## GPEB Registration Requirements for Lottery Retailers

December 2017
Created by BCLC Lottery Sales Division for Lottery Retailers



## REGISTRATION REQUIREMENTS – "NEW"

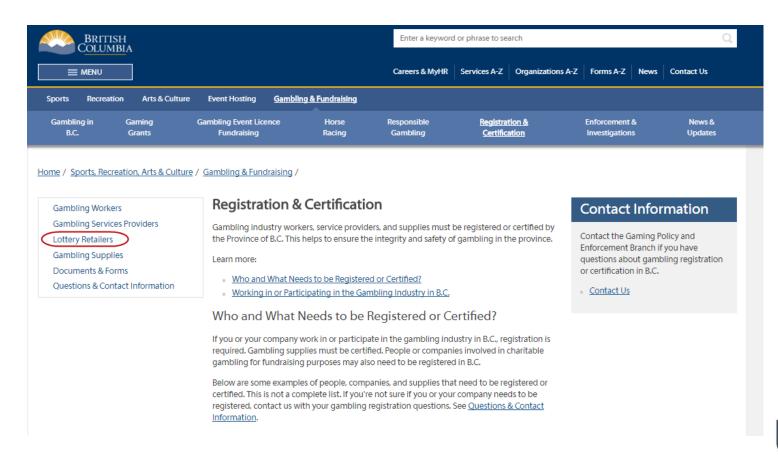
- For the "New" Contract Manager who has <u>never</u> registered with GPEB:
  - Application for Registration Lottery Retail Contract Manager or Designate Contract Manager
  - 2. COLOUR copy of a legible valid photo ID such as a driver's license, British Columbia ID, or passport Other
  - 3. Application fee of \$45.00 in money order, company or certified cheque payable to the "Minister of Finance"

The Contract Manager must be the same person who signs the Lottery Retail Agreement (LRA)



### APPLICATION INFORMATION

- Visit the GPEB website or Google "BC Gaming"
- https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification





# APPLICATION FORM New Contract Manager

https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/registration/appl-lottery-retail-contract-manager.pdf





### IMPORTANT REMINDERS ABOUT FORM

- May be filled in on-line before printing a paper copy
- Print clearly if using a printed form
- Complete all required fields
- Sign
- Include all support documentation







Application for Registration Lottery Retail Contract Manager or Designate Contract Manager

Gaming Policy and Enforcement Branch – Registration and Certification Division

Mail: PO Box 9202, Stn Prov Govt, Victoria, BC V8W 9J1
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
Telephone: (250) 356-0663 | Website: www.gaming.gov.bc.ca

Incomplete applications will not be processed!

SECTION 1 - APPLICANT INFORMATION

PLEASE PRINT CLEARLY



## PERSONAL IDENTIFICATION (COLOUR copy)

- Must be current <u>PHOTO</u> identification
  - BC Driver's Licence
  - BC Services Card, or
  - Passport
  - Contact GPEB to advise on other options if none of the above are available







Canada

### APPLICATION FEE

#### Fee:

- \$45 per Contract Manager application AND
- \$45 for each site\*



### O Acceptable forms of payment:

- Company Cheque
- Money Order

### NOT accepted:

- Cash
- Personal Cheques





## REGISTRATION REQUIREMENTS – "RENEWAL"

- NOTE: ONLY APPLICABLE to the Contract Manager who is <u>currently registered</u> with GPEB and is only required to <u>renew</u> their registration:
  - Renewal Registration Lottery Retail Contract
     Manager or Designate Manager

\*\* Colour copy of photo identification and fee are **NOT** required

Application form:

https://www2.gov.bc.ca/assets/gov/sports-recreation-arts-and-culture/gambling/registration/appl-lottery-renewal-retail-contract-manager.pdf



## Renewal Application Form



Renewal Application for Registration

Lottery Retail Contract Manager or

Designate Contract Manager

Gaming Policy and Enforcement Branch - Registration and Certification Division

Mail: PO Box 9202, Stn Prov Govt, Victoria, BC V8W 9J1
Courier: 3rd Floor, 910 Government St., Victoria, BC V8W 1X3
Telephone: (250) 356-0663 | Website: www.gaming.gov.bc.ca



## REGISTRATION RENEWALS - TIMELINES

Please complete and submit to GPEB before the due date noted on the registration renewal letter from GPEB



Failure to comply with registration requirements before the deadline means BCLC will be required to temporarily suspend your Lottery Retailer Agreement and you will not be permitted to sell, validate or payout any lottery products.



### SUBMIT BY COURIER OR MAIL

#### **COURIER TO (RECOMMENDED):**

Gaming Policy and Enforcement Branch Registration and Certification Division (Lottery) 3rd Floor - 910 Government Street Victoria, BC V8V 1X3

#### MAIL TO:

Gaming Policy and Enforcement Branch Registration and Certification Division (Lottery) PO Box 9202 Station Provincial Government\*

Victoria, BC V8W 9J1

\*NOTE: Mail can take up to 15 working days due to centralized government processing station



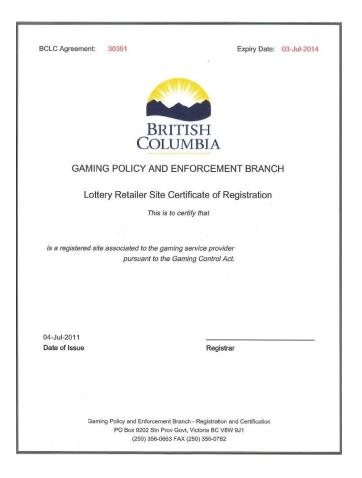








### REGISTRATION CERTIFICATE



- Once your registration is complete, GPEB will mail you a registration approval letter with registration certification per site
- Certificates must be posted at each site (similar to Business Licence, Tobacco License, Liquor License, etc) in its original form in colour (photocopy or reduce copy size is not acceptable)



### QUESTIONS?

- Visit GPEB website: <a href="https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification/lottery-retailers">https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification/lottery-retailers</a>
- Contact GPEB By Phone:
  - (250) 356-6324 (Victoria)
  - If calling from outside the Greater Victoria area, the applicant may call Service BC at 1-800-663-7867 and request to be transferred and if within the Lower Mainland, they may call Service BC at 604-660-2421.

#### Note:

 GPEB and BCLC are two different organizations. BCLC is unable to answer compliance questions.



