

# **Class D Annual Regular Series Gaming Licence Application Guide**

This guide will provide you with step-by-step instructions on how to complete an application for a Class D gaming event licence using the Gaming Online Service (GOS). Some common errors will be pointed out; however, you are responsible for reading and understanding the Licensed Charitable Gaming Rules for your event before applying.

Applying for a licence and reading through this document should take 15-30 minutes.

Throughout the application process, you'll see clickable 'Help' or 'Question Mark' icons: <sup>(2)</sup>. Clicking these symbols will open another window with more information.

The 'Help' icons located at the top right-hand corner of each screen will show you general government help information. The 'Help' icons located within the Online Service pages will give you additional information and/or tips related to the subject matter at hand.

The Licensed Charitable Gaming Rules can be found on the Gaming Policy and Enforcement Branch website at <a href="https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms">https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms</a>.

If you have any questions or need further assistance, please contact the Licensing Division at <u>gaming.licensing@gov.bc.ca</u> or 250.387.5311 ext. 1.

# In this document:

1.	Before you start your online application
2.	Visit the GPEB website and click on the "Online Service" link4
3.	Click "Launch Online Service" on the Gaming Online Service web page5
4.	Click "Gaming Licences" on the Online Service web page
5.	Search for the organization's profile or create a new one7
6.	Enter the organization's details9
7.	Select Licence
8.	Select Class D Licence
9.	Select Ticket Raffle
10.	Select Annual – Regular Series
11.	Enter the details of the event
12.	Describe the Use of Net Proceeds
13.	Submit information of individuals responsible for event
14.	Read and agree to the Terms and Conditions24
15.	Select how you will pay the processing fee25

## 1. Before you start your online application

Before starting a licence application, familiarize yourself with important, related information, including: organization eligibility; prize restrictions; eligible uses of net gaming proceeds; application processing times and more.

The above information is available on the Gambling Event Fundraising page on the Gaming Policy and Enforcement Branch (GPEB) website (<u>https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising</u>).

#### Additional notes about completing your online application:

- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time.
- Please be aware that you may run into issues if you take longer than 30 minutes to complete your application.
- We recommend applicants use a Windows-based computer with the Google Chrome web browser. Applicants may experience submission problems when using other web browsers such as Internet Explorer or Firefox.
- Do not click your web browser back button or refresh button while completing your application.
- Do not copy and paste from other documents into the application fields.
- Application fields that allow for multiple lines of text have limits of 4,000 characters including spaces and punctuation.

#### **Uploading Documents:**

- Make sure that any supporting documents you attach are in one of the following formats:
  - o DOC, DOCX, XLS, XLSX, PDF, JPG
  - Each attachment should have a file extension matching one of the above; attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical documents can be made by any of the following methods:
  - Scanning the document using a scanner.
  - Taking a digital photo of the document and saving it as a JPG file.
  - Using a PDF scanner app available on most smart phones.

# 2. Visit the GPEB website and click on the "Online Service" link

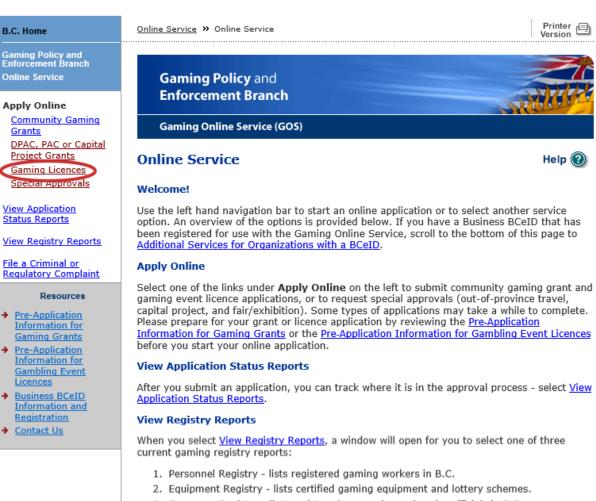
You can start a licence application by visiting the GPEB website at <u>www.gov.bc.ca/gambling</u>. Look for and click the "Online Service" link as shown below.

	Careers & MyHR Services A-Z	Organizations A-Z Forms A-Z Ne	ews Contact Us
Sports Recreation Arts & Culture Event Hosting Gamb	ing & Fundraising		
Gambling in Gaming Gambling Event Licence B.C. Grants Fundraising	Horse Responsible Registrati Racing Gambling Certifica		News & Updates
Home / Sports, Recreation, Arts & Culture /			
Gambling & Fundraising		News	
III gambling in B.C. is regulated, including the operations of the British ambling activities such as lotteries, horse racing, slot machines and ca rofit organizations may be eligible for funding through community g	sino games, and licensed fundraising events like 50/50 dra	ws. Non- News & Upd	ates package informs
Gambling in B.C.	Gaming Grants		ts about health risks
Buying lottery tickets, playing casino games, online gambling, and betting on horse races are just a few of the types of gambling	Government gaming grants allow eligible organization: for gambling revenues to support a broad range of pro-		ary 14, 2018
that adults can choose from in B.C. Learn about types of gambling and other topics like responsible gambling, player safety, how revenues support the citizens of B.C., and more.	services. Find out about types of grants, eligibility requirements and how to apply.	60 not-for-profit receive a total of Project Grants	organizations \$5 million in Capital
Explore Within -	Explore Within -	Wednesday, Decer	nber 20, 2017
Gambling Event Licence Fundraising	Horse Racing	Update to the Ga Licensing Guidel	a <u>ming Event</u> ines and Standards
Gambling event licences allow eligible organizations to fundraise by holding a single gambling event or a series of events. Gambling events include raffles, bingos, poker, social occasion	Horse racing occurs at a number of locations around th province. Government directs, controls, and regulates t Columbia horse racing industry and licenses its particip	he British	
casinos, and wheels of fortune. Find out about eligibility requirements and how to apply.	Explore Within +	More News	
Explore Within -		Online Ser	vice
Responsible Gambling Most British Columbians who gamble do so for entertainment	Registration & Certification Gambling industry workers, service providers, and supp	gaming grant, che	ing event licence or eck your application
and participate responsibly, however, research shows that a small percentage of players may develop problems related to excessive gambling.	be registered or certified by the Province of B.C. This he ensure the integrity and safety of gambling in the provi	ince.	e Service
Explore Within -	Explore Within -		
Enforcement & Investigations	News & Updates	Contact In Contact the Gamin	
Gambling enforcement activities are essential to maintaining the integrity of gambling in B.C. This includes identification, investigation, and enforcement activities related to wrongdoing	Notices and news about gambling topics for communit organizations, gambling industry people and companie more.	Y Enforcement Bran	ch if you have
in gambling. Explore Within -			

# 3. Click "Launch Online Service" on the Gaming Online Service web page

BRITISH Columbia E menu		Careers & MyHR	Services A-Z Organizatio	ns A-Z Forms A-Z News	Contact Us
Sports Recreation Arts & Culture	Event Hosting Gambling & Fr				
Gambling in Gaming <u>B.C.</u> Grants		Horse Responsible Racing Gambling	Registration & Certification	Enforcement & Investigations	News & Updates
lome / Sports, Recreation, Arts & Cultur	e / Gambling & Fundraising / Gamb	bling in B.C. /			
Laws, Regulations & Policies Reports, Publications & Statistics	Gaming Online S	ervice			
Where the Money Goes Gambling Locations		Enforcement Branch is experiencin ests that Class B & D applications b			
	Go to the Online Service syste	em by clicking the button below:			
	Launch Online Service				
	Using the Online Service, you can apply for a gambling event licence or gaming grant, check your application status, or report gambling wrongdoing.				
		or need a refresher, please prepare orials, frequently asked questions, a			pply" information
	Gaming Grants				
Gaming Grants (general information about gaming grants)     Community Gaming Grants (for community programs)     PAC & DPAC Grants (for parent advisory councils)     Multiculturalism Grants (for cultural expression and anti-racism programs/projects)					
	Gambling Event Licences				
		Fundraising (general information al In \$20,000 in Gross Revenue)	oout gambling event licence	es)	
	<ul> <li>Class B Licence (\$20,000 c)</li> <li>Class C Licence (Fairs &amp; Fairs &amp;</li></ul>				
	<u>Class C Licence (Fairs &amp; E)</u> <u>Class D Licence (\$5,000 o</u> )				

### 4. Click "Gaming Licences" on the Online Service web page



3. Corporate Registry - lists registered companies and senior officials in B.C.

#### **File a Complaint**

Select <u>File a Criminal or Regulatory Complaint</u> to submit a complaint or allegation of criminal or regulatory wrong-doing in gaming or horse racing in B.C. If you do not wish to file an official complaint under the Gaming Control Act but wish to submit feedback or have a question of a general nature, you can submit the question by sending an e-mail, see <u>Contact</u> <u>Us</u>.

#### Additional Services for Organizations with a BCeID

#### PLEASE NOTE:

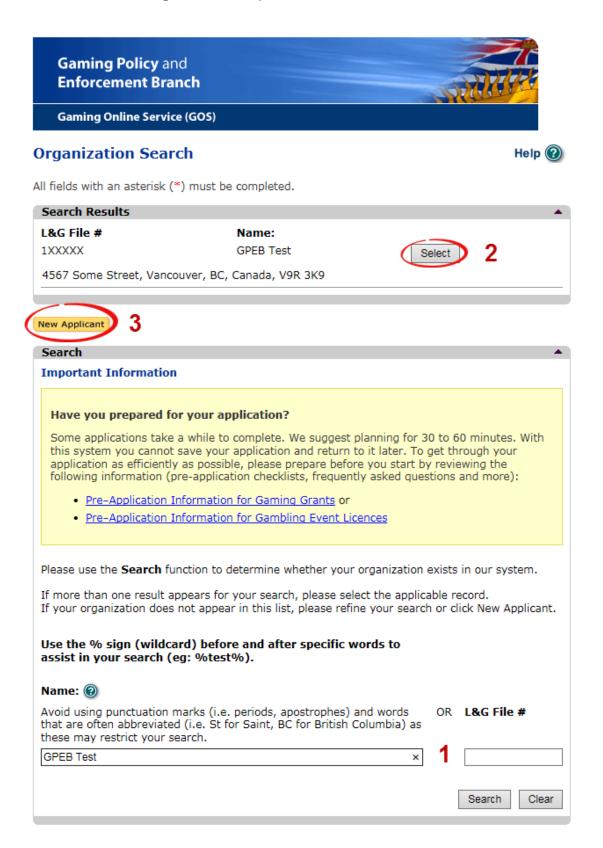
The Gaming Online Service no longer supports the use of Business BCeID. Grants and Licensing applicants should not use their BCeID in their online application. You can submit your application without a BCeID <u>here</u>. For reporting questions related to your Gaming Account please contact either <u>Community Gaming Grants</u> or <u>Gaming Policy and Enforcement Licensing</u>.

#### 🛧 Тор

GAMING BC VERSION: 585 <582 | BUILT ON: 2019-02-28 15:45 | DATABASE VERSION: 4.4.0.00

COPYRIGHT DISCLAIMER PRIVACY ACCESSIBILITY

5. Search for the organization's profile or create a new one



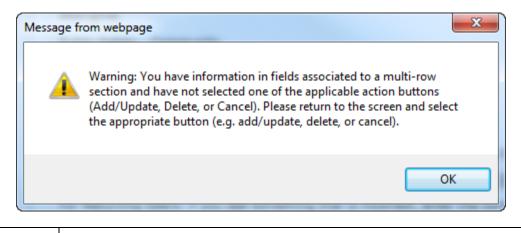
1	Organization Search	If the organization has applied before, enter the organization's name in the "Name" search bar or the organization's L&G number in the "L&G File #" bar if one has been issued and click on the "Search" box.
		**Not all organizations need or will be issued an L&G number.**
		If the organization is applying for the first time, enter the name you would like to use in the "Name" bar and click on the "Search" box.
2	Select Profile	If the organization's profile appears, click on the "Select" box. If you are returning and it doesn't appear, try searching for keywords surrounded by the percent character (%). E.g. %Rotary Club%
3	New Applicant	If it is the organization's first time applying and nothing appears, click on the yellow "New Applicant" button. If a profile appears, the name is in use. You will need to use a name unique to the organization.

# 6. Enter the organization's details

If you are returning, ensure that the information is correct and click "Next".

Name:		e completed.
Drganization Name: The organization incorporation (if		
Name: The organization incorporation (if		
incorporation (if		
		be as it appears on your constitution and/or certificate o
Addresses 2		
When entering a ro		er the Address Type, Effective Date, Street, City, . To enter the record click Add.
For Returning Users the Organization In	s: if you see som formation Chang	nething that is incorrect, enter the correct information in ges section below.
Address Type Physical Mailing	Effective Date 23-May-2015 12-Aug-2014	4567 Some Street, Vancouver, BC, Canada, V9R 3K9 1234 Some Street, Victoria, BC, Canada, V8T 2L9
	<u> </u>	,
Organization Det	ails 🕇	
For Returning Use	ers: if you see so In Information C	d society in BC please enter the BC Society Number. mething that is incorrect, enter the correct information hanges section below.
CRA Registered	Charity Numb	er:
_	R00	
On what date di 01-Jun-1966	d your organiz	ation start operating (approximate)?
Fiscal Year End:		
	Day	
March 🗸	31 🗸	
Programs/Servic	es or Purpose	
		ose a Program/Service Type. If you choose 'Other' you the record click Add.
For Returning Users the Organization In		nething that is incorrect, enter the correct information in
-		Other Description:
	~	
		4 Add Delete Cancel
Program/Service	or Purpose	Other Description
Other		Test 5 Edit
		0
	s: if you see som w. This informat	ges O nething that is incorrect, enter the correct information tion will be reviewed and updated when your application
Comments:		
		address to 8910 New St, Vancouver

1	Organization Name	Enter the name of the organization. The name used must be the organization's legal name as it appears on the organization's Constitution or be unique to the organization if not incorporated.
2	Organization Address	Select "Physical" or "Mailing" from the address type menu and enter the organization's address information. You must add at least one address. Manually enter the date the organization started using this address or click the calendar icon to select a date. Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
3	Organization Details	<ul> <li>Within this section you can enter the following:</li> <li>B.C. Society Number</li> <li>CRA Registered Charity Number</li> <li>The date when your organization began operations; AND</li> <li>The organization's fiscal year end month and date If you do not have the above information, you can leave the field blank.</li> </ul>
4	Programs and Services	Select a program or service that best describes the organization from the drop down menu. If there isn't one, select "Other" and include a description in "Other Description". Click "Add" to upload the information. You will not be able to proceed unless you have clicked "Add".
5	Editing an Entry	Any entry with an "Add", "Delete", or "Cancel" option may be edited after clicking "Add". Click "Edit" and enter the new information. Click "Update" to load the changes. You will not be able to proceed unless you have clicked "Update".
6	Organization Information Changes	This box only appears for returning applicants. If you notice any errors with the organization information, or if the information has changed, you can request changes here.



Error Window		If this box ever appears during your application it means there is information in one of the areas with the "Add", "Cancel", or "Delete" options that has not been uploaded.
		All text boxes of these sections must be blank to leave the page. Clicking "Add" clears these boxes and uploads the information as an entry. "Delete" or "Cancel" clears the boxes.

## 7. Select Licence

# Application Selection

Help 🕜

#### GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

Application Type					
* Please selec	* Please select an Application Type				
🔵 Grant	Government gaming grants are available through the Community Gaming Grant Program which includes the Community Gaming Grant, Capital Project Grant, PAC and DPAC. Other, non-gaming grants may also be available.				
<ul> <li>Licence</li> </ul>	Gaming Event Licences to manage and conduct Ticket Raffles, Independent Bingos, Social Occasion Casinos, Wheels of Fortune, No Limit Texas Hold'em Poker, Limited Casinos, and Special Approvals (Fairs and Exhibitions, request to use gaming revenue for out-of-province travel and major capital projects).				

Back

Next

8. Select Class D Licence

# Licence Type Selection

Help 🕜

#### GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed. Licence Types Application processing times differ for each licence type. Estimated application processing times are available in the Guidelines for each licence type. \* Please Select a Licence Type Class A A Class A licence may be issued to an eligible organization for a gaming event or series of gaming events that will generate more than \$20,000 in total projected sales. Each application for a Class A licence must be accompanied by a nonrefundable \$50 processing fee. A Class B licence may be issued to an eligible organization for a gaming Class B event or series of gaming events that will generate \$20,000 or less in total projected sales. Each application for a Class B licence must be accompanied by a \$25 nonrefundable processing fee. A Class C licence may be issued to an eligible agricultural fair or Class C exhibition, which must be conducted in conjunction with an approved fair or exhibition. Each application for a Class C licence must be accompanied by a nonrefundable processing fee based on the following fee structure: - For a ticket raffle: \$150 For an independent bingo: \$150 - For wheels of fortune and limited casino: \$25 for each operator supplying equipment or gaming tables, plus \$150 for the first wheel or table and \$50 each additional wheel or table A Class D licence may be issued for a gaming event or series of gaming Class D events that will generate \$5,000 or less in total projected sales. Each application for a Class D licence must be accompanied by a \$10 nonrefundable processing fee. Note: payment can only be made using a credit card, and must be paid during the process of submitting this application. Special Approval request forms (includes Fairs and Exhibitions, request to use Approvals gaming revenue for out-of-province travel and major capital projects).

Back

# 9. Select Ticket Raffle

Event Selection		Help 🕐				
GBC ID: 131897		GPEB Test				
All fields with an asterisk (*) mu	All fields with an asterisk (*) must be completed.					
Event Types		· · · · · · · · · · · · · · · · · · ·				
Application processing times differ for each licence type. Estimated application processing times are available in the <u>Guidelines</u> for each licence type.						
* Please select an Event Ty	pe					
<ul> <li>Ticket Raffle</li> </ul>	Tickets are sold on a cha a draw.	nce to win a prize, usually through				
<ul> <li>Independent Bingo</li> </ul>	Held in a community faci hall.	lity rather than a commercial bingo				

Back

# 10. Select Annual – Regular Series

Raffle Type Selection	Help 🛞
GBC ID: 131897	GPEB Test
All fields with an asterisk (*) mu	st be completed.
Raffle Types	<b>A</b>
	the use of electronic equipment, such as handheld devices clude this information in your application.
* Please select a Raffle Type	2:
○Regular Ticket	Ticket sales and awarding of prizes must take place within a 6 month period. Prizes may be cash or merchandise, must be a set value and be secured at the time of application.
○Percentage Draw (50/50)	Prize is a percentage of gross sales. A series of draws may be licensed for a 12 month period at a single location.
○ Meat Draw	Tickets sales and awarding of prize takes place on a single day. Prizes are packages of meat. More than one draw may be conducted on a single day. A series of draws may be licensed for a 12 month period at a single location.
⊖Token	Based on a regular raffle. Winner is determined by an object or token, e.g. Duck Race, Golf Ball Drop, Poker Ride.
○ Calendar	Based on a regular raffle. Can use sequentially numbered tickets or calendars numbered as tickets. Ticket sales must take place within a 6 month period. Prize winners are announced on designated days within a 12 month period.
Annual - Regular Series	A series of regular raffles held within a 12 month period. All dates and prizes must be in place at time of application. Ticket prices between each raffle cannot vary by more than \$10.00. See Guidelines Section 3.4.
○One Day - Regular Series	Multiple raffles conducted on a single day. Each raffle has separate ticket sales, draws and awarding of prizes. Ticket prices between each raffle cannot vary by more than \$10.00. See Guidelines Section 3.4.
$\bigcirc$ Event Pool - Misc.	Based on a regular raffle. Each ticket includes a projected result of an upcoming event, e.g. New Years Baby, Cow Pie Raffle.
○ Sport Pool / Players Draft	Based on a regular raffle, using the projected results within a series of sporting events, e.g. game scores, team wins or player points. Cannot be based on the outcome of a single sporting event. Tickets sales cannot exceed 6 months. Awarding of prizes must take place within 12 months. See Standard Procedures Section 4.

Back

# **11. Enter the details of the event**

Annual Series Event Ti	cket Raffle		Help 🔞
GBC ID: 131897		GPEB Test	
All fields with an asterisk (*) mus	t be completed.		
Ticket Details			▲
* Ticket sale start date:	*	Ticket sale end date	2:
1 01-Jun-2018		30-Jun-2018	
Ticket Prices			
When entering a row you must is required for each price catego			kets. A separate entry
<ul> <li>The Ticket Price may be 1</li> </ul>	L for \$2.00 and the tota	l number of tickets is 5	00. Then click Add.
<ul> <li>The Ticket Price for anoth click Add.</li> </ul>	ner may be 5 for \$10.00	and the total number	of tickets is 500. Then
<ul> <li>Ticket sales by arm's leng</li> </ul>	oth are not permitted.		
*Ticket Price (eg: 2 for \$3.00)	2 *Total Number of Tickets:		
for \$		Ad	d Delete Cancel
Ticket Price (eg: 2 for \$3.00)	Total Number of Tickets:	Total Ticket S	ales
1 for \$2	100	\$200	Edit
3 for \$5	99	\$165	Edit
	Total Projected Sale	s \$365 <b>3</b>	
Final Draw Details 4			•
* Final Draw Date:			
30-Jun-2018 07 :00	PM V		
* Enter Location Name and/or A information on the first event ar events.)			
Location Name:			
Draw location			
Unit: Street:			
123 Locatio	on St.		
City:	Province/State:	Country:	Postal / Zip Code:
Gabriola Island	British Columbia	Canada 🗸 🗸	V2V 2V2

1

1	Ticket Details	Select the start and end dates of ticket sales. Dates can be entered manually or by clicking the calendar icons to select a date. This period may be up to six months. Only enter ticket sale information for one raffle. You will have the option of adding additional raffles on the next screen.
2	Ticket Prices	Enter the ticket price and the number of tickets available at each price. If tickets are sold in bundles, the total number available must be divisible by the number of tickets purchased per bundle, e.g. 99 at 3 for \$5 will work but 100 at 3 for \$5 will not. After entering the information for one ticket price click on the "Add" button. This will upload the ticket information and allow you to enter another price. You will not be able to proceed unless you have clicked "Add". Only enter ticket information for one raffle. You will have the option of adding additional raffles on the next screen. **No single ticket may cost more than \$2. Bundles of tickets may be sold for more than \$2 provided no single ticket is more than \$2. For example, 3 for \$5 is acceptable while 2 for \$5 is not.**
3	Total Projected Sales	The total projected sales are the maximum ticket sales for this raffle. You may sell less than this amount but you may not sell more.
4	Final Draw Details	Enter the date, time and location of this raffle's final draw. Draws must be held in a public place and cannot be held in a private residence. Only enter draw information for one raffle. You will have the option of adding additional raffles on the next screen.

Raffle Prize					
<ul> <li>* How will you be providing a description and value of your prize(s) to the Gaming Branch?</li> <li>Online Entry 1</li> <li>Attach</li> </ul>					
Enter Prize Informat	ion				
*When entering a row you must enter the Prize Description, Number of Prizes, and Prize Value. (The 'prize donated' checkbox is an optional field, select it if the prize is being donated.) To enter the record click Add.					
Prize Description:	2 Is this prize donated?	Number of Prizes:	Prize Value:		
				Add	Delete Cancel
Prize Description	Donated	Number of Prizes	Prize Value	Total	
Gift card	$\checkmark$	1	\$100	\$100	Edit
Gift cards		5	\$100	\$500	Edit
		Total Value of	all Prizes	\$600	3

Back

1	Raffle Prize	Select if you will be entering prizes online or attaching a prize list. If you attach a prize list it must clearly show the fair market value of each prize and whether it is donated.
2	Enter Prize Information	Enter the prize information by including a description, number of prizes and the fair market value of each prize. After entering information for a prize click "Add" and the information will be uploaded. Once the information has been successfully added, you can enter additional prize information. You will not be able to proceed unless you have clicked "Add". If you are having multiple raffles only enter prize information for one raffle. You will have the option of adding additional raffles on the next screen. **No single prize may have fair market value greater than \$500. This includes purchased prizes and donated prizes.**
3	Total Value of all Prizes	If there will be multiple similar prizes of the same value include them on one line. Enter the number of prizes and the value of an individual prize. The system automatically calculates the total. For the gift cards here, there are five prizes worth \$100 each for a \$500 total. **The value of purchased prizes may not exceed 50% of the Total Projected Sales. Donated prizes are not included in this calculation. For the prizes above, Total Projected Sales would need to be at least \$1000.**
	e. Unrestricted firearms	ettes, or live animals may not be offered as a raffle s as prizes require a completed Restricted Prizes

form to be submitted to gaming.licensing@gov.bc.ca\*\*

# Annual - Regular Series

Help 🕐

GBC ID: 131892	7	GPEB Test	
All fields with an asterisk (*) must be completed.			
Raffle Event List			
This section indic raffle.	ates each individual ra	ffle entered and the total proje	cted sales for each
Start date:	End date:	Total Projected Sales:	
01-Jun-2018	30-Jun-2018	\$365	Edit Delete
Total gross revenue for all events: \$365			



Review the details of your raffle and click "Edit", "Add Raffle", or "Next".		
Edit	Click "Edit" to change details of a raffle.	
Add Raffle	Click on "Add Raffle" to create another raffle. You will be taken to a new raffle details screen like the one you just filled in.	
Next	Click "Next" to proceed you to the next part of the application.	

#### **12. Describe the Use of Net Proceeds**

Describe how the net proceeds will be used. If you are donating to a specific organization list them by name. Specify which chapter of any national organizations you are donating to. Only local and provincial chapters are eligible.

# **Net Use Of Proceeds**



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GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

# Use of Proceeds Details \* Please describe in detail how you intend to use the proceeds generated from this Gaming Licence: All proceeds will be donated to the Canadian Cancer Society - BC and Yukon Division.

Back

# 13. Submit information of individuals responsible for event

All fields with an asterisk (\*) must be completed.

Officers Res	ponsible		
<ul> <li>Officers Responsible</li> <li>Each application requires a Contact Person, a Submitter and 2 or 3 Officers Responsible (e.g. 2 for A, B &amp; C Licences and 3 for D Licences). Individuals can have multiple roles; simply select the checkboxes that apply when you are completing their information. If your projected sales exceed \$250,000 your Officers Responsible must be registered.</li> <li>*Type</li> <li>Officer Responsible (board member of the organization who is responsible to ensure the organization complies with all conditions, guidelines, rules and policies of the Gaming Policy Enforcement Branch)</li> <li>Submitter (member of the organization authorized to complete and submit this application)</li> <li>Contact Person (member of the organization that the Branch can contact regarding this application)</li> <li>*Position *First Name *Last Name</li> </ul>			
		2	
Address		-	
Unit *St	reet	*Province *City *Postal Co	de
		British Columbia	J
*Business P	hone	Ext *Home Phone Cell Phone	
e-mail		(e.g. John.Doe@home.com Add Delete Cano	
Position	Name	Officer Resp. Submitter Contact	
Chair	Applicant One		dit
President	Applicant One	<b>3</b> E	dit
Delivery Met	thod		
Your application results will be delivered via email. Please enter two email addresses below for notification.			
*Primary Contact email (one address only, e.g. john.doe@example.com)			
*Alternate Contact email (one address only, e.g. john.doe@example.com)			

Next

Back

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1	Roles	Click on the box next to Officer Responsible, Submitter or Contact Person for each role that person will serve. Include their contact information and click "Add" to upload their information. The next individual's information can then be entered. You will not be able to proceed unless you have clicked "Add".
2	Contact Information	Contact information for each individual must include: a position, first and last name, address, city, postal code and at least one business or home phone number.
3	Number of Members	The Officer Resp. column must have three boxes checked. Submitter and Contact must each have one box checked. Individuals can have one or multiple roles. If more or less than the required number of boxes have been checked you will not be able to proceed. Click on "Edit" to reopen a submission and add or remove a role from an individual.
4	Delivery Method	Enter the email address the licence and any correspondence will be delivered to. Up to two email addresses may be entered.

#### 14. Read and agree to the Terms and Conditions

Click the check box to confirm you have read, and agree to, the Terms and Conditions.

## Terms and Conditions



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GBC ID: 131897

GPEB Test

All fields with an asterisk (\*) must be completed.

#### Terms and Conditions Details

```
CONFIRMATION AND ACCEPTANCE:
My acceptance of this statement indicates that I confirm
and acknowledge:
- I am a bona fide member of the organization
(the "applicant") making this application, and my position,
title or role within it is as indicated herein.
- I am authorized to complete and submit this application
by and on behalf of the applicant.
- I confirm personally and on behalf of the applicant that
all facts stated and information furnished in this
application are complete and true.
- The applicant undertakes to comply with all provisions of
the Criminal Code, the Gaming Control Act and the Gaming
Control Regulation.
- The applicant undertakes to comply with all conditions,
*I agree to the terms and conditions as stated above: (W)
```

Back

#### 15. Select how you will pay the processing fee

Class D applications require a \$10 processing fee, payable credit card. Payment must be made at the time of application and cannot be paid later or over the phone.

#### Payment



GBC ID: 131897

#### Fee Amount and Payment Method

#### The non-refundable processing fee is \$10.00.

GPEB Test

Please choose the method of payment from the following options. If you choose 'Cheque Payment' submit your payment to Licensing & Grants Division, Gaming Policy and Enforcement Branch, PO Box 9310, Stn. Prov. Govt., Victoria, B.C. V8W 9N1. Note, payment must be received before your application will be processed. Pursuant to Government Policy, a \$30 handling fee will be charged for any NSF cheques.

You may pay by credit card or forward a cheque if you are applying for a Class A, B, or C gaming event licence. If you are applying for a Class D gaming event licence you can only pay by credit card. To proceed with submitting your application please select the option below and click next.

#### \* Payment Method

O Credit Card Payment

Back