

## REQUIREMENTS FOR A RAFFLE LICENCE

✓	DOCUMENTS REQUIRED
	Signed & Complete Application Form
	Registered with Gaming Commission or Organization Has Been In Existence for One Year
	List of Board of Directors
	Completed Lottery Licensing Policy - Schedule "1" (Have Separate Bank Account Designated As A Lottery Trust Account, Just For This Lottery)
	Completed signed Questionnaire Respecting Application For Lottery Licence
	Organization Financial Statements/Budget From Previous Year
	Detailed Budget (Itemized how money is to be used from this Lottery)
	Incorporation # & All Documents Regarding Incorporation
	FEE - 3% OF THE Total Retail Value of Prizes (Cheque payable to the Town of Markham)
	PLEASE NOTE, THAT YOU ARE TO SUBMIT THE FOLLOWING, AFTER YOU RECEIVE YOUR LOTTERY LICENCE: A Raffle Ticket (Ticket to have the following: # of Ticket, Licence # & Name of Licensee, Space For Name, Address & Telephone # of Ticket Purchaser)

### **PLEASE NOTE**

**If any of the above items are missing your application will not be processed.**

**Time for processing is Three (3) weeks.**

If you have any questions or concerns, please call (905) 477-7000 Extension 2300.

**101 Town Centre Boulevard, Markham, Ontario L3R 9W3**