

REQUIREMENTS & GUIDELINES WHEN
APPLYING FOR PERMISSION TO HOLD A RAFFLE/BINGO

Under Section 51(1) of the Betting Gaming & Lotteries Act, any 3 or more persons ordinarily resident in Jamaica may organize a lottery for the purpose of raising funds for any of the purposes:

1. Religious
2. Charitable or Educational purpose
3. Promotion of Athletic Sports or games or cultural activities
4. Promotion of the Welfare of the Community

Requirements

- Non-refundable application fee of Ten Thousand Dollars (\$10,000.00)
- Completed application form
- Letter of acceptance/consent from the organization which will profit from the lottery.
- Evidence of current registration as a charitable organization or service club etc. (*for the beneficiary*)
- Authorization from the premises owner allowing the bingo to be held there
- Permit from the local police for the staging of the bingo
- Enter into a bond with the Accountant General for payment to him of fifteen percent (15%) of the gross receipts from the lottery, referred to as the duty payable. This bond is evidenced by the duly completed Bond Agreement form, signed by the organizers and registered at the Stamp Office.
- Sample of Raffle ticket
- Sample/Mock-up of all advertising material to be used, if any
- Pay to the Accountant General within fourteen (14) days after the lottery has been conducted the duty payable on the lottery evidenced by a statement of account duly verified by a Chartered or Certified or Approved Accountant.

NOTES:

- All (100%) of the proceeds must be for the benefit of the purposes as outlined above

- The letter of acceptance/consent must be placed on the organizations letterhead where applicable and duly signed by the CEO or equivalently ranked officer.
- The BGLC reserves the right to request any additional information and conduct any investigation it deems appropriate in order to determine the suitability of an applicant or premises owner, and all costs associated with such investigations will be borne by the applicant/s.
- All applications are to be completed by a minimum of three (3) persons, considered to be the organizers, and this is done in their private capacity.
- All applications are to be submitted at least fifteen (15) days prior to the commencement of promotional activity/sale of tickets.
- No tickets are to be sold, and no advertising is to be done prior to the granting of approval by the BGLC
- With regards to the duty payable, the Minister responsible for finance may waive or refund in whole or in part, the duty payable on the lottery.
- Where the duty payable on a lottery has been waived or refunded in whole or in part, the Accountant General may, nevertheless, in his discretion, collect from the organizers of the lottery the full amount of such duty and pay over to the organization in whose favour the lottery has been organized the amount waived or refunded.
- Should any organizer of such lottery fail to observe and comply with the terms of this section 51 or section 53 of the BGLA or render a false statement of account such organizer shall be guilty of an offence and shall be liable to a fine not exceeding five hundred thousand dollars or to imprisonment with or without hard labour for a term not exceeding twelve months.
- "Approved Accountant" means:
 - a) in relation to a lottery the gross receipts of which do not exceed five hundred dollars, a person (not being connected with the conduct of the lottery) approved by the Minister responsible for finance for the purpose of verifying the statement of account;
 - b) in relation to a lottery the gross receipts of which exceed five hundred dollars, an approved auditor under section 12 of the Industrial and Provident Societies Act.
- The Minister may, authorize in writing any person/s to conduct a lottery under section 51 of the BGLA.
- The BGLC reserves the right to audit or order an audit into any approved Lottery at any time.