

## PULL-TICKET LICENCE APPLICATION

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

Toll-Free: 1-855-506-1066 ext. 6 Bingo and Pull Ticket: 780-651-7600 ext. 6  
Fax: 780-447-8911 or 780-447-8912 Email: [gaming.licensing@aglc.ca](mailto:gaming.licensing@aglc.ca)

Before completing the attached licence application form, please read the following information.

The attached Pull-Ticket Licence Application must be completed in full prior to submission. Applications will not be processed if all required information has not been completed and supporting documents have not been included. **Pull ticket licence applications must be submitted at least four (4) weeks prior to the first event.**

### PULL TICKET EVENT DETAILS

The Pull Ticket Licence will be mailed to the Pull Ticket Chairperson at the organization address.

### LIST OF ELECTED EXECUTIVE

It is imperative that Alberta Gaming, Liquor & Cannabis (AGLC) be kept informed of any changes to the elected executive. Please provide information for all bona fide executive members and positions authorized to sign documents forwarded and return with the completed licence application.

### USE OF GAMING PROCEEDS

It is not necessary for applicants to specify the intended use of gaming proceeds as part of the gaming licence application. An organization may amend its use of gaming proceeds at any time. A Request to Amend Gaming Proceeds (FORM 5506) must be submitted to AGLC for approval prior to disbursement of proceeds. All amendments must be signed by two current executive members of the organization and include any required support documentation or completed forms.

Gaming proceeds must only be used for AGLC-approved uses essential to the delivery of the group's charitable or religious programs in accordance with AGLC Charitable Gaming Policies Handbook (CGPH). Prior approval must be obtained before disbursement of proceeds. A use of proceeds not specifically accommodated in the CGPH is considered an ineligible use.

Disbursement of gaming proceeds must be made within 24 months of receipt of the proceeds. Any extension of this time period must have prior written approval. All requests to retain proceeds beyond 24 months must include a dollar amount, a project end date for the use of proceeds, and the purpose for which the proceeds will be used. The request must be signed by two current executive members.

All programs where gaming proceeds are used, and for which a fee is charged or for which funds are received, must be managed on a cost-recovery basis. Cost recovery means the use of gaming proceeds to pay for program costs is limited to the amount not covered by program revenues.

The organization's Current Use of Proceeds List will be mailed under separate cover to the organization address to the attention of the Treasurer.

### **PLEASE KEEP A COPY OF YOUR APPLICATION AND ALL SUPPORT DOCUMENTS SUBMITTED.**

### LICENSING INFORMATION

The Alberta Gaming and Liquor Commission (AGLC) is responsible for administering and regulating the gaming industry in Alberta, including the licensing of charitable gaming activities. Only charities or religious groups are licensed. All proceeds from the licensed activity must be used for charitable or religious activities.

To apply for a licence, the application form must be complete, and all required supporting documents must be submitted for review. The information must be correct and up-to-date. This will minimize delays in processing requests.

- *Conducting a gaming event without a licence is a Criminal Code offence.*
- *All required financial reports must be up-to-date before new applications are processed.*

AGLC must approve any changes to the approved licence or approved use of proceeds.

### COMPLYING WITH THE LEGISLATION AND LICENCE

- Minors under age of 18 are not permitted to purchase or play pull tickets or be awarded a pull ticket prize.
- Pull-ticket sales shall not be delegated to another group or to a person who is not a member of the licensed group.

- Changes to a licence may only be made through a licence amendment issued by AGLC. Requests for approval to amend a licence shall be made in writing to AGLC by two executive officers of the licensee.
- The licensee shall pay all winning tickets that are presented for payment and that are from units the licensee has sold.
- All municipal, provincial and federal laws shall be obeyed.
- AGLC shall be given access to all areas where pull-tickets are sold or kept. They may examine any ticket or related document and remove them for further review.
- Any suspected cheating or other problem shall be reported immediately to AGLC at 1-800-742-7818 (24-hour).

### PREPARING FOR THE PULL-TICKET LICENCE

- Licences are only issued for a series of dates. The maximum length of a licence is 24 months.
- More than one type of unit can be included on a licence.
- Pull-ticket sales are normally restricted to a group's own premises (owned or rented); and only in the area specified on the licence. Tickets can be sold only at events operated by the licensed group. The premise is where the group holds its events, or delivers its programs to the community.
- Up to 10% of the net revenue may be used for the administrative costs of pull-ticket sales. (Net revenue = gross proceeds less prize and unit costs.)

- All pull-tickets sold in Alberta shall be approved by AGLC, and shall be purchased only from a Registered Gaming Supplier.

- Licence fees are paid in the following way:

Through a registered supplier that has been approved to use a pull-ticket control system:

- The licensee orders various types of units and any number of units without having to request an amendment to the licence.
- The supplier collects the appropriate licence fees at the time units are purchased, and forwards the fee and transaction details to AGLC on a bi-weekly basis.
- Amendments to the type of ticket and number of units must be submitted in writing, and be approved prior to a change being made. If adding additional units, licence fees shall be required.

#### POSTING OF LICENCE AND HOUSE RULES

The licensee shall establish and submit to AGLC house rules governing pull-ticket sales. The rules shall comply with Pull Ticket Terms & Conditions. Both the licence and house rules shall be displayed at sales areas. The house rules shall include:

- The notice that pull-tickets will not be sold to or encashed for persons under the age of 18 years.
- The notice that tickets are sold for cash only. Cashing cheques or extending credit is prohibited.
- Sellers are not permitted to purchase tickets while selling.
- The number of major winners remaining in or sold from a unit in play shall not be disclosed to anyone.
- Disputes will be resolved by management. Unresolved disputes may be referred to AGLC.
- Winning tickets will be redeemed only if identifiable with a unit sold by the licensee.
- Procedure used when seal card winner cannot be located.

Detailed information regarding charitable gaming activities may be obtained from AGLC's website at [aglc.ca](http://aglc.ca) or by contacting Licensing Support, Regulatory Services Division at either 780-447-8600 or toll-free at 1-800-272-8876.

#### APPROVED GAME FORMATS

Only game formats that meet the following requirements shall be approved:

- Instant win cash lottery ticket constructed of cardboard.
- The game payable appears on the front of each ticket.
- One or more sealed windows are on the back of each ticket.
- Winning tickets are determined by the player detaching the window seal tab(s) of an individual pull-ticket and disclosing a symbol, letter or number configuration that matches a symbol, letter or number configuration and corresponding prize in the game payable.
- Opened ticket windows may also contain secondary markings to assist identification of winning tickets, such as a line through winning symbols, dollar amount of the prize, a verification code etc.
- Pull-ticket games may include a feature whereby players can win the opportunity to enter a seal card lottery to win additional prizes.

#### SALES

- Only pull-tickets approved by AGLC shall be sold.
- Groups can be licensed to sell pull-tickets at special events, such as a sports event or an arts or cultural festival, under the following conditions:
  - The sales are restricted to the premises or area specified on the pull-ticket licence.

- The hours of sale conform to the hours of the special event.
- The licensed charity has a written agreement with the event operators, a copy of which shall be submitted to AGLC upon request.
- No new units are to be opened unless there is a reasonable expectation they will be sold before the event ends.
- All other terms and conditions are met.

- A separate pull-ticket bank account shall be established. The account shall have chequing privileges, and monthly return of cancelled cheques. All revenue, after prizes are paid, shall be deposited into this account, and all payments shall be made by cheque, including the maximum 10 percent administrative costs, and other approved expenses.

#### FINANCIAL REPORTING

- Financial Reports are required for each gaming licence (bingo, casino, pull-ticket and raffle) issued and consolidated accounts if used. The reports will be distributed or made available to the licensed group by the Commission
- Completed reports with requested supporting documents shall be returned to the Commission within sixty (60) days. Failure to submit these reports or to comply with the terms and conditions of the licence are subject to penalty and may affect future licences.
- If a group has more than one active licence, the group may open a "Consolidated Gaming Account" for the expenditure of their gaming proceeds. The group will transfer the net proceeds from their individual gaming accounts into this account. The benefits of this account are:
  - cheques for approved use of proceeds are issued from one account; and
  - easier tracking of proceeds available for distribution.
- All pull-ticket records shall be kept for two years after the licence expires (excluding defaced winning tickets). AGLC shall be allowed to view and make copies of all records related to pull-tickets. This includes any location, or financial institution, where records may be kept. AGLC may remove these records for further examination.

For additional information on financial reporting please contact AGLC Financial Review Section, 780-447-8600 or 1-800-272-8876.

#### AUDIT REQUIREMENTS

- The licensee's books and records are subject to review and or audit by AGLC and must be maintained in a manner acceptable to AGLC and Revenue Canada.
- The areas normally subject to audit will include, but not be limited to:
  - Books of original entry (including computerized records);
  - Invoices;
  - Bank statements and cancelled cheques;
  - Pull-Ticket Reconciliation and Pull-Ticket Inventory and Record of Sales;
  - Contracts, agreements or similar documents;
  - Payroll records;
  - Income Tax and Goods and Services Tax Returns;
  - Minutes of AGM and Executive meetings;
  - External accountant's/auditor's working paper files;
  - Annual (audited) financial statements;

**AGLC INTERNET ACCOUNT**

On-line web-based services are currently available to registered Charitable Gaming Organizations. In order to access AGLC's secure, web application services, your organization will be required to complete the Internet Account Request Form available on AGLC web site at [aglc.ca](http://aglc.ca).

The list of services available to charitable gaming organizations is:

- a list of gaming licences;
- consolidated bank account information;
- organization contact list;
- current use of proceeds list; and
- the ability to submit raffles financial forms for raffles licences with a total ticket value of \$10,000 or Less on line.

**PROTECTION OF PRIVACY**

The personal information requested on this form is collected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act and will be protected under Part 2 of that Act. It will be used for the administration of all policies and processes relating to Charitable Gaming Licensing. Direct any questions about this collection to: AGLC FOIP Coordinator, 50 Corriveau Avenue, St. Albert, AB T8N 3T5 780-447-8600 or toll free at 1-800-272-8876.





This form may be obtained from our website:  
aglc.ca

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**BEFORE COMPLETING THIS APPLICATION, PLEASE READ THE ATTACHED PULL-TICKET LICENCE GUIDELINES.  
APPLICATION MUST BE SUBMITTED AT LEAST FOUR (4) WEEKS PRIOR TO FIRST EVENT.**

**Application Date Completed:** yy | mm | dd **AGLC ID #:** \_\_\_\_\_

**ORGANIZATION NAME:** *(as it appears on the Certificate of Incorporation)*

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Organization's Legal Address: \_\_\_\_\_ Mailing Address: (if different than legal) \_\_\_\_\_

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City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

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Organization Phone \_\_\_\_\_ Organization Email \_\_\_\_\_ Organization Website \_\_\_\_\_

AGLC requires a Communication Contact email address for purposes of sharing and collecting important information related to charitable gaming licensing, policies and processes. Please ensure this email is updated regularly. If no email is provided, the organization mailing address will be used.

**Communication Contact Email:** \_\_\_\_\_

**PULL-TICKET CHAIRPERSON** *(For correspondence - may be contacted for clarification of this application)*

Print Full Name: \_\_\_\_\_ Date of Birth: yy | mm | dd

**Mailing Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**AUTHORIZATION FOR APPLICATION** - The undersigned confirm a) they are authorized to make this application b) all information on or related to this application is current and accurate, and c) they will provide any information regarding the approved gaming bank account to AGLC upon request.

**Executive #1 Signature:** \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Date of Birth: yy | mm | dd

Position Held: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Executive #2 Signature:** \_\_\_\_\_

Print Full Name: \_\_\_\_\_ Date of Birth: yy | mm | dd

Position Held: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete the following checklist, and include required supporting documentation, to eliminate processing delays.

- House rules and rules of play governing operation of pull-tickets including bingo event tickets. (**BALLS**)
- Land title certificate, or lease/rental agreement (IF NOT SUBMITTED PREVIOUSLY)
- Copy of rental agreement for the pull-ticket venue or letter of authorization from owner authorizing usage of premises for gaming activity, with address, renter name, owner name, date, time, rental amount, and purpose, signed by both parties. (if different from above)

### BANK ACCOUNT

A separate pull-ticket bank account shall be established. **NOTE:** You cannot use an existing gaming account for more than one active licence. The account shall have chequing privileges, and monthly return of cancelled cheques. All pull-ticket revenue shall be deposited into this account, and all payments are made by cheque.

Name of Financial Institution: (*bank, credit union, etc.*) \_\_\_\_\_

Date Pull-Ticket Account Opened: \_\_\_\_\_

INSTITUTION CODE

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TRANSIT NUMBER

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ACCOUNT NUMBER

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### DETAILS OF SALES

Sales to take place:

From 

yy	mm	dd
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 to 

yy	mm	dd
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#### Frequency of Sales

- Daily (during normal operating hours)
- Weekly *day of week* \_\_\_\_\_
- Monthly *day of month* \_\_\_\_\_
- Special Events (date/time/location must be provided)  
\_\_\_\_\_  
\_\_\_\_\_

#### Hours of Sales (24-hour clock)

from \_\_\_\_\_ to \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_

With Bingo

Do you sell Bingo Event Tickets  Yes  No

**(Sales may commence one hour prior to Bingo and must cease at the end of Bingo).**

### SALES LOCATION

Premises Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Code \_\_\_\_\_

**AREA WITHIN THE PREMISES WHERE TICKETS WILL BE SOLD** \_\_\_\_\_

**GAMING SUPPLIER**

Gaming Supplier Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postal Code

 **Retain copies for your organization's records of all documents submitted to AGLC**