

BREAK OPEN TICKET REQUIREMENTS

The Following Information Must Be Submitted With Each Completed Break Open Ticket Application:

- A licence fee 3% of the prize value.
 - The type and style or styles of tickets to be sold (ticket samples are not required)
 - The 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:
 - A copy of the Registration of the Manufacturer of Break Open Tickets, Gaming Equipment and/or Gaming Services Supplier registration, where applicable.
 - The applicant's system for keeping track of sales and inventory;
 - List of bonafide members assisting with the Break Open Ticket administration and sales; and
 - for first time applicants, the documents outlined in section 2.6.1 (a) "Evaluating the Organization"
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- Rules for the draw and collection of prizes
 - A detailed tickets sales plan, including:
 - where, when and how sales will take place;
 - explanation of how credit card sales and dishonored cheques will be handled;
 - cutoff date for the sales of tickets by cheque and credit cards
 - Detailed description of the sequence of the prize draws, and in the case of 50/50 draws, the maximum value of the prize
 - Complete list of prizes with their full retail value plus applicable taxes
 - Copies of all receipts, invoices, purchases orders, bills of sale or letters of intent for prizes supporting the stated retail value of the prizes, plus taxes, to allow the licensing authority to calculate the licence fee and the amount necessary for the financial guarantee (if financial guarantee required)
 - If the prize value is 10,000 or more, a letter of credit is required. The letter of credit must:
 - Be issued by a recognized financial institution;
 - Cover the full value of all prizes offered, including any bonus prize;

- **Be valid for a minimum of 45 days after the final draw date as specified on the licence and;**
- **Indicate the purpose for which it was issued.**

If the prize is an automobile: licensee must award the vehicle free of any hidden costs [such as taxes; pre-delivery inspection (PDI); costs and dealer fees]. This fact must be advertised

Even if the prize value is less than 10,000 the municipality may request a financial guarantee – this is at the discretion of the Licensing Officer

- Description of all services to be obtained from each supplier in order for the licensing authority to determine whether or not the supplier must be registered under the Gaming Control Act, 1992 (if applicable)**
- Licence fee: 3% of the prize value**
Remember: The retail market value of the prize(s) to be awarded must not be less than 20% of the total value of all tickets printed

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FOR YOUR INFORMATION:

Applicants must submit the application package to the municipal licensing authority within the time frame specified by the licensing authority

Advertising, promotion and selling of raffle lottery tickets may only begin once the municipality has issued the raffle lottery licence

Organizations must submit all requests for changes of information related to an application in writing, signed by an authorized member of the organization. The licensing authority will only consider changes to an application if tickets sales have not yet begun. The licensing authority will not act upon verbal requests (see LLPM 5.5.1)

EXAMPLE OF A TICKET:

<p>Name of Organization</p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone: _____</p> <p>Ticket #: _____</p> <p>Licence #: MXXXXXX</p>	<p>Name of Organization & logo Type of Draw</p> <p>Prize description including nature, number and value of prize(s) to be awarded including all applicable taxes and any related "other" costs.</p> <p>Date of Draw: _____</p> <p>Time of Draw: _____</p> <p>Place of Draw: _____</p> <p>Price per Ticket: _____, # of Tickets printed: _____</p> <p>Lottery Licence #: MXXXXXX Ticket #: _____</p> <ul style="list-style-type: none"> • Tickets cannot be purchased by, for or on behalf of persons under the age of 18 • Prizes awarded as stated
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