket Licence Terms and Conditions**;
- We agree to be responsible for the conduct and management of the Break Open Ticket Lottery including services provided by Gaming Suppliers;
- All answers provided in this **Licence Application**, as well as all the information contained in the documents and materials submitted with it, are true and complete;
- We agree to be responsible for ensuring that there are no contraventions of the law, including the **Criminal Code of Canada**, the **Gaming Control Act, 1992** and **Regulations** and **Ontario Order In Council 1413/2008**;
- We understand that failure to fulfill these responsibilities is cause for denial of applications, cancellation or suspension of licences and may result in civil liability for and criminal prosecution of the Principal Officer, Designated Member In Charge and organization.

Nous soussignés, déclarons ce qui suit :

- Nous sommes des membres véritables de cet organisme.
- Nous ne sommes pas en situation de conflit d'intérêt en rapport à cette activité et nous **NE SOMMES PAS** rémunérés de façon directe ou indirecte pour cette activité.
- Nous avons obtenu l'autorisation de présenter cette demande de licence au nom de l'organisme.
- Nous avons lu et comprenons bien les **Modalités régissant la licence de billets à fenêtres** et nous acceptons de les respecter.
- Nous convenons d'assumer la responsabilité de la mise en œuvre et de l'administration de la loterie de billets à fenêtres, y compris les services dispensés par les fournisseurs.
- Toutes les réponses données dans cette demande de licence, ainsi que les renseignements indiqués dans les documents et le matériel ci-joints sont exacts et complets.
- Nous convenons de veiller à ce qu'il n'y ait pas d'infraction à la loi, y compris le **Code criminel du Canada**, la **Loi de 1992 sur la réglementation des jeux** et ses règlements ainsi que le **décret de l'Ontario 1413/2008**.
- Nous comprenons qu'un manquement à ces responsabilités risque d'entraîner le refus des demandes, l'annulation ou la suspension des licences et peut donner lieu à des poursuites en responsabilité civile et des poursuites criminelles envers la dirigeante ou le dirigeant principal, le membre désigné responsable et l'organisme.

We have read and understand the entire Declaration above /
Nous avons lu et comprenons bien toute cette déclaration.

Principal Officer / Dirigeant(e) principal		Designated Member In Charge / Membre désigné responsable
	Signature	
	Print name in full Nom au complet en caractères d'imprimerie	
	Title / Titre	
()	Individual's telephone number N° de téléphone	()
	Date of signing Date de signature	



QUESTIONNAIRE RESPECTING APPLICANTS FOR LOTTERY LICENCE

1. Registered Name of Organization (as shown on Governing Documents): _____

Operating Name, if different: _____

Business Address: _____

Telephone Number: _____ Fax No. _____

Email Address: _____ Website: _____

2. Is the Organization incorporated as a non-profit organization with Ministry of Consumer & Business Services (Ontario)?

☐ Yes ☐ No

Please provide registration date & number: _____

3. Is the Organization registered with Revenue Canada as a charity? ☐ Yes ☐ No

Please provide registration date & number: _____

4. How long has the Organization been providing services? _____

5. What category best describes the Organization?

☐ Advancement of Education

☐ Relief of Poverty

☐ Health and Welfare

☐ Advancement of Religion

☐ Other Charitable Purposes Beneficial to the Community: (Please specify sub-category\)

_ Culture & Arts

_ Health & Welfare

_ Amateur Sports Organizations

_ Enhancement of Youth

_ Public Safety Programs

_ Community Service Organizations

6. Please list and describe the specific programs and services delivered by the Organization and associated cost (do not restate your mandate or mission statement):

Services

Costs

1. _____ 1. _____

2. _____ 2. _____

3. _____ 3. _____

4. _____ 4. _____

5. _____ 5. _____

7. Approximate total number of members in the organization: _____

8. Date of fiscal year-end _____ Please indicate last day of filing _____ (date)

9. Does the Organization currently manage and conduct any gaming event (lotteries) within the City/Town of South Bruce Peninsula or other Municipalities?

☐ Yes ☐ No

Please indicate type of gaming event and location (Municipality)

☐ Bingo _____ ☐ Raffle* _____ ☐ Break Open Ticket _____ ☐ *Bazaars _____

*Please include name and address of Supplier registered under Gaming Control Act, 1992. _____

10. For the purpose of lottery licensing, all organizations must have a lottery trust account. Please complete the following information:

Name of Bank and Address: _____ Trust Account number: _____
Date Opened: _____

11. Would you like to pick up the Licence?

Yes _____ Telephone Number: () _____

No _____ If no, licence will be mailed out.

Contact Name and Mailing address:

Designated Members in Charge

All Designated Members in Charge must be bona fide members of the organization and are required to complete this form

We, as active, bona fide members of _____
(organization)

hereby certify that as the incorporating documents are current and still in effect.

hereby certify that as the designated members in charge of the lottery for which this application is made, will be responsible for the management and conduct of the lottery in accordance with the terms and conditions under which the lottery license is issued. We, as bona fide members, have signing authority, hold a senior position with the organization and will be present at the lottery events. (In addition to the three bona fide members listed below, please include a list of six to eight names, including positions within the organization and telephone numbers (during the day) in order to deal with scheduling and unscheduled absences.)

Print Name in Full		
Title & Other Position(s) held in Organization		
Email:		
Home Address	Number and Street:	
	City and Province :	Postal Code :
Phone Numbers	Business :	Home :
Date		
Signature		

Print Name in Full		
Title & Other Position(s) held in Organization		
Email:		
Home Address	Number and Street:	
	City and Province :	Postal Code :
Phone Numbers	Business :	Home :
Date		
Signature		

Print Name in Full		
Title & Other Position(s) held in Organization		
Email:		
Home Address	Number and Street:	
	City and Province :	Postal Code :
Phone Numbers	Business :	Home :
Date		
Signature		

Names of additional volunteers :

1.	5
2.	6
3.	7
4	8



AGCO

Alcohol and Gaming
Commission of Ontario

HOME » LOTTERY & GAMING

Lottery Licence Terms and Conditions

These terms and conditions apply to all lottery licences issued under the authority of the *Criminal Code* (Canada). There are additional terms and conditions for each type of lottery scheme as well as Standards and Directives issued by the Registrar that must be followed.

Definitions

bingo hall means a type of charitable gaming site where a charitable organization conducts and manages a lottery scheme under the authority of a licence issued by a municipality or by the Registrar.

Board of Directors means the individuals elected or appointed to manage the affairs of the licensee.

bona fide member means an active member of an eligible organization in good standing, who has activities within the organization beyond conducting lottery events. "Members of convenience" whose only activity is to assist at lottery events are not considered bona fide members.

books and records means documents outlining financial details of lottery events and includes but is not limited to, ledgers, sub-ledgers, chequebooks, cheque stubs, deposit books, deposit slips, bank statements, cancelled cheques, receipts, invoices and control sheets.

charitable gaming site means a gaming site where a charitable organization conducts and manages a lottery scheme under the authority of a licence issued by a municipality or by the Registrar.

charitable organization means a corporation, organization, association or partnership which is created primarily for a charitable object or purpose in Ontario, is operated not for profit, and includes a religious organization.

consolidated designated trust account (CDTA) means an account designated as a trust account by the branch of a recognized financial institution within the Province of Ontario into which are deposited by the Hall Charities Association the proceeds derived from events conducted and managed pursuant to lottery licences.

designated lottery trust account means an account designated as a trust account by the branch of a recognized financial institution within the Province of Ontario.

Directive means a directive prescribed by the Registrar to one or more licensees or gaming suppliers directing the licensee or supplier to act or to cease acting in the manner specified in the Directive.

Gaming-Related Supplier means a person who manufactures, provides, installs, tests, maintains or repairs gaming equipment or who provides consulting or similar services directly related to the playing of a lottery scheme or the operation of a gaming site.

gaming site means premises or an electronic channel maintained for the purpose of playing or operating a lottery scheme.

Hall Charities Association (HCA) means an association formed by all the licensees conducting bingo and other lotteries within a bingo hall.

licence means a licence issued to an eligible charitable organization under the *Criminal Code* (Canada) by or under the authority of the Lieutenant Governor in Council to conduct and manage a lottery scheme approved by the Registrar.

licensee means a charitable organization to which a licence is issued.

licensing authority means the authority specified by the Lieutenant Governor in Council as a licensing authority for the purposes of the *Criminal Code* (Canada).

lottery means a scheme for which a licence is available pursuant to s. 207(1)(b) of the *Criminal Code* (Canada).

lottery event means an event at which a lottery is conducted and managed by a licensee.

Registrar means the Registrar of Alcohol, Gaming and Racing.

Standards means standards prescribed by the Registrar for gaming equipment or for gaming services with which Gaming-Related Suppliers must comply. Standards also include standards prescribed by the Registrar with which licensees must comply.

It is a condition of each licence that:

(1) Conduct and management

1.1 The licensee is responsible for and accountable for the overall conduct and management of the lottery.

1.2

- a. The licensee must control and determine all operational, administrative and staffing requirements related to the conduct and management of the lottery.
- b. The licensee must provide the required number of bona fide members prescribed by the Registrar to be in charge of and responsible for the conduct of the lottery on behalf of the licensee.
- c. The designated members in charge must be at least 18 years of age and, on behalf of the licensee, be responsible for:
 - i. applying for the licence;
 - ii. supervising all activities related to the operation of the lottery;
 - iii. carrying out activities required for the conduct and management of the lottery;

- iv. ensuring the completion and filing of the required reports;
- v. ensuring that these Terms and Conditions of licences, the applicable terms and conditions prescribed by the Registrar for the specific type of lottery scheme, the Standards and Directives prescribed by the Registrar and any additional terms and conditions imposed by the licensing authority are complied with; and
- vi. ensuring that all required books and records are kept and that all monies are deposited into the designated lottery trust account or consolidated designated trust account.

1.3 The licensee must comply with all federal, provincial and municipal laws including the *Criminal Code* (Canada) and the *Gaming Control Act, 1992*.

1.4 The licensee must conduct and manage the lottery and ensure that the lottery is operated in accordance with the information supplied on the application and approved on the licence.

1.5 The licensee must pay all fees or other charges that are established or prescribed by the Registrar or established under the *Alcohol and Gaming Regulation and Public Protection Act, 1996* in such manner and time period specified.

1.6 The licensee must ensure that all lottery events are conducted in accordance with these terms and conditions of licences, the applicable terms prescribed by the Registrar for the specific type of lottery scheme, the Standards and Directives prescribed by the Registrar and any additional terms and conditions imposed by the licensing authority.

1.7 As prescribed by the Registrar, the licensee must ensure that the original licence is displayed at the premises where the lottery is being conducted.

1.8 The licensee must conduct only those types of games approved in the application for licence.

1.9 The licensee must ensure that no person directly involved in or responsible for the conduct of the lottery event or involved in the sale of bingo paper, break open tickets or raffle tickets, as the case may be, purchases any bingo paper, break open tickets or raffle tickets, or participates in the game which he or she is assisting to conduct.

1.10 The licensee must not allow any person under the age of 18 to participate in any way as a player in any lottery event.

1.11 The licensee must ensure that no person is extended credit for any gaming activities. Except as may be permitted in the terms prescribed by the Registrar for a specific type of lottery or premises, the licensee must not accept credit cards, employer cheques or personal cheques.

1.12 The licensee must not allow any person who currently has a registration under the *Gaming Control Act, 1992* revoked, suspended or refused to participate in any way in the conduct, management or operation of the lottery event.

1.13 The licensee may exclude persons from participating in games of chance at its discretion.

(2) Use of proceeds

2.1 The net proceeds derived from the conduct of the lottery must be used for the charitable or religious purposes in Ontario that were approved on the application for licence.

2.2 All prizes and permitted expenses incurred as a result of conducting the lottery must be deducted and paid out from the gross receipts derived from the lottery. Unless otherwise permitted by the Registrar, the licensee must not use monies from any other source to pay for expenses related to the lottery.

2.3 All expenses must be directly related to the conduct of the lottery except as may be otherwise prescribed by the Registrar.

2.4 The Registrar may prescribe the method by which expenses will be calculated based on the type of lottery being conducted.

2.5 Each expense must be individually calculated and paid in Canadian funds, drawn on the designated lottery trust account. The licensee must pay separately each Gaming-Related Supplier registered under the *Gaming Control Act, 1992*.

(3) Financial management and administration

BOOKS AND RECORDS

3.1 The licensee must maintain detailed records of the disbursement of all proceeds derived from the conduct and management of a lottery, including receipts for each expense incurred, and for the use of the proceeds for the purposes approved on the application.

3.2 The licensee must maintain books and records and other documents in support of all financial reports or statements. The books and records must be kept up to date and retained for no less than four (4) years from the latter of the date of the lottery event or until the date on which all proceeds have been expended for the purposes approved on the application.

3.3 The licensee must:

- a. provide unencumbered access to the licensee's books and records and other documents including but not limited to, those related to the conduct and management of a lottery within the bingo hall, the use of proceeds from a lottery and the licensee's non-lottery accounts to persons appointed by a licensing authority and to all peace officers; and
- b. deliver to a licensing authority within the time period specified by the licensing authority the licensee's books and records and other documents described in (a) and such other materials as required by the licensing authority for inspection, audit and investigation purposes.

3.4 The licensee must hold all proceeds from the conduct and management of the lottery in trust.

3.5 In order to administer all proceeds from the lottery in accordance with the terms and conditions of licences, the applicable terms and conditions prescribed by the Registrar for the specific type of lottery scheme and any additional terms and conditions imposed by the licensing authority, the licensee must:

- a. open and maintain a designated lottery trust account with cheque writing privileges and monthly statements issued;
- b. ensure that the designated lottery trust account includes either the return of all cheques with the monthly statements or the return of electronically scanned images of the front and back of each cancelled cheque with the monthly statements;
- c. ensure that its designated lottery trust account requires that all cheques or withdrawals have the signatures of at least two (2) bona fide members of the licensee;
- d. deposit all proceeds from the lottery, other than any prizes paid to players during the lottery event, into the designated lottery trust account as soon as practicable; and
- e. use any interest that accrues in the designated lottery trust account for the charitable purposes approved in the application for licence, unless otherwise authorized by the Registrar.

REPORTING REQUIREMENTS

3.6 The licensee must provide a licensing authority with a financial report outlining the results of the lottery event it has conducted and managed in the prescribed form.

3.7 The licensee must ensure that all required reports are prepared within the time period prescribed by the Registrar.

3.8 The licensee must provide to each licensing authority that issued it a licence or authorization, within the time period specified:

- a. financial statements prepared in accordance with the Standards prescribed by the Registrar; and
- b. a summary of the licensee's compliance with these terms and conditions, the applicable terms and conditions prescribed by the Registrar for the specific type of lottery scheme, the Standards and Directives prescribed by the Registrar and any additional terms and conditions imposed by the licensing authority.

3.9 All documents required by Section 3.8 must be reviewed and approved by the licensee's Board of Directors prior to filing with the licensing authorities.

3.10 A licensee that receives:

- a. less than \$250,000 in gross annual revenues from all sources must prepare financial statements in accordance with the standards set out in the *CICA Handbook*;
- b. \$250,000 or more in gross annual revenues from all sources must prepare financial statements in accordance with the standards set out in the *CICA Handbook* which have been audited by a public accountant.

3.11 The licensee must provide to a licensing authority within the time period specified by the licensing authority, any information, materials, financial statements, audited financial statements, review engagement reports and compliance reports as the licensing authority may require.

3.12 The licensee may use proceeds from the lottery to pay the expenses of the financial statements and reports required by this section, with the prior approval of the licensing authority.

SECURITY FOR PAYMENT OF PRIZES

3.13 The licensing authority may require licensees to provide security to ensure the payment of all proposed prizes, including in the form of a certified cheque, bank draft, money order or an irrevocable standby letter of credit drawn on a Canadian chartered bank payable to the licensing authority and which expires no sooner than 45 days after the last day of the lottery event specified in the licence.

3.14 For fixed prize values of \$10,000 or more, the security must be an irrevocable standby letter of credit drawn on a Canadian chartered bank, payable to the licensing authority and which expires no sooner than 45 days after the last day of the lottery event specified in the licence.

3.15 The security must be held by the licensing authority until such time as the licensing authority is satisfied that the lottery event has been completed and that all prizes have been paid or awarded.

3.16 Where the licensee refuses or fails to pay out prizes to winners at a lottery event, the licensing authority must realize on the licensee's security and use the proceeds to pay the prizes to the winners.

3.17 Where a prize is not claimed by a winner within a reasonable period of time and, where in the opinion of the licensing authority all reasonable attempts have been made by the licensee to contact the winner, the unclaimed prize must be held in trust by the licensee for a period not less than six (6) months from the date the prize was awarded. At the end of the six-month period, the total amount of the prize held in trust, including interest, must be included by the licensee in the gross proceeds of the lottery event.

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Break Open Ticket Licence Terms and Conditions

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-

Guidance for Applicable T&C Sections Based on Ticket Types

For ticket types and additional information on your specific ticket type, please see the [Schedule of Approved Break Open Ticket Types and Associated Expense Maximums](#).

- Sections 1 – 4 of this document are **General Terms and Conditions** which are applicable to all Break Open Ticket types.
- Sections 5 and 6 of this document are the **Terms (in addition to Sections 1- 4) that are specific only to Break Open Ticket types under Section A of the Schedule of Approved Break Open Ticket Types and Associated Expense Maximums**
- Sections 7 and 8 of this document are the **Terms (in addition to Sections 1-4) that are specific only to Break Open Ticket types under Section B of the Schedule of Approved Break Open Ticket Types and Associated Expense Maximums**.

Definitions

Bingo Event ticket game means a break open ticket game in which a winner is determined by matching a bingo ball symbol or symbols on a break open ticket with a specified number or numbers drawn during the course of a licensed Bingo Event conducted and managed in accordance with the terms and conditions. Bingo Event tickets are not bingo paper.

Box means each separately sealed box of break open tickets within a deal or sub-deal, as shipped by the supplier.

Break open ticket means a device which is made of cardboard and which has one (1) or more perforated cover window tabs behind which are winning and non-winning numbers or symbols that must be revealed by the tearing off of the cover tab. Seal cards and Bingo Event tickets are types of break open ticket.

Break open ticket dispenser means an electrical or mechanical device used to dispense break open tickets.

Break open ticket lottery means a lottery where consideration is given for a chance to win instant prizes or prizes determined by a subsequent event, by revealing a specified arrangement of numbers or symbols on a break open ticket and includes prizes carried over to a future deal or sub-deal.

Break open ticket style means the combination of approved graphics and prize structure used for break open tickets. There may be multiple styles within a break open ticket type.

Break open ticket type means a break open ticket characterized by the number of tickets per deal, the price per ticket and the total value of prizes per deal.

Charitable gaming site means a gaming site where a charitable organization conducts and manages a lottery scheme under the authority of a licence issued by a municipality or by the Registrar.

Dab means to mark bingo paper or break open tickets so that the underlying numbers or symbols are transparent to runners and can be verified. The ink used to dab bingo paper or break open tickets must be permanent except where reusable hardboard, laminated paper or plastic bingo cards are used.

Deal means each separate game or series of break open tickets with the same serial number.

Gaming-Related Supplier means a person who manufactures, provides, installs, tests, maintains or repairs gaming equipment or who provides consulting or similar services directly related to the playing of a lottery scheme or the operation of a gaming site and who is registered under the *Gaming Control Act, 1992*.

Gaming site means premises or an electronic channel maintained for the purpose of playing or operating a lottery scheme.

Revenue Split Model means the method by which revenue from the sale of break open ticket types approved by the Registrar after January 2022 is allocated between the licensee and registered suppliers. See Section B of the Schedule of Approved Break Open Ticket Types and Associated Expense Maximums for further information on the ticket types that are eligible to use this expense model.

Operator means a person who operates a gaming site.

Progressive Bingo Event ticket game means a Bingo Event ticket game with a progressive element where prizes that are not won during one game are added to the prizes on a future deal or sub-deal.

Progressive Seal Card game means a Seal Card game with a progressive element where prizes that are not won during one game are added to the prizes on a future deal or sub-deal.

Provincial break open ticket (PBOT) licence means a licence issued to an organization with a demonstrated provincial mandate authorizing the sale of break open tickets in all municipalities across the province.

Seal card means a break open ticket posted at the place of sale named in the licence that is used to determine the winner of a secondary prize by opening a window or windows to reveal a number or symbol that matches a ticket held by the winning player.

Seal Card game means a break open ticket game featuring tickets that grant certain players a chance at a prize or prizes to be determined by the removal of a window from a seal card to reveal specified winning numbers or symbols.

Seller means someone who is permitted to sell break open tickets on behalf of a licensed charitable or religious organization. A Seller can be registered to sell break open tickets at one or more locations.

Sub-deal means a portion of a deal of seal card game tickets or bingo event tickets. Each sub-deal in a deal must have the same serial number but be distinguished by a letter of the alphabet or additional numbers at the beginning or end of the serial number or form number.

- (1) Hall Charities Associations
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- (7) Conduct and management of the event
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Break Open Ticket Lottery Report Rapport de loterie de billets à fenêtres

This report must be filed with the Licensing Authority in accordance with the Terms and Conditions under which the Break Open Ticket licence is issued.

Ce rapport doit être déposé auprès de l'autorité chargée de la délivrance des licences conformément aux modalités régissant la licence de billets à fenêtres.

1. Information on organization/ Renseignements sur l'organisme

a) Incorporated or legal name / Dénomination sociale

Group Identification Number (if applicable) / Numéro d'identification de l'organisme (le cas échéant).

Licence Number / Numéro de Licence		Street Number / Numéro	Street Name / Rue		Street Type / Type de rue
Street direction / Direction de la rue	Suite, Floor / Bureau, étage	Lot, Concession, Rural Route / Lot, concession, route rurale		City/ Ville	
Province, State / Province, État		Country / Pays		Postal Code, Zip Code / Code postal	
Telephone No. / N° de téléphone ()	Extension / Poste	Fax number / Télécopieur ()		Email / Courriel	

Mailing Address (if different) / Adresse postale (si différente)

Street Number / Numéro	Street Name / Rue		Street Type / Type de rue	Street direction / Direction de la rue
Suite, Floor / Bureau, étage	Lot, Concession, Rural Route / Lot, concession, route rurale		City/ Ville	
Province, state / Province, État		Country / Pays		Postal Code, Zip Code / Code postal
Telephone No. / N° de téléphone ()	Extension / Poste	Fax number / Télécopieur ()		Email / Courriel

Print the name, position and telephone number of the designated member in charge to be contacted in reference to this report.

Veuillez écrire en caractères d'imprimerie le nom, le titre et le numéro de téléphone du membre désigné responsable à contacter pour le présent rapport.

Last Name / Nom de famille

First Name / Prénom

Middle name (s) / Second prénom

Position / Titre

Telephone Number (s) / Numéro(s) de téléphone
Residence / Domicile

Business / Travail

Fax number / Télécopieur

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2. Period (check one) for which this report is made (for tickets purchased and sold) / Période couverte par ce rapport (pour l'achat et la vente de billets) (Cochez une case)

☐ Interim Report / Rapport intérimaire <i>(as prescribed by licensing authority) / (tel que prescrit par l'autorité chargée de la délivrance des licences)</i> (Discrepancy report; if applicable as per the Terms and Conditions must be included) / (Rapport d'anomalie : doit être inclus s'il y a lieu, conformément aux modalités)	From / Du	YY/AA	MM/MM	DD/JJ	To / Au	YY/AA	MM/MM	DD/JJ
☐ Final Report / Rapport final <i>(to end of licence period) / (jusqu'à la fin de la période de licence)</i> (Discrepancy report: if applicable as per the Terms and Conditions must be included) / (Rapport d'anomalie : doit être inclus s'il y a lieu, conformément aux modalités)	From / Du	YY/AA	MM/MM	DD/JJ	To / Au	YY/AA	MM/MM	DD/JJ

3. Ticket Inventory (For Report Period) – attach a separate sheet if necessary / Billets en stock (pour la période couverte par le rapport) – joindre une feuille distincte au besoin

Ticket Type / Genre de billet Print Here / En caractères d'imprimerie ici	▶						Totals / Totaux ▼
a) Product on Hand / Produit en main							
1. Total number of unopened deals at start of this report period (not applicable for first report period of a new licence) / Nombre total de tranches complètes au début de la présente période de rapport (ne s'applique pas à la première période de rapport d'une nouvelle licence)							
2. Total number of individual tickets carried over for sale from the preceding licence period (applicable only for first report period of a new licence) / Nombre total de billets individuels aux fins de vente reportés de la période de licence précédente (s'applique seulement à la première période de rapport d'une nouvelle licence)							
3. Total number of deals purchased for sale for this report period / Nombre total de tranches achetées aux fins de vente durant la période couverte par le présent rapport							
b) Product Sold / Produit vendu							
4. Total number of complete deals sold during this report period / Nombre total de tranches complètes vendues durant la période couverte par le présent rapport							
5. Total number of individual tickets sold from partially sold deals of tickets for this report period / Nombre total de billets individuels vendus à partir des tranches de billets partiellement vendues durant la présente période de rapport							
c) Product Remaining / Produit encore en main							
6. Total number of unopened deals remaining at the end of this report period / Nombre total de tranches complètes en main à la fin de la période couverte par le présent rapport							
7. Total number of individual tickets being carried over for sale to the next licence period / Nombre total de billets individuels reportés à la période de licence suivante aux fins de vente							

**4a) Ticket Sales in Canadian Currency (For Report Period) – attach a separate sheet if necessary /
Vente de billets en monnaie canadienne (pour la présente période de rapport) – joindre une feuille distincte au besoin**

Ticket Type / Genre de billet Print Here / En caractères d'imprimerie ici ▶						Totals / Totaux ▼
1. Total number of complete deals sold during this report period in Canadian currency / Nombre total de tranches complètes vendues durant la présente période de rapport en monnaie canadienne						
2. Total number of individual tickets sold during this report period in Canadian currency / Nombre total de billets individuels vendus durant la présente période de rapport en monnaie canadienne						
3. Price per ticket / Prix par billet						N/A / S.O.
4. Gross receipts derived from ticket sales for this report period / Recettes brutes générées par la vente de billets durant la présente période de rapport						\$
5. Total value of prizes awarded for this report period / Valeur totale des prix attribués durant la présente période de rapport						\$
6. Net Receipts for ticket sales in American Currency (gross receipts – value of prizes) / Recettes nettes générées par la vente de billets en monnaie américaine (recettes brutes – valeur des prix)						\$

**4b) Ticket Sales in American Currency (For Report Period) – attach a separate sheet if necessary /
Vente de billets en monnaie américaine (pour la présente période de rapport) – joindre une feuille distincte au besoin**

Ticket Type / Genre de billet Print Here/ En caractères d'imprimerie ici ▶						Totals / Totaux ▼
1. Total number of complete deals sold during this report period / Nombre total de tranches complètes vendues durant la présente période de rapport						
2. Total number of individual tickets sold during this report period / Nombre total de billets individuels vendus durant la présente période de rapport						
3. Price per ticket / Prix par billet						N/A / S.O.
4. Gross receipts derived from ticket sales for this report period / Recettes brutes générées par la vente de billets durant la présente période de rapport						\$
5. Total value of prizes awarded for this report period / Valeur totale des prix attribués durant la présente période de rapport						\$
6. Net Receipts for ticket sales in American Currency (gross receipts – value of prizes) / Recettes nettes générées par la vente de billets en monnaie américaine (recettes brutes – valeur des prix)						\$

4c) Currency Conversion / Conversion monétaire

This section to be completed for ticket types sold in American currency only /

Cette section doit être remplie pour tous les types de billets vendus en monnaie américaine seulement

Net Receipts In American Currency (total from 4b #6) / Recettes nettes en monnaie américaine (total de la section 4b no 6)	\$
Bank exchange rate (provide range of bank exchange rates for report period) / Taux de change de la banque (donner une fourchette de taux de change bancaires pour la période du rapport)	%
Net Receipts for ticket sales in Canadian Currency (converted) / Recettes nettes générées par la vente de billets, en monnaie canadienne (convertie)	\$

4d) Total Net Receipts / Recettes nettes totales	
Net receipts for ticket sales in Canadian currency (total from 4a #6) / Recettes nettes générées par la vente de billets en monnaie canadienne (total provenant de la section 4a no 6)	\$
Net receipts for ticket sales in Canadian currency – converted (total from #4c) / Recettes nettes générées par la vente de billets en monnaie canadienne – convertie (total provenant de la section 4c)	\$
Total Net Receipts / Recettes nettes totales	\$

4e) Total Deposits / Dépôts totaux	
Total Net Receipts for this report period / Total des recettes nettes pour la période couverte par le présent rapport	\$
Total Deposits for this report period / Dépôts totaux pour la période couverte par le présent rapport	\$
Total Net Receipts minus Total Deposits =	\$
If this number does not equal 0, attach an explanation detailing the cash shortage between Total Net Receipts and Total Deposits / Si ce nombre n'est pas égal à 0, veuillez fournir sur une feuille distincte une explication du déficit de caisse entre les recettes nettes totales et les dépôts totaux	

5) Administrative Costs / Frais d'administration						
Ticket Type / Genre de billet Print Here/ En caractères d'imprimerie ici ▶						Totals / Totaux ▼
ADMINISTRATIVE COSTS (Including All Taxes) / FRAIS ADMINISTRATIFS (y compris toutes les taxes) :						
Tickets (cost for # Deals sold during this Report period) – if purchased directly from the manufacturer / Billets (coût des tranches vendues au cours de la période du rapport) – si achetées directement du fabricant						
Gaming Equipment Supplier Commission (including cost of tickets) – if applicable / Commission versée aux fournisseurs de matériel de jeu (incluant le coût des billets) – s'il y a lieu						
Gaming Services Supplier Commission / Commission versée aux fournisseurs de services relatifs au jeu						
Break Open Ticket Seller Commission / Commission versée aux vendeurs de billets à fenêtres						
Bingo Hall Rental (Commission) – if applicable / Location de salle de bingo (commission) – le cas échéant						
Container(s)/Dispenser(s) / Contenant(s)/Distributeur(s)						
Bank Service Charges / Frais de services bancaires						
Out-of-pocket Expenses / Menues dépenses						
Adjustments (attach written explanation) / Redressements (veuillez fournir des explications sur une feuille distincte)						
Other (please list) / Autres (veuillez énumérer)						
Total Administrative Costs Per Ticket Type / Total des frais administratifs par genre de billet						

FEES / DROITS :						Totals / Totaux ▼
Licence Fee: State the licence fee paid for this report period as prescribed by the licensing authority / Droits de licence : Déclarer les droits de licence acquittés pour la présente période de rapport tel qu'il est prescrit par l'autorité chargée de la délivrance des licences						
Note: Please only fill out this section for Break Open Ticket purchases invoiced prior to June 1, 2019. Remarque : Veuillez remplir cette section seulement pour les achats de billets à fenêtres facturés avant le 1 juin 2019.						
Provincial Fee: 4.46% of Gross Selling Price X # Deals purchased during this Report Period / Droits provinciaux : 4,46 % du prix de vente X Nombre de tranches achetées durant la période du rapport						
Total Fees Per Ticket Type / Total des droits par genre de billet						
Total Administrative Costs and Fees Per Ticket Type / Total des frais administratifs et des droits par genre de billet						
Total Administrative Costs and Fees / Total des frais administratifs et des droits						
Net Proceeds Derived / Produit net obtenu (Net Receipts <i>minus</i> Total Administrative Costs & Fees / Recettes nettes <i>moins</i> total des frais d'administration et des droits)						

6. Payments made from Designated Lottery Trust Account during report period. Provide (where applicable) details of all program and service expenses and list of charitable disbursements (attach a separate sheet if necessary) / Paielements effectués à partir d'un compte de loterie en fiducie désigné durant la période couverte par le rapport. Veuillez fournir (le cas échéant) des détails sur toutes les dépenses liées au programme et aux services ainsi que la liste des montants versés à des fins de bienfaisance (joindre une feuille distincte au besoin)					
Payment Date / Date du paiement	Payment Type / Genre de paiement	Cheque/EFT / Chèque/ N° de TEF	Payee / Bénéficiaire	Purpose of Payment / Nature du paiement	Amount / Montant
Total Payments / Total des paiements					\$

7. Details of Designated Lottery Trust Account (attach copies of bank statements for report period)/ Détails sur le compte de loterie en fiducie désigné (veuillez joindre une copie des relevés bancaires pour la période du rapport)	
Name of Bank, Loan/Trust Company or Province of Ontario Savings Office / Nom de la banque, de la société de prêt ou de fiducie, ou de la succursale de la Caisse d'épargne de l'Ontario	Designated Lottery Trust Account Number / Compte de loterie en fiducie désigné
Address / Adresse	Bank Statement Date / Date du relevé bancaire YY/AA MM/MM DD/JJ
Balance as per Bank Statement / Solde selon le relevé bancaire \$	

8. Declaration / Déclaration

We, the undersigned, declare that:

- We are Bona Fide Members of this organization;
- We have no conflict of interest with the gaming event and are **NOT** receiving remuneration directly or indirectly from the event;
- We have been authorized to make this licence application on behalf of the organization;
- We have read, understand and agree to comply with all **Break Open Ticket Licence Terms and Conditions**;
- We agree to be responsible for the conduct and management of the Break Open Ticket Lottery including services provided by Gaming Suppliers;
- All answers provided in this **Licence Application**, as well as all the information contained in the documents and materials submitted with it, are true and complete;
- We agree to be responsible for ensuring that there are no contraventions of the law, including the **Criminal Code of Canada**, the **Gaming Control Act, 1992** and **Regulations** and Ontario **Order In Council 1413/2008**;
- We understand that failure to fulfill these responsibilities is cause for denial of applications, cancellation or suspension of licences and may result in civil liability for and criminal prosecution of the Principal Officer, Designated Member In Charge and organization.

Nous soussignés, déclarons ce qui suit :

- Nous sommes des membres véritables de cet organisme.
- Nous ne sommes pas en situation de conflit d'intérêt en rapport à cette activité et nous **NE SOMMES PAS** rémunérés de façon directe ou indirecte pour cette activité.
- Nous avons obtenu l'autorisation de présenter cette demande de licence au nom de l'organisme.
- Nous avons lu et comprenons bien les **Modalités régissant la licence de billets à fenêtres** et nous acceptons de les respecter.
- Nous convenons d'assumer la responsabilité de la mise en œuvre et de l'administration de la loterie de billets à fenêtres, y compris les services dispensés par les fournisseurs.
- Toutes les réponses données dans cette demande de licence, ainsi que les renseignements indiqués dans les documents et le matériel ci-joints sont exacts et complets.
- Nous convenons de veiller à ce qu'il n'y ait pas d'infraction à la loi, y compris le **Code criminel du Canada**, la **Loi de 1992 sur la réglementation des jeux** et ses règlements ainsi que le **décret de l'Ontario 1413/2008**.
- Nous comprenons qu'un manquement à ces responsabilités risque d'entraîner le refus des demandes, l'annulation ou la suspension des licences et peut donner lieu à des poursuites en responsabilité civile et des poursuites criminelles envers la dirigeante ou le dirigeant principal, le membre désigné responsable et l'organisme.

**We have read and understand the entire Declaration above /
Nous avons lu et comprenons bien toute cette déclaration.**

Principal Officer / Dirigeant(e) principal		Designated Member In Charge / Membre désigné responsable
	Signature	
	Print name in full Nom au complet en caractères d'imprimerie	
	Title / Titre	
()	Individual's telephone number N° de téléphone	()
	Date of signing Date de signature	