

## CHECKLIST FOR APPLICATION FOR REGISTRATION OF A SOCIETY LOTTERY

The following is a list of all documents to be submitted together with an application form **SL02/14**.

1. A certified copy of the minutes of the society's governing body's full meeting approving the promotion of lotteries under the specified scheme.
2. Audited financial statements for the past three (3) years, if not audited, the latest accounts should be reviewed by a qualifying auditor who should report whether the accounts have properly compiled and whether they are prepared on a basis consistent with the generally accepted accounting principles.
3. A detailed estimate of individual items of expenditure – **(form SL 03/14)**.
4. A detailed budget proposal and/or applicable quotations for the proposed project to be funded by the proceeds of the lottery **(form SL03(a)/14)**.
5. Declaration of any commission payable & percentage thereof.
6. Guarantee from sponsors that prize/s do exist if prize is donated.
7. Purchase agreement if prize has been purchased.
8. A letter or statement from the society's governing body authorizing the promoter to act in such a capacity.
9. A separate form **SL 02/14** should be filed in if a society is operating more than one lottery scheme
10. Declaration of the effect that the lottery will not be advertised marketed or promoted jointly with another society lottery and the funds for prizes will not be combined with those of another society lottery.
11. Every ticket to be sold must specify the name and address of the person conducting the lottery and the date of the lottery.
12. The price of every ticket must be the same and it must be stated on the ticket.
13. All prizes should be awarded; no prize should be returned to sponsors.
14. A copy of the identity document and two copies of a recent photograph (passport size) in relation to each person completing a personal declaration form **(SL02(a)/14)**.
15. Competition rules /terms and conditions in line with regulations 4 of society lotteries regulations.

**Please note that all information will be verified by the Commission and failure to comply with the above will result in your application being delayed.**