

This form should be submitted to Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

FORM 1

Application No.

GAMBLING REGULATIONS

To the public officer appointed by the Secretary for Home and Youth Affairs (“the public officer”)

APPLICATION FOR LOTTERY LICENCE

BEFORE completing this application READ the *Note* below.

I hereby apply for a licence to promote and conduct a lottery.

In support of my application I attach Form duly completed, together with the following particulars:
(see Note 2 below)

1. The purpose of the lottery is to raise funds for the
(name of club, society)

.....
to be used for
(club expenses, particular project)

2. An amount of \$ is intended to be raised after deduction of all expenses.

3. The lottery will commence on and end on
(date tickets first available of sale) (date lottery drawn)

4. The number of tickets available for sale will be and the price of one ticket will be

5. The nature, value and source of the main prizes will be as follows—

<u>Nature</u>	<u>Value</u>	<u>Source</u>
		(If purchased say “Purchased”— if donated say “Donated by _____”)
.....
.....
.....

and together with other minor prizes the total value of all the prizes offered will be

6. The lottery be drawn on at
by

7. The results of the lottery will be advertised in
..... and in on
(name 1 English and 1 Chinese newspaper)

I certify that the information supplied by me in this application is to the best of my knowledge and belief, both true and correct.

Dated this day of

.....
(Signature)

Note:

- You are advised to refer to section 22 of the Gambling Ordinance and the Gambling Regulations Cap. 148.
- If the application is on behalf of a company, complete Form 7. If the application is on behalf of a club or society in respect of which the Societies Ordinance (Cap. 151) applies, complete Form 8. If the application is not on behalf of a company or such a society or club, complete Form 6.
- You are warned that any material falsification or omission of information may result in the public officer's refusal to grant a licence.
- If the public officer decides to grant a licence, a fee \$3,165 will be payable to the public officer upon such grant, unless waived or reduced.

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FORM 6

In support of Application No.

GAMBLING REGULATIONS

To the public officer appointed by the Secretary for Home and Youth Affairs (“the public officer”)

BEFORE completing this form READ the *Note* below.

1. Name of applicant
2. Identity Card number
3. Business Registration or Commercial Code number
4. Telephone number
5. Residential Address
6. Date of Birth
7. Place of Birth
8. Nationality
9. Give details of any other licences under the Gambling Ordinance for which application has previously been made
10. Give details of any current licences under the Gambling Ordinance held by the applicant
11. Give details of any previous experience of applicant in respect of the licence applied for
12. Has the applicant ever been convicted of an offence? Yes/No
If "Yes", give details

(court where convicted, date of conviction, offence and penalty)

I certify that the information supplied by me in this form is to the best of my knowledge and belief, both true and correct.

Dated this day of

.....
(Signature)

- Note:*
1. Complete this form only if you are *not* making application on behalf of a company *or* on behalf of a club or society in respect of which the Societies Ordinance (Cap. 151) applies.
 2. You are warned that any material falsification or omission of information may result in the public officer's refusal to grant a licence.

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FORM 7

In support of Application No.

GAMBLING REGULATIONS

To the public officer appointed by the Secretary for Home and Youth Affairs ("the public officer")

BEFORE completing this form READ the *Note* below.

1. Full name of company

2. Type of company (Public, Private, Limited by share or guarantee)
.....

3. Is the company incorporated in Hong Kong? Yes/No
If "No", give details as to where it is incorporated.
.....

4. Date of incorporation (attach a copy of the Memorandum of Association (if any) and Articles of Association)
.....

5. Issued capital

6. Does the company hold an interest in any other company or undertakings? Yes/No
If "Yes", give details

7. Give the names and addresses of any lenders, mortgagees, or others providing finance, with the full term of such loans.

Name	Address	Amount	Terms	Duration

8. Has a director, the secretary or a manager of the company ever been convicted of an offence? Yes/No
If "Yes", give details (court where convicted, date of conviction, offence and penalty)
.....

9. Has the company ever been the subject of a winding-up petition? Yes/No
If "Yes", give details

10. Give the name and address of the auditors to the company

11. Give a list of all bank accounts held by the company

FORM 7

(continue)

In support of Application No.

12. Give details of the directors, managers and the company secretary.

Name	Address	Date of Birth	Nationality

13. Is the company a wholly or partly owned subsidiary of another company? Yes/No
If "Yes", give details together with the same particulars as in questions 1 to 12 on a separate sheet in relation to the ultimate controlling company.

14. Give details of any other licences under the Gambling Ordinance for which application has previously been made

15. Give details of any current licences under the Gambling Ordinance held by the company

16. Give details of any previous experience of the company in respect of the licence applied for

I certify that the information supplied by me in this form is to the best of my knowledge and belief, both true and correct.

Dated this day of.....

.....
(Signature)

Position in Company

-
- Note:* 1. Complete this form only if you are making application on behalf of a company.
2. You are warned that any material falsification or omission of information may result in the public officer's refusal to grant a licence.

This form should be submitted to Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong. For application by post, please **affix sufficient stamp** to ensure delivery in order.

FORM 8

In support of Application No.

GAMBLING REGULATIONS

To the public officer appointed by the Secretary for Home and Youth Affairs ("the public officer")

BEFORE completing this form READ the *Note* below.

1. Name of society or club
2. Type of society or club and objects(sports, social)
3. Date society or club formed
(attach a copy of the Club Rules or Constitution)

4. Give details of the following persons involved in the administration of the society or club—

	<u>Name</u>	<u>Address</u>
President/Chairman
Secretary
Treasurer
Accountant/Auditor

5. Has an officer of or any person involved in the administration of the club or society ever been convicted of an offence? Yes/No
If "Yes", give details. (Court where convicted, date of conviction, offence and penalty)

6. Give a list of the current assets under the control of the club or society and value thereof.

<u>Asset</u>	<u>Value</u>
.....
.....

7. Give details of any other licences under the Gambling Ordinance for which application has previously been made
8. Give details of any current licences under the Gambling Ordinance held by the club or society.
9. Give details of any previous experience of applicant in respect of the licence applied for

I certify that the information supplied by me in this form is to the best of my knowledge and belief, both true and correct.

Dated this day of

.....
(Signature)

Position in the club or society

- Note:*
1. Complete this form only if you are making application on behalf of a club or society.
 2. You are warned that any material falsification or omission of information may result in the public officer's refusal to grant a licence.

【Please attach this form together with your licence application forms for processing.】

List of Documents to be Submitted after the Lottery Event

I acknowledge that the licence conditions require submission of the following documents after completion of a lottery event—

Required Documents	Due Date (from the date of the draw)
A copy of the relevant newspaper cuttings showing the details of the draw results of the lottery	10 days
A copy of the statement of income and expenditure of the lottery event and the report made by a CPA on the statement of income and expenditure of the lottery event	90 days
A copy of the cash-counting record jointly signed by the counting staff/volunteers and the witnessing persons	
Official receipt(s) in respect of the net proceeds of the lottery from the organisation(s) receiving the donation	
If the net proceeds of the lottery are used for meeting the operating expenses of the organisation, an audited annual financial statement of the organisation, received by a CPA, which should show the income and expenditure of the lottery, and the whereabouts of the net proceeds in meeting the approved purpose(s) of the lottery event (may be shown in the form of “note to account” if appropriate)	1 year

I confirm that—

- This is the first time my organisation has applied for a lottery licence. I have attached the Audited Annual Financial Statements for the past three years and the Annual Reports/Newsletters/track records of the organisation’s activities/charitable works for the past three years, and the budget plan of the proposed lottery event. I understand that I must comply with licence conditions and submit the documents required on or before the due date.
- My organisation has been granted a Lottery Licence before (Lottery Licence No. _____). I confirm that **all documents** required have been submitted as required by the licence conditions.

Signature of Applicant

Name of Applicant
Date:

Notes

- Please tick (✓) as appropriate.

【Please attach this form together with your licence application forms for processing.】

☞ Exemption of Licence Fee and Collection of Licence ☞

Please indicate your preferences below.

Exemption of Licence Fee

- I represent a local registered charity. I wish to apply for a waiver of the licence fee for a Lottery Licence.

Collection of Licence

- I wish to collect the licence in person at Office of the Licensing Authority at Unit 2503-05, 25th Floor, AIA Tower, 183 Electric Road, North Point, Hong Kong.
- I wish to authorise a person to collect the licence on my behalf. (Please ask the authorised person to bring along your letter of authorisation bearing the name and HKIC number of that person for authentication purpose upon collection of the licence. A sample authorisation is provided on the next page.)
- Please send the licence to me by post** to the following address :

Name: _____
Address: _____

Signature of Applicant

Name of Applicant
Date:

Notes

- Please tick (✓) as appropriate.

** The licence will be sent out by registered mail (normal delivery lead time will be about three to four working days).

樣 本

領取獎券活動牌照的委託書

致：民政事務總署牌照事務處

本人現委託 _____ (受委託人姓名)，持香港身分證號碼 _____，代表本公司／機構領取獎券活動牌照。

簽署：

申請人姓名：

公司／機構名稱：

日期：

SAMPLE

Authorisation for Collection of Lottery Licence

To: Office of the Licensing Authority, Home Affairs Department

I hereby authorise _____ (Name), holder of HKIC No. _____, to collect the Lottery Licence on behalf of my Company/Organisation.

Signature :

Name of Applicant :

Name of Company/Organisation :

Date :

【Please attach this form together with your licence application forms for processing.】

Contact Details of Applicant and Contact Person

Lottery Licence Application

Please attach a copy of the applicant's HKID Card/Passport

Name of Applicant : <i>Mr./Mrs./Miss/Ms.</i> * : _____	
Name in Chinese : _____	
Office Address : _____ _____	
Office Phone No. : _____	Fax No. : _____
Home Phone No. : _____	Mobile Phone No. : _____
Email Address : _____	
Website of organisation : _____	

Please provide information of a contact person (if different from the applicant)

Name of Contact Person : <i>Mr./Mrs./Miss/Ms.</i> * : _____	
Name in Chinese : _____	Office Phone No. : _____
Mobile Phone No. : _____	Fax No. : _____
Email Address : _____	

Notes

1. The personal data provided above will be used to facilitate communication between the Government and the applicant on the above application and other relevant licensing matters. Please complete the form in full.
2. The personal data provided may be transferred to other Government departments for the purposes mentioned above.
3. For correction of or access to personal data given in this form, please contact Licensing Officer (Miscellaneous)3 of the Office of the Licensing Authority, Home Affairs Department at 2117 3694.

* **Please delete whichever is inapplicable.**