

**Issue of Lottery Licence  
under the Gambling Ordinance (Cap. 148)  
Frequently Asked Questions**

- 1. If an organisation employs part-time workers to sell lottery tickets on public streets, will their salaries be counted as part of the lottery ticket's 'expenses', as stated on the application form?**

'Expenses' refers only to the basic administrative costs incurred in the conduct of a lottery, e.g., the costs of printing the lottery tickets and publishing the draw results in newspapers. The salaries of part-time workers do not fall into this category. Please also note that you should keep the administrative expenses as low as possible, which should not be more than 20% of the total proceeds received from the sale of lottery tickets.

- 2. Which types of organisations can apply for a Lottery Licence?**

The applicant organisation must be a bona fide non-profit-making organisation registered in Hong Kong. Even if your organisation is not a charitable institution or trust of a public character that is exempt from tax under Section 88 of the Inland Revenue Ordinance (Cap.112), you may still organise lottery events for the benefit of such organisations, as long as you provide their acknowledgement/consent letter and an approval letter certifying tax exemption under Section 88 of the Inland Revenue Ordinance.

- 3. Can a Parents-Teachers Association (PTA) apply for a Lottery Licence to raise funds for teaching equipment or the financing of a school project?**

Yes. The PTA should obtain an acknowledgement letter from the school stating that the school is aware of the proposed lottery event and will accept the amount raised for the stated purpose and submit it to Office of the Licensing Authority together with the relevant application forms. After completion of the event, the PTA is required to submit an official receipt from the school for the amount received, an Income and Expenditure Statement of the event, and an Audited Annual Financial Statement indicating the flow of money to the school for the intended purpose.

**4. This is the first time my organisation has applied for a Lottery Licence. What documents do I need to produce in addition to the application forms?**

If this is the first time your organisation has applied for a Lottery Licence, you are required to submit Audited Annual Financial Statements for the past three years and three years' worth of Annual Reports/Newsletters/a track record of the organisation's activities/charitable works.

**5. Is it possible for my organisation to carry out lottery activities more than once a year?**

Organisations are permitted to apply for only one Lottery Licence every 12 months. Exceptions will be made at the public officer's discretion only in the event of unpredictable and ad hoc circumstances, such as a lottery held to raise funds for the victims of a natural disaster.

**6. What should I do if I plan to sell lottery tickets on public streets?**

You must first apply for a Lottery Licence authorising you to organise a lottery event. If you plan to sell lottery tickets on public streets, you should apply to Office of the Licensing Authority (OLA) in writing at least three calendar weeks in advance and provide details of the proposed sale dates, duration, exact locations, number of workers/participants and equipment. To enable OLA to devise a fair distribution of fund-raising venues, dates and frequency amongst all potential applicants, you are advised to apply at the earliest opportunity. Please note that public officer only approves the sale of lottery tickets on public streets. To sell them in such public places as shopping malls, railway concourses, housing estates, etc., the applicant must separately seek the approval/consent of the relevant authorities/management.

**7. What should I do if I want to sell lottery tickets, collect money with donation boxes and conduct a charitable sale at the same event?**

A Lottery Licence applies only to the sale of lottery tickets at a fixed price. If you intend to carry out any fund-raising activity other than selling lottery tickets at a particular event, you should obtain approval from the Social Welfare Department, Food and Hygiene Department and Division III of Home Affairs Department, etc.

**8. How can we enhance our governance and internal control when organizing lottery activities?**

The Corruption Prevention Department of the Independent Commission Against Corruption (ICAC) has published the “Best Practice Checklist - Management of Charities and Fund-Raising Activities” to provide a practical guide on good governance and internal control for use by charitable organisations when organizing fund-raising activities. Lottery organisers are therefore advised to read the booklet which can be downloaded from ICAC’s homepage at [www.icac.org.hk/filemanager/en/Content\\_1031/fund\\_raising.pdf](http://www.icac.org.hk/filemanager/en/Content_1031/fund_raising.pdf). For further information, please contact the ICAC Advisory Services Group of the Corruption Prevention Department.