

## **Pull-Ticket Licence Application**

**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 4 weeks prior to your first event.**

### **PULL TICKET INFORMATION**

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

For Pull Ticket Terms and Conditions, please refer to [Pull Ticket Terms and Conditions](#)

### **AGLC INTERNET ACCOUNT**

Online web-based services are currently available to registered AGLC charitable gaming organizations. In order to access AGLC's secure, web application services, your organization is 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 are: the ability to issue raffle licences with a total ticket value \$20,000 or less; a list of gaming licences; organization contact list; current use of proceeds list; and the ability to submit the respective raffle financial forms online.

### **LICENSING INFORMATION**

Alberta Gaming, Liquor & Cannabis (AGLC) is responsible for administering and regulating the gaming industry in Alberta, including the licensing of charitable gaming activities. Only eligible charities or religious groups are licensed.

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.

### **USE OF GAMING PROCEEDS**

Gaming proceeds must only be used for AGLC approved uses essential to the delivery of the group's charitable or religious program in accordance with AGLC Charitable Gaming Policies Handbook (CGPH). For more information contact Use of Proceeds at 1-855-506-1066 or at [gaming.useofproceeds@aglc.ca](mailto:gaming.useofproceeds@aglc.ca).

Disbursement of gaming proceeds must be made within 36 months of receipt of the proceeds. Any extension of this time period must have prior written approval.

### **The following uses require prior approval:**

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|--|--|
| • Bursaries and Scholarships;                | • Emergency Funds                                |
| • Community Events over \$100,000            | • Endowment Funds                                |
| • Donations (exceeding certain thresholds)   | • Facility                                       |
| ○ Over \$25,000 to non-AGLC licensed groups  | • Vehicles                                       |
| ○ Over \$10,000 to groups outside of Alberta | • Wages, Salaries, Fees for Service, Honorariums |
| ○ Over \$5,000 to groups outside Canada      |  |

### **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.

Your personal information is protected by Alberta's FOIP Act and can be reviewed upon request.

## Pull-Ticket Licence Application

Before completing this application, please read the attached bingo licence guidelines.  
 Application must be submitted at least four (4) weeks prior to the first event.

**TO AVOID APPLICATION DELAYS IT IS MANDATORY TO COMPLETE THE FOLLOWING FIELDS**

Organization Information		
Application Date (Year/Month/Date)		AGLC ID #
Organization Name (as it appears on the Certificate of Incorporation)		
Organization's Legal Address		
City/Town	Province	Postal Code
Organization's Mailing Address (if different than legal)		
City/Town	Province	Postal Code
<b>AGLC requires an organization communication contact email address for purposes of sharing and collecting important information related to charitable gaming licensing, policies and processes.</b>		
Organization Communication Contact Email		Organization Website

Pull-Ticket Chairperson (For correspondence – may be contacted for clarification of this application)			
Legal Last Name	Legal First Name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Legal Middle Name	Preferred Name	Date of Birth (YY/MM/DD)	
Mailing Address	City/Town	Province	Postal Code
Contact Phone	Email		

Authorization for Application – Volunteer Elected Executive			
The undersigned confirms a) they are authorized to make this application and b) all information on or related to this application is current and accurate.			
Volunteer Elected Executive Signature		Position Held	
Legal Last Name		Legal First Name	
Legal Middle Name	Preferred Name	Date of Birth (YY/MM/DD)	
Mailing Address			
City/Town	Province	Postal Code	
Contact Phone	Email		

**Retain copies of all documents submitted to Alberta Gaming, Liquor & Cannabis**

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)
- ☐ Please include **one** of the following:
- Copy of land title certificate (if not previously submitted).
  - Copy of current lease agreement.
  - Copy of approval letter from authorized delegate authorizing usage of premises for gaming activity. Must include details of gaming event and location.

#### 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
<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

#### Details of Sales

Sales to take place:	From (Year/Month/Day)	To (Year/Month/Day)
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#### Frequency of Sales

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

<input type="checkbox"/> Daily (during normal operating hours)	From	To
<input type="checkbox"/> Weekly (day of week)	From	To
<input type="checkbox"/> Monthly (day of month)	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 <input type="checkbox"/> Yes <input type="checkbox"/> No		

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

#### Sales Locations

Premises Name

Street Address	City/Town	Province	Postal Code
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Area within the premises where tickets will be sold

#### Gaming Supplier

Gaming Supplier Name

#### AGLC Contact Information

50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5

Phone: 780-651-7600  
Toll-Free: 1-855-506-1066

website: [aglc.ca](http://aglc.ca)  
Email: [gaming.licensing@aglc.ca](mailto:gaming.licensing@aglc.ca)