

Class B Payroll Deduction Raffle Gaming Licence Application Guide

This guide will provide you with step-by-step instructions on how to complete an application for a Class B 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:

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 gaming.licensing@gov.bc.ca or 250.387.5311 ext. 1.

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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 (https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising).

Additional notes about completing your online application:

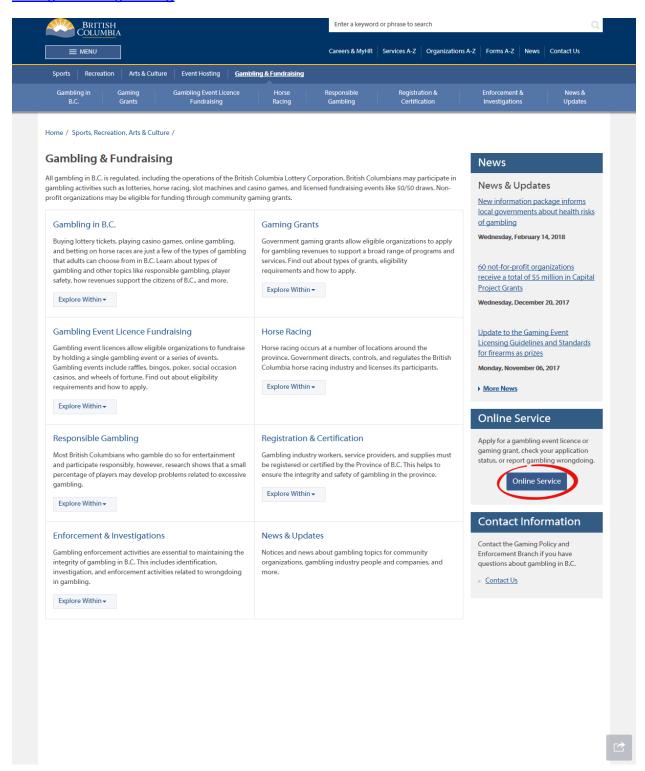
- You must complete your application in one session; you cannot save your application and return to it later.
- Most applicants will be able to complete their application in under 30 minutes if they have prepared ahead of time.
- Please be aware that you may run into issues if you take longer than 30 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:

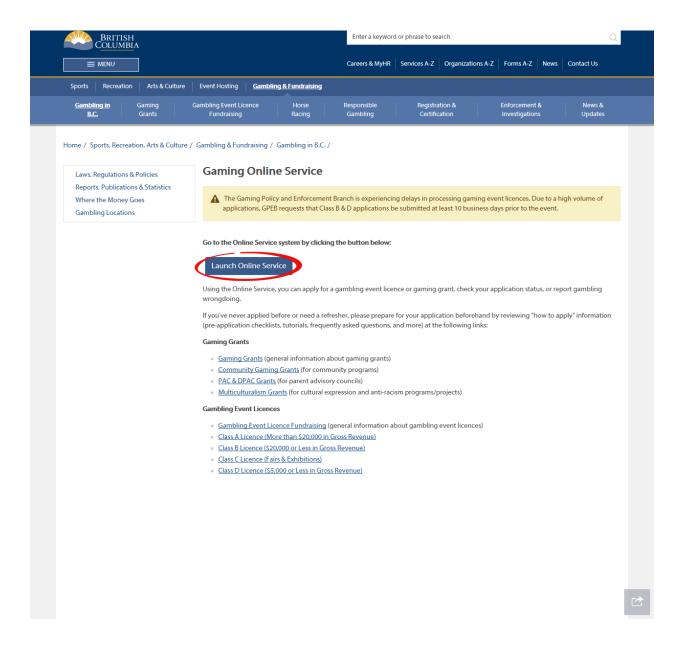
- Make sure that any supporting documents you attach are in one of the following formats:
 - o DOC, DOCX, XLS, XLSX, PDF, JPG
 - Each attachment should have a file extension matching one of the above;
 attachments with other formats are not accepted and may cause errors.
- Electronic copies of physical documents can be made by any of the following methods:
 - Scanning the document using a scanner.
 - o 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 www.gov.bc.ca/gambling. Look for and click the "Online Service" link as shown below.



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



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



View Application Status Reports

View Registry Reports

File a Criminal or Regulatory Complaint

Resources

- → Pre-Application Information for **Gaming Grants**
- → Pre-Application Information for Gambling Event Licences
- **Business BCeID** Information and Registration
- → Contact Us

Welcome!

Use the left hand navigation bar to start an online application or to select another service option. An overview of the options is provided below. If you have a Business BCeID that has been registered for use with the Gaming Online Service, scroll to the bottom of this page to Additional Services for Organizations with a BCeID.

Apply Online

Select one of the links under Apply Online on the left to submit community gaming grant and gaming event licence applications, or to request special approvals (out-of-province travel, capital project, and fair/exhibition). Some types of applications may take a while to complete. Please prepare for your grant or licence application by reviewing the Pre-Application Information for Gaming Grants or the Pre-Application Information for Gambling Event Licences before you start your online application.

View Application Status Reports

After you submit an application, you can track where it is in the approval process - select View Application Status Reports.

View Registry Reports

When you select View Registry Reports, a window will open for you to select one of three current gaming registry reports:

- 1. Personnel Registry lists registered gaming workers in B.C.
- 2. Equipment Registry lists certified gaming equipment and lottery schemes.
- 3. Corporate Registry lists registered companies and senior officials in B.C.

File a Complaint

Select File a Criminal or Regulatory Complaint 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 Contact Us.

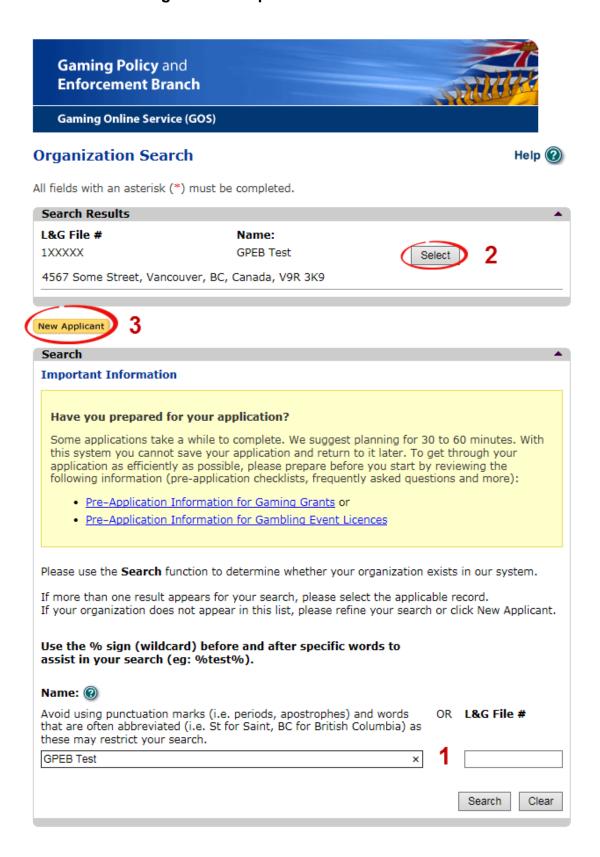
Additional Services for Organizations with a BCeID

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 Community Gaming Grants or Gaming Policy and Enforcement Licensina.

↑ Top

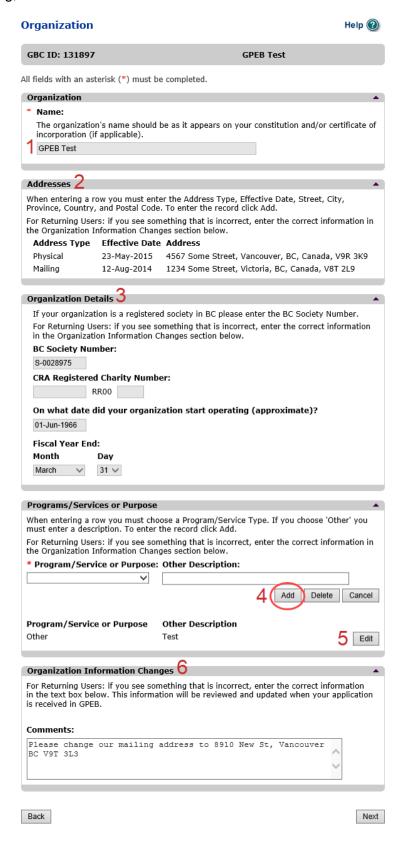
5. Search for the organization's profile or create a new one



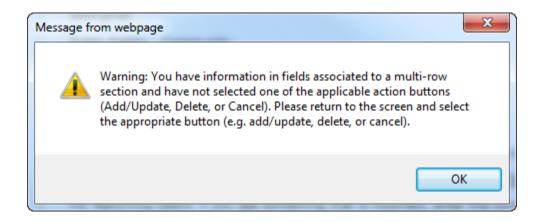
1	Organization Search	If the organization has applied before, enter the organization's name in the "Name" search bar or the organization's L&G number in the "L&G File #" bar if one has been issued and click on the "Search" box. **Not all organizations need or will be issued an L&G number.** If the organization 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".



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:
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.

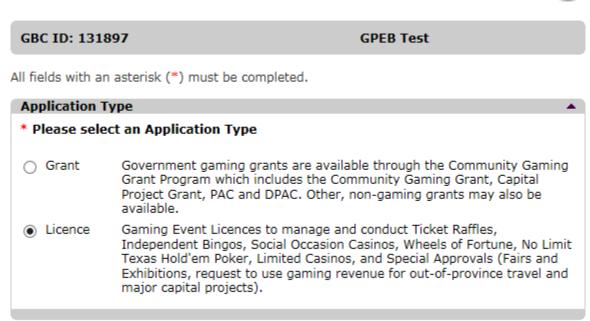
All text boxes of these sections must be blank to leave the page. Clicking "Add" clears these boxes and uploads the information as an entry. "Delete" or "Cancel" clears the boxes.

7. Select Licence

Application Selection



Next



8. Select Class B Licence

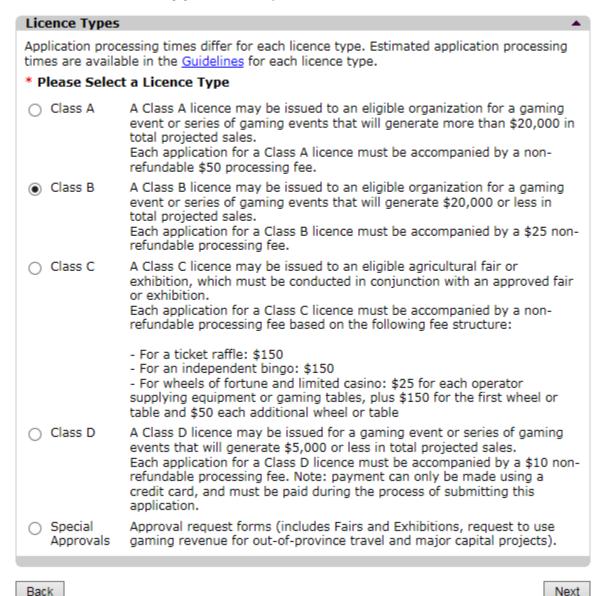
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Licence Type Selection



GBC ID: 131897 GPEB Test

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



9. Select Ticket Raffle

Event Selection



GBC ID: 131897 GPEB Test

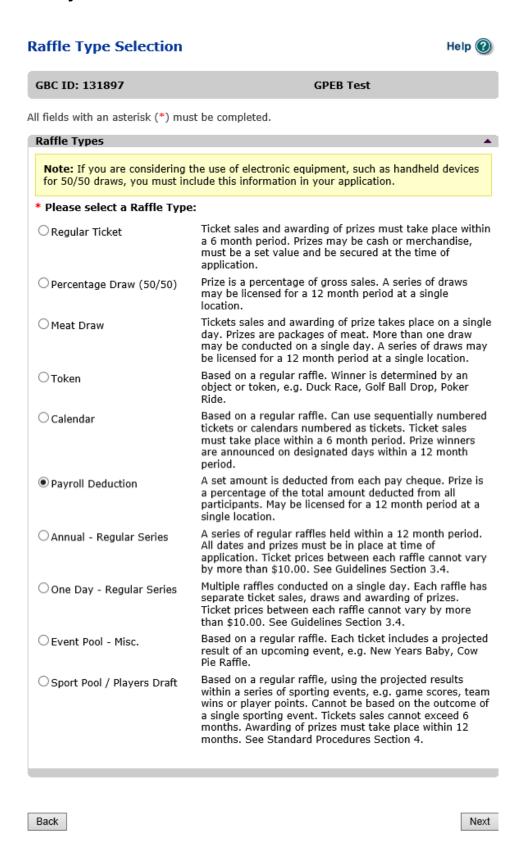
All fields with an asterisk (*) must be completed.

Event Types Application processing times differ for each licence type. Estimated application processing times are available in the Guidelines for each licence type. * Please select an Event Type Ticket Raffle Tickets are sold on a chance to win a prize, usually through a draw. Independent Bingo Held in a community facility rather than a commercial bingo hall. Social Occasion Casino Held in conjunction with a social event. For example, a dinner or dance sponsored by a community organization and the event is not open to the general public Wheel of Fortune Held in conjunction with a community event, such as a rodeo, community fair or sports event. No Limit Texas Hold'em Poker. Poker Event

Back

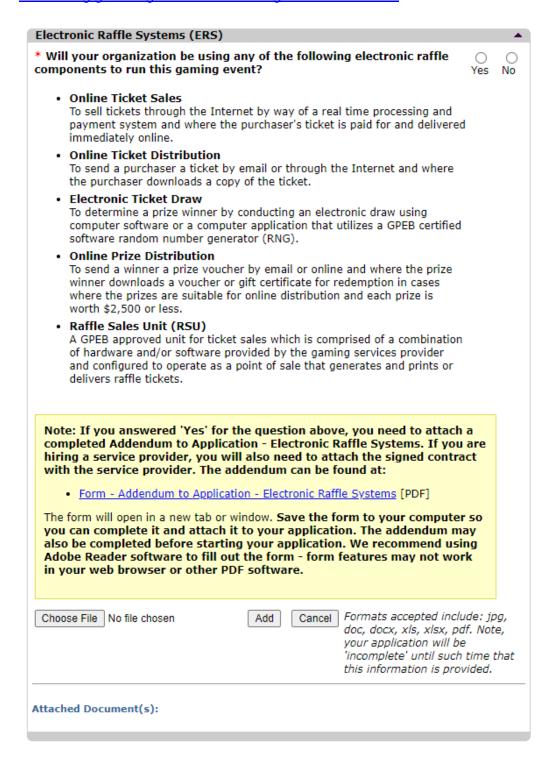
Next

10. Select Payroll Deduction

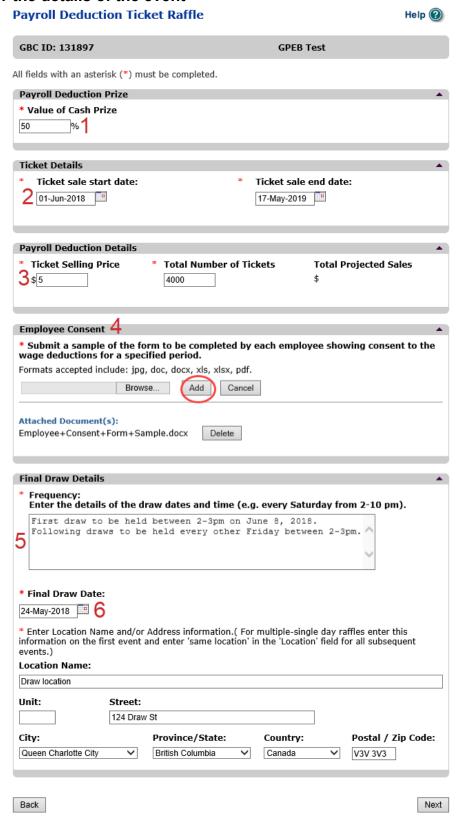


11. Indicate if you are planning to use computerized or electronic systems

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 https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/documents-forms.



12. Enter the details of the event



1	Value of Prize	Indicate the percent of each week's deductions that will be awarded as a prize.
2	Ticket Details	Select the start and end dates of ticket sales. You can enter dates manually or click on the calendar icons to select a date. Licences may be issued for up to 12 months. 01-May-20X8 to 30-Apr-20X9 would be acceptable but 01-May-20X8 to 05-May-20X9 would not.
3	Payroll Deduction Details	Enter the amount of the weekly deduction per entry and the total number of entries that will be sold during the licence period.
4	Employee Consent	Attach a copy of the form that employees fill out to sign up for deductions. A new consent form must be submitted with each new licence application. This must include the date range of deductions, price of deductions, and licence number.
5	Draw Details	Describe the time and frequency of the draws. Specify what date the first draw will be held and the schedule that will be followed.
6	Draw Location	Enter the date of the final draw and location of all draws. Draws must be held in a public place and cannot be held in a private residence.

13. 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.

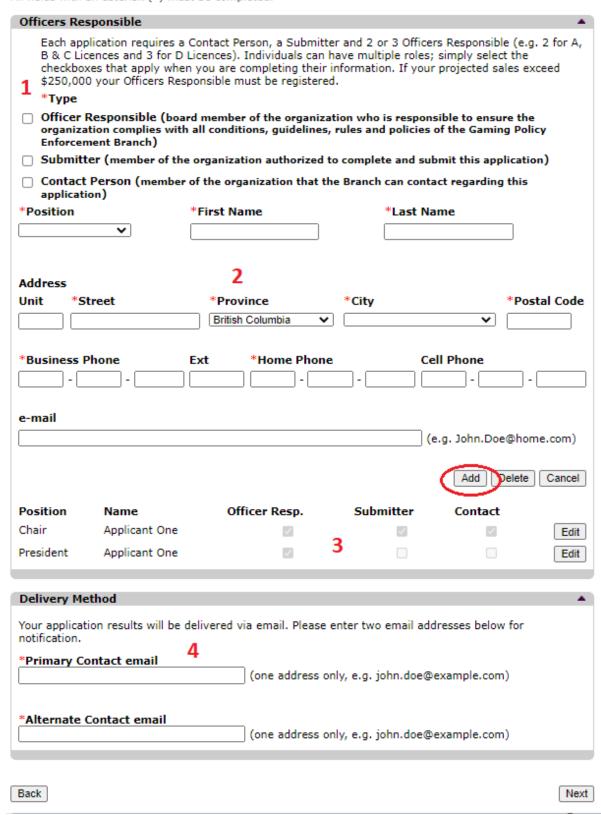
Net Use Of Proceeds Help (2) GBC ID: 131897 **GPEB Test** All fields with an asterisk (*) must be completed. Use of Proceeds Details If you are a Community Fundraising Group (CFG) donating to a charitable or religious organization; acquire a letter from that organization stating: acknowledgement of the event, agree to accept the proceeds and agree to use the proceeds for an eligible purpose. Submit via email to Gaming.Licensing@gov.bc.ca * 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 Next

Groups that do not meet the eligibility criteria to use gaming funds for their own programs may apply for a Class B raffle if they are donating 100% of the proceeds to an eligible organization. This only applies to raffle applications. If you are raising funds to donate to an eligible organization as a Community Fundraising Group, you must submit a letter from your recipient organization stating that they are aware of the raffle, agree to accept the proceeds and will use the funds for an eligible purpose within British Columbia. The letter must reference the application number and a new letter must be submitted for each new application.

Letters can be sent to gaming.licensing@gov.bc.ca

14. Submit information of individuals responsible for the event

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



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". Poker Applications: An additional Tournament Director role is required for Poker Event applications. The Tournament Director may be a volunteer from your organization or hired. If hired, they must be registered with the Gaming Policy and Enforcement Branch as a Gaming Service Provider.
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., Submitter and Contact columns must each have one box checked. Individuals can have one or multiple roles. Poker Applications: Tournament Dir. must have 1 box checked. 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.

15. Read and agree to the Terms and Conditions

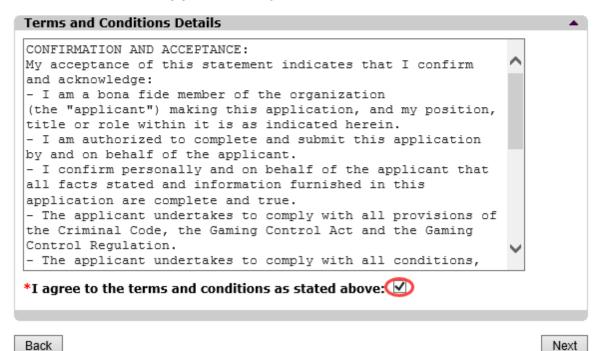
Click the check box to confirm you have read, and agree to, the Terms and Conditions.

Terms and Conditions



GBC ID: 131897 GPEB Test

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



16. Select how you will pay the processing fee

Class B applications require a \$25 processing fee, payable by cheque or credit card.

Payment Help @

GBC ID: 131897 **GPEB Test** Fee Amount and Payment Method The non-refundable processing fee is \$25.00. 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 O 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.