

Break Open Ticket Information Package

What is a Break Open Ticket?

Break open ticket is a game of chance to win instant prizes by revealing a specified arrangement of numbers or symbols. Prizes may be instant prizes or chances to win prizes determined by a subsequent event.

Licence Application Checklist

These items must be enclosed with each **Licence Application** form (**Do not** send separately):

- Licence fee – Set by Municipality. Must not exceed 3% of total prizes to be awarded (cheque payable to the Town of Tillsonburg)
- Completed application form
- Type and style of tickets to be sold with unique identifiers
- Number of deals approved, if applicable
- Name and address of the location at which tickets will be sold
- Duration of licensing period
- Name(s) of registered Gaming-Related Suppliers supplying the break open tickets and any other gaming-related equipment or services to the licensee
- 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
- The organization's system for keeping track of sales and inventory
- A list of bona fide members assisting with the Break Open Ticket administration and sales

First-time applicants may be required to enclose copies of:

- Completed questionnaire
- Incorporation Papers (Letters Patent)
- Constitution and By-laws
- Copy of budget for the current year
- Copy of financial statements for the preceding year
- The current listing of the Board of Directors
- Latest Report to the Public Guardian and Trustee
- Charitable number for income tax purposes
- Copy of the Notification of Registration Letter (Canada Customs and Revenue Agency) with any supporting documentation, including the status and terms of registration
- Copies of its charitable returns to the Canada Revenue Agency for the previous calendar year (audited, where applicable)
- A detailed description of its activities provided in the previous year and specific costs incurred in delivery
- Copy of annual report
- Any other information that will assist in determining the charitable nature of the objects and purposes

For more information please review the following documents and the AGCO website <https://www.agco.ca/> :

- Quick Guide to Lottery Licence Applications
- Break Open Ticket Licence Application
- Break Open Ticket Lottery Report
- Schedule of Approved Break Open Ticket Types and Associated Expenses Maximums
- List of Approved Break Open Ticket Manufacturers

For more information please contact the Office of the Clerk at clerks@tillsonburg.ca