



TOWN OF AYLMER

46 Talbot Street West
Aylmer, Ontario
N5H 1J7

Phone: 519-773-3164 Fax: 519-765-1446

www.aylmer.ca

LOTTERY LICENCES – General Information

TO BE FILED ANNUALLY

- Current List of Board of Directors (including Officers)
- Minutes from the organization's last general membership meeting
- Letters Patent / Letters of Incorporation / By-Laws / Constitutions. That includes reference to a mandate which explicitly states that the organization is incorporated to provide programs and services for the community
- Current year budget, detailing how resources will be acquired and disbursed during this period
- Current year-end financial statements
- Charitable Registration number.

TO BE FILED AT THE TIME OF APPLICATION FOR A LICENCE

- Completed application form, signed by two Principal Officers.
- Licence Fee – please refer to the Terms and Conditions as provided in the lottery package
- Sample of actual ticket to be sold
- A separate Trust Account with cheque writing privileges must be set up for each lottery licence.

TO BE FILED AFTER EVENT / LICENCE EXPIRY

- Completed report form for the previous licence, must be filed with the municipality within 30 days of the expiry of the licence, if applicable
- Complete the report form provided in your lottery package
- Provide financial documentation such as but not limited to: copies of bank statements, cancelled cheques front & back as well as confirmation of all administrative expenses.
- Provide a record of all winners, and copy of ad or publication showing winners.

PLEASE NOTE:

- Organization must be in existence at least 1 year prior to making application
- Lottery licences will only be issued following a review and approval by the Town
- The licensing period for Raffles shall not exceed one year
- The licensing period for Nevada shall not exceed 6 months
- Designated members in charge and persons directly related to the conduct and administration of the licence may not purchase tickets (i.e. principal officers) see AGCO guidelines.
- Persons under the age of 18 may not purchase tickets

Incomplete applications - such as applications that do not include the correct licensing fee or do not include the required documentation - will be returned to the applicant and the issuance of a licence will not proceed until a complete application is received to the satisfaction of the Licensing Officer.

Please refer to the Terms and Conditions provided in your package and/or visit the following website for full requirements of your lottery licence - Alcohol & Gaming Commission of Ontario (AGCO): www.agco.on.ca

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