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Application for Lottery Licencing Eligibility

This form is to be fully completed and returned to the Town of Parry Sound along with accompanying documentation as per the check list provided.

1. Registered Name of Organization (as shown on Letters Patent or legal documentation):

Operating Name, if different: _____

Business Address: _____

Telephone No.: () _____ Fax No. () _____

E-mail Address: _____ Website: _____

2. Is this Organization registered with Revenue Canada as a charity? Yes No

Please provide Registration date & number: _____
Date No.

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

4. What category best describes the Organization?

- Arts and Culture Sports Health & Welfare Education Religion
- Relief of Poverty Service Club Community Support Services to Seniors
- Other –Please Specify _____

5. Please list and describe all specific charitable programs and services delivered by the Organization and specific costs incurred (do not restate your mandate or mission statement – be specific) Add attachments if needed.

<u>Service Description</u>	<u>\$ Cost</u>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

6. Approximate total of members of the organization: _____

7. Date of fiscal year-end _____ Please indicate last date of filing _____.

8. Does the Organization currently manage and conduct any lottery events with in the Town of Parry Sound or other municipality?

Yes No

Please list type of gaming event and municipality.

Bingo _____ Raffle _____

Bazaars _____ Nevada _____

9. All Organizations must have a Lottery Trust Account.

note that organizations may want to first be pre-approved for Licencing Eligibility before opening a lottery trust account

Complete the following information:

Name of Financial Institution: _____ Trust Account No. _____

Address: _____ Date Opened: _____

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We the undersigned, declare that all information provided in and with this statement is factual and correct.

Print name and Title of Principal Officer

Print name and Title of Principal Officer

Signature

Signature

Date

Date

Designated Members in Charge

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

hereby certify that the designated members in charge of the lottery events for which this application is intended and any future licensed lottery events will be responsible for the management and conduct of all lotteries in accordance with the terms and conditions under which the lottery licence is issued. We, as bona fide members, have signing authority, hold senior positions with the organization and at least one of the following will be present at the bingo events, if applicable.

Print Name in Full		
Title		
Other Position(s) In Organization		
Home Address	Number and Street	
	City and Province	Postal Code
Phone Numbers	Business	Home
E-mail Address		
Date and Signature	Signature	Date

Print Name in Full		
Title		
Other Position(s) In Organization		
Home Address	Number and Street	
	City and Province	Postal Code
Phone Numbers	Business	Home
E-mail Address		
Date and Signature	Signature	Date

Print Name in Full		
Title		
Other Position(s) In Organization		
Home Address	Number and Street	
	City and Province	Postal Code
Phone Numbers	Business	Home
E-mail Address		
Date and Signature	Signature	Date

Check List for Submission of Eligibility Applicants and/or Updates

Note that all information including appropriate documentation must be included with your application. Incomplete packages will be returned to your Organization. Organizations cannot print, sell tickets, or advertise until the issuance of a lottery licence. It is your responsibility to notify the Lottery Licence Office of any changes to your organization such as changes to your Board of Director, changes in programs and services, etc. New applications for eligibility can take up to 30 working days.

- Completed application form
- Letters of patent (if applicable)
- Copy of organization's Constitution and/or By-laws (signed and dated)
- List of current board of directors (including names, addresses, phone numbers and their positions)
- Copy of current operating budget (which includes all sources of revenues and expenses)
- Copy of proposed lottery budget
- Copy of most recent annual Financial Statement
- List of programs/services with specific costs incurred upon delivery that are intended for lottery revenue (use of lottery funds)
- Current signing officers and their original signatures next to their names
- Revenue Canada Notification of Registration letter (if applicable)
- Current copy of documents filed with Revenue Canada under the Charities Accounting Act or Income Tax Act
- Membership list (if applicable)