

## **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**.

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|-----|--|--------------------------|
| 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.  | <input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 3.  | A detailed estimate of individual items of expenditure – <b>(form SL 03/14)</b> .  | <input type="checkbox"/> |
| 4.  | A detailed budget proposal and/or applicable quotations for the proposed project to be funded by the proceeds of the lottery <b>(form SL03(a)/14)</b> .  | <input type="checkbox"/> |
| 5.  | Declaration of any commission payable & percentage thereof.  | <input type="checkbox"/> |
| 6.  | Guarantee from sponsors that prize/s do exist if prize is donated.   | <input type="checkbox"/> |
| 7.  | Purchase agreement if prize has been purchased.  | <input type="checkbox"/> |
| 8.  | A letter or statement from the society's governing body authorizing the promoter to act in such a capacity.  | <input type="checkbox"/> |
| 9.  | A separate form <b>SL 02/14</b> should be filed in if a society is operating more than one lottery scheme  | <input type="checkbox"/> |
| 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.   | <input type="checkbox"/> |
| 11. | Every ticket to be sold must specify the name and address of the person conducting the lottery and the date of the lottery.  | <input type="checkbox"/> |
| 12. | The price of every ticket must be the same and it must be stated on the ticket.  | <input type="checkbox"/> |
| 13. | All prizes should be awarded; no prize should be returned to sponsors.   | <input type="checkbox"/> |
| 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 <b>(SL02(a)/14)</b> .  | <input type="checkbox"/> |
| 15. | Competition rules /terms and conditions in line with regulations 4 of society lotteries regulations.   | <input type="checkbox"/> |

**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 or declined.**