



Break Open Ticket Lottery Information Package

What is a Break Open Ticket Lottery?

Break Open Ticket is a game of chance to win instant prizes by revealing a specified arrangement of numbers or symbols. Prizes may be instant prizes or chances to win prizes determined by a subsequent event.

Enclosures:

- Quick Guide to Lottery Licence Application
- An application to manage and conduct a Break Open Ticket Lottery
- City/Town of questionnaire form
- Break Open Ticket Licence Terms & Conditions
- City/Town Lottery Licensing By-law

Licence Application Checklist

These items must be enclosed with each **Licence Application** form. (Do not send separately):

- Licence fee**
Set by Municipality. Must not exceed 3 % of total prizes to be awarded (cheque payable to the Treasurer, City/Town of)
- Completed questionnaire**
- Completed application form**
- Copy of preceding and current operating budget, which includes all sources of revenues and expenses**
- Copy of proposed lottery budget**
- Type and style or styles of tickets to be sold (ticket samples are not required)**
- Number of deals of tickets to be sold**

An agreement to lease/rent/maintain or purchase a Break Open Ticket dispenser, if applicable

- A copy of the Break Open Ticket Seller registration, where applicable**
- The organization's system for keeping track of sales and inventory**
- A list of bona fide members assisting with the Break Open Ticket administration and sales**
- First-time applicants must enclose copies of :**
 - Governing Documents**
Constitution and/or by-laws, letters patent, charter, trust deed, memorandum of association, signed as required
 - Detailed Outline of programs/services**
What they are, how delivered to clients, specific costs, supporting materials, etc.
 - Organization's current operating budget**
 - Organization's verified financial statements for last fiscal year**
 - List of Board of directors**
 - Latest report to the Public Guardian and Trustee, if applicable**
 - Revenue Canada notification of registration letter**
If your organization is registered;
 - Membership list, if applicable;**
 - Organization's Annual Report, if applicable.**