



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

## 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 and Cannabis (AGLC) be kept informed of any changes to the group's 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. A group may request to 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 36 months after receipt of the proceeds. Any extension of this period must have prior written approval. All requests to retain proceeds beyond 36 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, Liquor and Cannabis (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.

The licence 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* (Canada) 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

- An individual must be at least 18 years of age to purchase or play pull tickets, or to be awarded a pull ticket prize.
- The Pull ticket licence must not be delegated. Changes to a

licence may only be made through an amendment approved by AGLC. Requests for approval to amend a licence must be signed by two executive members of the licensed charitable organization and submitted in writing to AGLC.

- The licensee shall pay all winning tickets that are presented for payment and that are from units the licensee has sold.
- Non-compliance with federal, provincial, or municipal laws or AGLC policies may result in disciplinary action such as a fine, suspension of gaming licence, revocation of gaming licence, repayments, and/or a directive to donate remaining gaming proceeds to other eligible charitable organizations.
- AGLC must be given access to all areas where pull tickets are sold or kept and must be allowed to view and make copies of all records related to pull tickets. This includes any location where records may be kept. AGLC may remove these records for further examination. Any suspected cheating or irregularities must 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 tickets may only be sold in the specific area approved on the licence, unless otherwise approved by AGLC.

- a) Up to 20 per cent of the net revenue may be used for the actual administrative costs incurred from selling pull tickets including wages for sellers. Net revenue equals gross revenue less prize payouts and unit costs, including GST. All pull ticket units must be purchased from a registered gaming supplier as follows: the supplier(s) must be named and approved on the licence; and
- b) any change(s) to a supplier named on the licence must be submitted in writing and be approved by AGLC prior to the change(s) being made.

Registered gaming suppliers must pay AGLC for the licence fees collected and submit a monthly report of pull ticket sales and copies of invoices related to each monthly batch by the 20<sup>th</sup> of the following month in which pull ticket units were sold to a licensed charitable organization.

#### POSTING OF LICENCE AND RULES OF PLAY

The group must establish and submit rules of play governing pull ticket sales to AGLC. The rules must comply with these policies. Both the pull ticket licence and rules of play must be displayed at sales areas. The rules of play must include:

- a) the notice that minors are not permitted to purchase or play pull tickets or be awarded a pull ticket prize. (Amended Feb 2014)
- b) The notice that tickets are sold for cash only. Cashing cheques or extending credit is prohibited.
- c) The status of the pull ticket unit, including the number of major winners remaining in or sold from a unit in play must not be disclosed to anyone.
- d) Disputes will be resolved by an executive member of the licensed charitable organization or a delegate. Unresolved disputes may be referred to AGLC. Winning pull tickets will be redeemed only if identifiable with a specific unit sold by the group.
- e) Procedure used when seal card winner cannot be located.
- f) For community bingo, how bingo event hold tickets are handled if they are sold but the hold game ticket cannot be played (e.g., due to event cancellation, equipment malfunction, etc.). For example, refund money for hold tickets or use the sealed card option to award the prize.

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 will be approved:

- a) Instant win cash lottery ticket constructed of cardboard.
- b) The game pay table appears on the front of each ticket.
- c) One or more sealed windows are on the back of each ticket.
- d) 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 pay table.
- e) 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.
- f) 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 may be sold.
- Groups may be licensed to sell pull-tickets at special events, such as a sports event or an arts or cultural festival, under the following conditions:
  - a) The sales are restricted to the premises or area specified on the pull-ticket licence.
  - b) The hours of sale conform to the hours of the special event.
  - c) The group has a written agreement with the event operators, a copy of which shall be submitted to AGLC upon request.
  - d) No new pull ticket units are to be opened unless there is a reasonable expectation they will be sold before the event ends.
  - e) All other terms and conditions are met.

A separate pull-ticket bank account must be established. The account must have chequing privileges, and monthly return of cheques that have cleared the bank account/digital image cheques. All revenue, after prizes are paid, must be deposited into this account, and all payments must be made in accordance with methods of payment outlined in Section 4.4 of the Charitable Gaming Policies Handbook

#### FINANCIAL REPORTING

AGLC will forward gaming financial reports to the group. The group has 60 days from the mailout date to complete and return the reports.

All pull-ticket records must be kept for a minimum of two years after the submission of the financial report. Other reporting bodies may require records to be retained for longer. AGLC must be given access to all areas where pull tickets are sold or kept and must be allowed to view and make copies of all records related to pull tickets. This includes any location 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 group's financial books and records are subject to review and/or audit by AGLC and must be maintained in a manner acceptable to AGLC. See section 4.1 of the Charitable Gaming Policies Handbook for more detailed information.

#### 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



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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.**

**ORGANIZATION NAME:** *(as it appears on the Certificate of Incorporation)* \_\_\_\_\_ **AGLC ID:** \_\_\_\_\_

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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:          /          /         

**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:          /          /         

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

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

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

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

Print Full Name: \_\_\_\_\_ Date of Birth:          /          /         

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

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

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

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

<input type="checkbox"/>	House rules and rules of play governing operation of pull-tickets including bingo event tickets. ( <b>BALLS</b> )
<input type="checkbox"/>	Land title certificate, or lease/rental agreement (IF NOT SUBMITTED PREVIOUSLY)
<input type="checkbox"/>	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.*) \_\_\_\_\_

INSTITUTION CODE	TRANSIT NUMBER	ACCOUNT NUMBER																															
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**DETAILS OF SALES**

Sales to take place:  
 From 

yy	mm	dd
----	----	----

 to 

yy	mm	dd
----	----	----

<b>Frequency of Sales</b>	<b>Hours of Sales (24-hour clock)</b>
<input type="checkbox"/> Daily (during normal operating hours)	from _____ to _____
<input type="checkbox"/> Weekly <i>day of week</i> _____	from _____ to _____
<input type="checkbox"/> Monthly <i>day of month</i> _____	from _____ to _____
<input type="checkbox"/> Special Events (date/time/location must be provided) _____	from _____ to _____
_____	from _____ to _____
_____	from _____ to _____
<input type="checkbox"/> With Bingo	from _____ to _____

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: \_\_\_\_\_

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