

Class A Token Raffle Gaming Licence Application Guide

This guide will provide you with step-by-step instructions on how to complete an application for a Class A 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: ^(IIII) . 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 https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms.

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 the "Online Service" link4
3.	Click "Launch Online Service" on the Gaming Online Service web page
4.	Click "Gaming Licences" on the Online Service web page6
5.	Search for the organization's profile or create a new one7
6.	Enter the organization's details9
7.	Select Licence
8.	Select Class A Licence
9.	Provide the organization's supporting documents14
10.	Select Ticket Raffle
11.	Select Token
12.	Indicate if you are planning to use computerized or electronic systems
13.	Enter the details of the event
14.	Describe the Use of Net Proceeds
15.	Submit information of individuals responsible for event
16.	Read and agree to the Terms and Conditions26
17.	Select how you will pay the processing fee27

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 the "Online Service" link

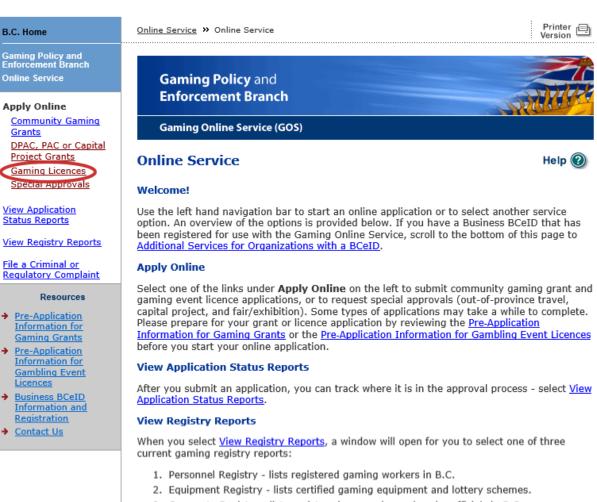
You can start a licence application by visiting the GPEB website at <u>www.gov.bc.ca/gambling</u>. Look for and click the "Online Service" link as shown below.

		Careers & MyHR	Services A-Z	Organizations	A-Z Forms A-Z Ne	ws Contact Us
	ling & Fundraising	·				
Gambling in Gaming Gambling Event Licence B.C. Grants Fundraising	Horse Racing	Responsible Gambling	Registra Certific		Enforcement & Investigations	News & Updates
Home / Sports, Recreation, Arts & Culture /						
Gambling & Fundraising					News	
All gambling in B.C. is regulated, including the operations of the British pambling activities such as lotteries, horse racing, slot machines and ca profit organizations may be eligible for funding through community ga	isino games, and licens				News & Upd	package informs
Gambling in B.C.	Gaming Grants				local government of gambling	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 gamin for gambling reven				Wednesday, Februa	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 alt requirements and h Explore Within -	out types of grants			60 not-for-profit of receive a total of Project Grants	organizations \$5 million in Capital
Explore Within -					Wednesday, Decen	nber 20, 2017
Gambling Event Licence Fundraising 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 casinos, and wheels of fortune. Find out about eligibility requirements and how to apply.	Horse Racing Horse racing occurs province. Governme Columbia horse raci	ent directs, controls	and regulates	the British	for firearms as pri Monday, Novembe	nes and Standards zes
Explore Within -	Explore maint				More News	
					Online Serv	vice
Responsible Gambling Most British Columbians who gamble do so for entertainment and participate responsibly, however, research shows that a small percentage of players may develop problems related to excessive gambling.	Registration & C Gambling industry w be registered or cert ensure the integrity Explore Within •	vorkers, service pro tified by the Provinc	e of B.C. This h	elps to	gaming grant, che status, or report ga	ng event licence or ck your application imbling wrongdoing. e Service
					Contact Inf	ormation
Enforcement & Investigations Gambling enforcement activities are essential to maintaining the integrity of gambling in B.C. This includes identification, investigation, and enforcement activities related to wrongdoing in gambling.	News & Update Notices and news al organizations, gamt more.	oout gambling topi			Contact the Gamin Enforcement Brand questions about gr <u>Contact Us</u>	ig Policy and ch if you have
Explore Within -						

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

BRITISH C <u>olumbi</u> a		Enter a keyword or phra	se to search			
		Careers & MyHR Service	es A-Z Organizations A-Z	Forms A-Z News	Contact Us	
	Arts & Culture Event Hosting <u>Gambling & Fundraising</u> ning Gambling Event Licence Horse	Responsible	Registration &	Enforcement &	News &	
	ning Gambling Event Licence Horse ants Fundraising Racing		Certification	Investigations	Updates	
ome / Sports, Recreation,	Arts & Culture / Gambling & Fundraising / Gambling in B.C	./				
Laws, Regulations & Polic	Gaming Online Service					
Reports, Publications & S Where the Money Goes Gambling Locations	The Gaming Policy and Enforceme applications, GPEB requests that C				high volume of	
	Go to the Online Service system by click	ing the button below:				
	Launch Online Service					
	Using the Online Service, you can apply fo wrongdoing.	Using the Online Service, you can apply for a gambling event licence or gaming grant, check your application status, or report gambling wrongdoing.				
		If you've never applied before or need a refresher, please prepare for your application beforehand by reviewing "how to apply" information (pre-application checklists, tutorials, frequently asked questions, and more) at the following links:				
	Gaming Grants	Gaming Grants				
	Gaming Grants (general information Community Gaming Grants (for com PAC & DPAC Grants (for parent advis Multiculturalism Grants (for cultural	imunity programs) sory councils)	irams/projects)			
	Gambling Event Licences		, , , ,			
	Gambling Event Licence Fundraising		mbling event licences)			
	 Class A Licence (More than \$20,000 i Class B Licence (\$20,000 or Less in G 					
	 <u>Class C Licence (Fairs & Exhibitions)</u> <u>Class D Licence (\$5,000 or Less in Gr</u> 	oss Bouopuo)				
	= <u>Class D Licence (55,000 0) Less in Gr</u>	<u>Uss nevender</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>.

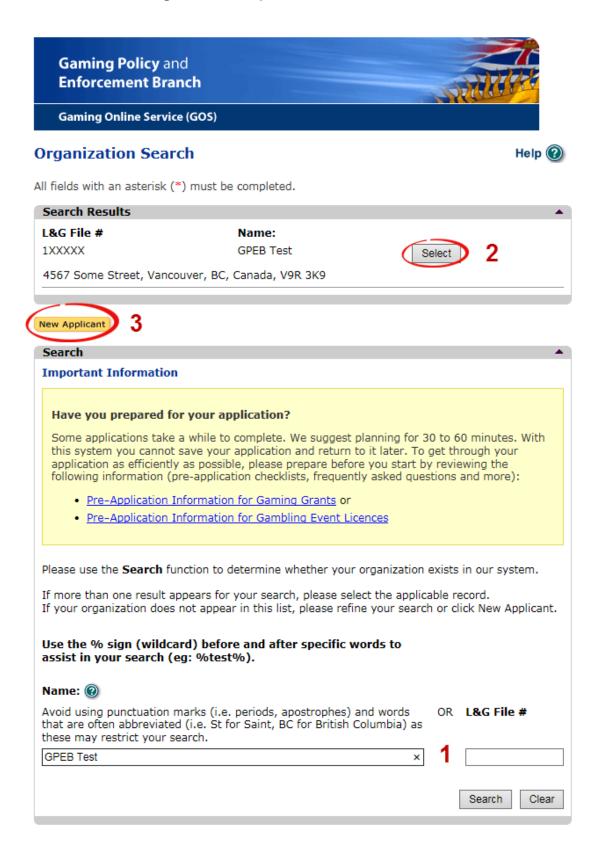
Additional Services for Organizations with a BCeID

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



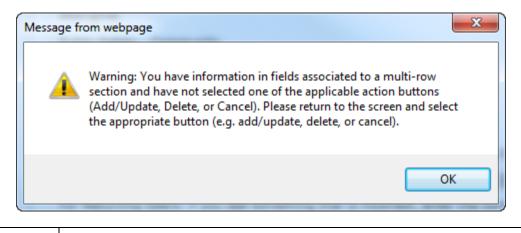
1	Organization Search	If the organization has applied before, enter the organization's name in the "Name" search bar or the organization's L&G number in the "L&G File #" bar if one has been issued and click the "Search" box.
		Not all organizations need or will be issued an L&G number.
		If the organization is applying for the first time, enter the name you would like to use in the "Name" bar and click the "Search" box.
2	Select Profile	If the organization's profile appears, click 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 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".

Organization		Help 🔞
GBC ID: 131897		GPEB Test
Il fields with an ast	erisk (*) must be	e completed.
Organization		▲
* Name:		
The organization incorporation (if GPEB Test		be as it appears on your constitution and/or certificate of
Addresses 2		
		er the Address Type, Effective Date, Street, City, •. To enter the record click Add.
the Organization I	nformation Chang	-
Address Type	Effective Date	
Physical Mailing	23-May-2015 12-Aug-2014	4567 Some Street, Vancouver, BC, Canada, V9R 3K9 1234 Some Street, Victoria, BC, Canada, V8T 2L9
Organization De	tails 3	
_		d society in BC please enter the BC Society Number.
For Returning Us	ers: if you see so on Information C	omething that is incorrect, enter the correct information hanges section below.
CRA Registered	Charity Numb	
		er.
K	RUU	
On what date d	lid your organiz	zation start operating (approximate)?
01-Jun-1966		
Fiscal Year End	:	
Month	Day	
March 🗸	31 🗸	
Programs/Servio	ces or Purpose	
When entering a ro must enter a desci	ow you must cho ription. To enter t	ose a Program/Service Type. If you choose 'Other' you the record click Add.
the Organization I		nething that is incorrect, enter the correct information in ges section below.
* Program/Servi	ice or Purpose:	Other Description:
	~	
		4 Add Delete Cancel
Program/Service	e or Purpose	Other Description
Other		Test 5 Edit
		2
Organization Inf	ormation Chan	ges 🖸 🔹 🔺
	ow. This informat	nething that is incorrect, enter the correct information tion will be reviewed and updated when your application
Comments:		
Please change BC V9T 3L3	our mailing a	address to 8910 New St, Vancouver
Back		Next

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	 Within this section you can enter the following: B.C. Society Number CRA Registered Charity Number The date when your organization began operations; AND The organization's fiscal year end month and date If you do not have the above information, you can leave the field blank.
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	t 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.			
 Licence 	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 A Licence

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

Licence Type Selection



GBC ID: 131897

Licence Types

GPEB Test

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 Next

9. Provide the organization's supporting documents

Licence Details for Class A or	C Help 🔞
GBC ID: 131897	GPEB Test
All fields with an asterisk (*) must be com	pleted.
Constitution and Bylaws	
* Have there been any changes to yo 2018?	ur Constitution or Bylaws since 23-May-
○ Yes ○ No	
Provide your Constitution and Bylaws doo	uments.
○ Attach	
Annual General Meeting Details 2	A
* Date of last Annual General Meeting: (DD-Mon-YYYY)	* Number of voting members that attended last Annual General Meeting:
* Cubmit a conv of the minutes from the	Last Annual Constal Masting
* Submit a copy of the minutes from the O Attach	last Annual General Meeting.
Organization Revenue and Expenses	
previous fiscal year.	ent and balance sheet for your organization's
O Attach 3	
Major Capital Project	•
* Will the proceeds be used for a Maj greater than \$20,000.00?	or Capital Project that has a total value
Ores ONo 4	
Gaming Account 5	
	at called the 'Carrier Account' in order to operate
	nt, called the 'Gaming Account' in order to operate receive grant monies. The money for an approved ronically to this account.
 The Gaming Account is on file with the I will attach a copy of a void cheque (a PDF version below). 	e Branch and there are no changes. if you choose this option please proceed to attach
Back	Next

1	Changes to Constitution and Bylaws	Indicate if there have been any changes to the organization's Constitution and Bylaws since the date indicated. The date will vary by organization and application. Organizations applying for the first time must attach a copy of their Constitution and Bylaws. If the organization's Constitution and Bylaws have been submitted on a previous application, attach any changes to these documents only. If there have been no changes, select "No".
2	Annual General Meeting Details	Manually enter the date of the organization's last AGM or click the calendar icon to select a date. Include the total number of voting members that attended. Attach a copy of the AGM's minutes. If the document does not include a current Board of Directors list, attach one as a second document.
3	Organization Revenue and Expenses	Attach a revenue and expense statement and balance sheet for the organization's most recent full fiscal period. These should demonstrate all sources of revenue and the costs of running programs. One or more documents may be uploaded.
4	Major Capital Project	Construction, maintenance and renovation projects valued at \$20,000 or more are Major Capital projects and require special approval. If "Yes" is selected, you will need to complete a Special Approval request to use funds for a Major Capital Project. This can be found on the Gaming Online Service under "Special Approvals".
5	Gaming Account	First time applicants must attach a scanned void cheque from the organization's gaming account. Returning applicants are only required to attach a void cheque if there have been any changes to the account information.

10. Select Ticket Raffle

Event Selection		Help 🕐
GBC ID: 131897	G	GPEB Test
All fields with an asterisk (*)	must be completed.	
Event Types		
	s differ for each licence type. I <u>uidelines</u> for each licence type	Estimated application processing e.
* Please select an Event	Туре	
 Ticket Raffle 	Tickets are sold on a chance t draw.	to win a prize, usually through a
 Independent Bingo 	Held in a community facility r hall.	ather than a commercial bingo
 Social Occasion Casino 		cial event. For example, a dinner munity organization and the event blic
O Wheel of Fortune	Held in conjunction with a cor community fair or sports ever	mmunity event, such as a rodeo, nt.

Back

Next

11. Select Token

GBC ID: 131897	GPEB Test
fields with an asterisk (*) mu	st be completed.
Raffle Types	▲
	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.
OPayroll Deduction	A set amount is deducted from each pay cheque. Prize is a percentage of the total amount deducted from all participants. May be licensed for a 12 month period at a single location.
⊖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.
○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

Next

12. Indicate if you are planning to use computerized or electronic systems

If you are planning to use computerized or electronic systems, attach a completed Addendum to Application – Electronic Raffle Systems as well as any service contracts to the application. The Addendum form can be downloaded and completed during the application or prepared in advance by visiting <u>https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms</u>.

Electronic Raffle Systems (ERS)	-
* Will your organization be using any of the following electronic raffle components to run this gaming event? Yes	O No
 Online Ticket Sales To sell tickets through the Internet by way of a real time processing and payment system and where the purchaser's ticket is paid for and delivered immediately online. 	
 Online Ticket Distribution To send a purchaser a ticket by email or through the Internet and where the purchaser downloads a copy of the ticket. 	
 Electronic Ticket Draw To determine a prize winner by conducting an electronic draw using computer software or a computer application that utilizes a GPEB certified software random number generator (RNG). 	
 Online Prize Distribution To send a winner a prize voucher by email or online and where the prize winner downloads a voucher or gift certificate for redemption in cases where the prizes are suitable for online distribution and each prize is worth \$2,500 or less. 	
 Raffle Sales Unit (RSU) A GPEB approved unit for ticket sales which is comprised of a combination of hardware and/or software provided by the gaming services provider and configured to operate as a point of sale that generates and prints or delivers raffle tickets. 	
Note: If you answered 'Yes' for the question above, you need to attach a completed Addendum to Application - Electronic Raffle Systems. If you are hiring a service provider, you will also need to attach the signed contract with the service provider. The addendum can be found at:	
Form - Addendum to Application - Electronic Raffle Systems [PDF]	
The form will open in a new tab or window. Save the form to your computer so you can complete it and attach it to your application. The addendum may also be completed before starting your application. We recommend using Adobe Reader software to fill out the form - form features may not work in your web browser or other PDF software.	
Choose File No file chosen Add Cancel Formats accepted include: jp doc, docx, xls, xlsx, pdf. Not your application will be 'incomplete' until such time this information is provided.	te, that
Attached Document(s):	

13. Enter the details of the event

Token Ticket Raffle		Help 🔮
GBC ID: 131897		GPEB Test
All fields with an asterisk (*) mu	ust be completed.	
Ticket Details		
 Ticket sale start date: 01-Jun-2018 	* *	Jun-2018
Ticket Prices		
When entering a row you must is required for each price catego • The Ticket Price may be	gory, including discounted a 1 for \$2.00 and the total i ther may be 5 for \$10.00 a	number of tickets is 500. Then click Add. and the total number of tickets is 500. Then Add Delete Cancel Total Ticket Sales \$200 Edit \$165 Edit
Final Draw Details 4 * Final Draw Date: 30-Jun-2018 07:00 * Enter Location Name and/or information on the first event a events.) Location Name:	PM V Address information.(For and enter 'same location' in	multiple-single day raffles enter this n the 'Location' field for all subsequent
Draw Location		
Unit: Street: 123 Draw City:	v St Province/State:	Country: Postal / Zip Code:
Invermere V	British Columbia	Canada V V4V 4V4

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.
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 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".
3	Total Projected Sales	The total projected sales are the maximum ticket sales. You may sell less than this amount but you may not sell more.
4	Final Draw Details	Enter the date, time and location of the final draw. Draws must be held in a public place and cannot be held in a private residence.

T	oken Details					· · · · · · · · · · · · · · · · · · ·
*	* Description of Token					
1	Numbered golf balls	3.			$\langle \rangle$	
*	Describe the method of d	letermining th	e winner and the	process for re	solving dispu	tes (e.g. ties):
2	Golf balls are drop that lands closest the pin will be mea balls are of an equ between both winner	to the pin asured to d al distanc	is the winne etermine the	r. Distance winner, if	from ^	
R	affle Prize					
	How will you be provid Branch? Online Entry 3 Attach	ing a descri		or your prize	(3) to the G	
E	nter Prize Information					
Pr	When entering a row you ize Value. (The 'prize don eing donated.) To enter th	ated' checkbo	x is an optional fi			
	Prize Description: 4	Is this prize donated?	Number of Prizes:	Prize Value:		
					Add De	elete 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 a	all Prizes	\$600 5	

Back

Next

1	Token Description	Describe what the token will be, e.g. a rubber duck or golf ball with a number matching a ticket.	
2	Details of Token Raffle	Describe the rules of the event and how a winner will be determined. Be sure to include how winners are determined, e.g. measured distance, and how ties are resolved or prevented.	
3	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.	
4	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".	
5	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.	
	Alcohol, cannabis, e-cigarettes, or live animals may not be offered as a raffle prize. Unrestricted firearms as prizes require a completed Restricted Prizes form to be submitted to gaming.licensing@gov.bc.ca		

14. Describe the Use of Net Proceeds

Net Use Of Proceeds	Help 🕐
GBC ID: 131897	GPEB Test
All fields with an asterisk (*) must be completed.	•
* Please describe in detail how you intend to use this Gaming Licence:	the proceeds generated from
Program expenses including wages, utiliti	es and supplies.

Back

Next

15. Submit information of individuals responsible for event

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

Officers Res	ponsible				
 Each application requires a Contact Person, a Submitter and 2 or 3 Officers Responsible (e.g. 2 for A, B & 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. *Type 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) 					
🗆 Submitt	er (member of the	e organization authorized to	complete and s	ubmit this applicati	on)
Contact application		of the organization that the	Branch can con	tact regarding this	
*Position		*First Name	*Last N	lame	
	~				
Address Unit *St	treet	2 *Province British Columbia ✓	*City	*Po:	stal Code
*Business P	'hone 	Ext *Home Phone	c	Cell Phone	
e-mail				(e.g. John.Doe@ho	me.com)
				Add Delete	Cancel
Position	Name	Officer Resp.	Submitter	Contact	
Chair	Applicant One		2		Edit
President	Applicant One				Edit
Delivery Me					•
Your applicati notification.	ion results will be	delivered via email. Please e	nter two email ad	dresses below for	
*Primary Contact email					
		(one address on	ly, e.g. john.doe©	@example.com)	

	Contact email	(one address on	ly, e.g. john.doe≬	⊉example.com)	

September 2021

1

1	Roles	Click 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 two 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 "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.

16. 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)
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Back

Next

17. Select how you will pay the processing fee

Class A applications require a \$50 processing fee, payable by cheque or credit card.

Payment	Help 🕐
GBC ID: 131897	GPEB Test
Fee Amount and Payment Method	•
The non-refund	able processing fee is \$50.00.
Payment' submit your payment to Lice Enforcement Branch, PO Box 9310, St	from the following options. If you choose 'Cheque ensing & Grants Division, Gaming Policy and n. Prov. Govt., Victoria, B.C. V8W 9N1. Note, r application will be processed. Pursuant to a will be charged for any NSF cheques.
gaming event licence. If you are apply	a cheque if you are applying for a Class A, B, or C ing for a Class D gaming event licence you can only bmitting your application please select the option
* Payment Method Credit Card Payment Cheque Payment	
Back	Next

1	Credit Card Payment	Credit card payments must be made at the time of application and cannot be paid later or over the phone.
2	Cheque Payment	Cheques must be made payable to "Minister of Finance" and mailed to the Gaming Policy and Enforcement Branch. Include the application number issued at the end of the application on the memo line. Processing an application will not begin until payment has been received.