



## THE NATIONAL LOTTERIES COMMISSION

(Established in terms of the Lotteries Act 57 of 1997)

### LOTTERY RETURN

**It is a legal requirement for this return to be completed and submitted to the Commission within 3 months of the date of the lottery. Before completing it, you should carefully read the notes that follow the declaration on page 6-8**

Name and address of Society:

National Lotteries Commission Certificate No.:

Date of lottery:

Dates between which tickets were sold:

Serial No. of Lottery, if applicable (see note 1):

Date of previous lottery:

Date of next lottery, if known:

Total number of Tickets printed		Price of individual tickets	
Total number of Tickets placed on sale		Proceeds of lottery (gross ticket sales)	
Number of tickets sold		Date when transfer of proceeds to beneficiary was completed	
Means of notifying/ Publicising winners			

Total gross ticket sales in all lotteries held in the same calendar year (see note 2):

## APPLICATION OF PROCEEDS

### a) Expenses (see notes 4 and 5)

	1. Met from proceeds; or by society; or by any beneficiary of the lottery	2. Met from another source (details of the source must be given in next column)	3. Name and address of person or organisation which met expenses declared in column 2	FOR OFFICIAL USE ONLY
Cost of tickets:	R	R	R	
Commission and other payments to agents & ticket sellers: (see note 6)	R	R	R	
Salaries & Wages:	R	R	R	
Office/accommodation costs:	R	R	R	
Advertising:	R	R	R	
Distribution costs	R	R	R	
National Lotteries Commission Registration Fee, if applicable: (see note 7)	R	R	R	
National Lotteries Commission Lottery Fee:	R	R	R	
Any other expenses: (please specify)				
.....	R	R	R	
.....	R	R	R	
.....	R	R	R	
.....	R	R	R	
.....	R	R	R	
<b>TOTAL EXPENSES</b>	<b>R</b>	<b>R</b>	<b>R</b>	

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**a) Project funded by the proceeds of the lottery**

Item/Description	Amount R0.00	FOR OFFICIAL USE ONLY
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
.....	R.....	
<b>TOTAL PROCEEDS ALLOCATED</b>	<b>R</b>	

**PRIZES**

PRIZES (see notes 3 & 7)		FOR OFFICIAL USE ONLY
Major prize (Please specify) .....	R	
Other major prizes: .....	R	
.....	R	
.....	R	
.....	R	
<b>TOTAL VALUE OF ALL PRIZES:</b>	<b>R</b>	

Please provide the particulars of the prize winners:

<p><b>1st Prize:</b></p> <p>Full Names and Surname: .....</p> <p>Residential Address: .....</p> <p>.....</p> <p>Contact Number: .....</p> <p><b>2nd Prize:</b></p> <p>Full Names and Surname: .....</p> <p>Residential Address: .....</p> <p>.....</p> <p>Contact Number: .....</p> <p><b>3rd Prize:</b></p> <p>Full Names and Surname: .....</p> <p>Residential Address: .....</p> <p>.....</p> <p>Contact Number: .....</p> <p><b>(Continue on a separate sheet if necessary)</b></p> <p><b>NB: where prizes involve cars, proof of registration certificate in the name of the winner should be provided</b></p>
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BALANCE (see note 8)		FOR OFFICIAL USE ONLY
Please specify below the beneficiaries of the lottery and show the amount each received:		
.....	R	
.....	R	
.....	R	
.....	R	
<b>TOTAL BALANCE:</b>	<b>R</b>	

Any other remarks or comments:.....

.....

.....

.....

**N.B.: The declaration overleaf should now be completed**

### DECLARATION

We hereby certify that to the best of our knowledge and belief:-

- (1) The information shown in this return is true and correct;
- (2) The sum of R..... representing the net income has been deposited to the account of (name the organisation).....  
at (Name and Branch of Financial Institution).....
- (3) The net income has been used for the purpose stated in the application for the permit.

.....  
(name in block letters)

.....  
(name in block letters)

.....  
(name in block letters)

.....  
(Daytime Tel. No.)

.....  
(Daytime Tel. No.)

.....  
(Daytime Tel. No.)

.....  
(Permit Holder's Signature)

.....  
(Treasure's Signature)

.....  
(Signature of Person compiling  
return)

.....  
(Date)

.....  
(Date)

.....  
(Date)

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**NOTE:** When completed, this return should be sent to:

**National Lotteries Commission  
Private Bag X101  
BROOKLYN SQUARE  
0075**

FOR OFFICIAL USE ONLY:

**Notes:**

**Note 1**

Where two lotteries have the same date, they must be distinguished by having different serial numbers printed on the tickets.

**Note 2**

The total value of tickets or chances sold in all lotteries held in any one calendar year on behalf of the same society may not exceed R12m. The figure which should be entered here is the sum total of all completed lotteries, up to and including the lottery reported on this return, which have a date falling within the same calendar year as the lottery reported on this return. The figure should include any lottery promoted by a society within this period prior to the society's registration with the Commission.

**Note 3**

Where VAT is payable on an individual item of expenditure or on a prize, it should be included in the amount shown, unless it is reclaimable. Where VAT is reclaimable, the amount should be shown in brackets beside the item in question and **not** included in the local expenses or prizes.

**Note 4**

The law requires that the amount of any expenses that are met

- (a) by the society on whose behalf the lottery is promoted, or
- (b) by any beneficiary of the lottery,

must be treated as having been taken for expenses from the proceeds of the lottery. Any such expenses should therefore be included in column 1.

It is the Commission's view that if any activity is undertaken on behalf of the lottery, or an office, equipment or material provided, at the expense of either the society promoting the lottery or the beneficiary, an appropriate amount should be reckoned as having been taken from the lottery proceeds and declared as such in column 1. There is, however, no need to declare the cost of a facility or service where the donor has itself incurred no cost in providing it. Thus, the Commission would regard it as reasonable for a society not to include the cost of office space in its reckonable expenses where it, or the beneficiary of the lottery, already owns, rather than rents, its premises and has use of the office space free of charge. Where, however, staff are working partly on the lottery and partly on other duties or a rented office is shared, the Commission would expect the appropriate proportion of costs to be allocated to lottery expenses and declared as such in column 1. To give a very simple example, if one third of the time of two staff, whose total wages are R90, is devoted to lottery work and they work in an office which costs the society R60 to rent during this period, the Commission would expect R50 (i.e. R30 + R20) to be declared as a reckonable lottery expense.

Where any expenses have been donated by a genuine third party, they should be entered on the return in column 2, but not included in the calculation of the total expenses which have been taken from the lottery proceeds.

**Note 5**

Any inducement offered by societies to persons or associated clubs or branches to sell tickets on their behalf is a commission and such payments are part of the expenses of the lottery.

**Note 6**

This item relates only to the fee paid to the Commission for initial registration with it or, thereafter, for any later fee paid in order to maintain that registration. Any such fee should be included in the first return submitted to the Commission following its payment.

**Note 7**

Where any prizes are donated to the lottery, they should be included in the return with the letter 'D' against the items in question but they should **not** be included in the calculation of the total value of all prizes. A brief explanation of the source of the donation should be given.

**Note 8**

The total balance of the lottery is the remaining amount after the total reckonable expenses and total value of all prizes (excluding donated items) have been deducted from the total proceeds.