



4120 Young Street
Suite 420
Toronto, Ontario
M2P 2B8
Tel. (416) 224-1772
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PERMIT APPLICATION FORM
Application to Municipality for permit to
participate in Ontario Lottery and Gaming
Corporation (“OLG”) Bingo Games

Charitable Organization:			
Address:	Municipality:	Postal Code:	
Bingo Centre Supported: SARNIA JACKPOT TIME	Bingo Centre Address: 825 UPPER CANADA DRIVE SARNIA, ON N7W 1A3		
Period:	To:	Municipal office use only:	

We, the undersigned, as principal officer(s) of the above charitable organization apply to the above “Municipality” for a permit to participate in bingo games conducted and managed by OLG at the above “Bingo Centre” for the above permit period:

1. The charitable or religious objects or purposes to which proceeds are to be devoted and described as:

(CHECK ONE)

2. Is the Permit Applicant incorporated as a non-profit organization in the Province of Ontario? YES NO

3. Is the Permit Applicant registered with the Canada Revenue Agency as a charitable organization? YES NO

If YES, give Registration Number: _____

4. How long has the Organization been in existence in the Municipality? _____

5. How many members does the Organization have in the Municipality? _____

6. Is the charity a member of the OLG-recognized member Bingo Centre Charity Association? YES NO

Membership in a Bingo Centre Charity Association recognized by OLG is a condition of receiving and maintaining the Permit.

UPON SUBMISSION OF THIS FORM, YOU MUST APPEND, WHERE REQUIRED BY THE MUNICIPALITY, THE FOLLOWING DOCUMENTS OR INFORMATION WHERE ANY CHANGES HAVE BEEN MADE SINCE THE LAST SUBMISSION TO THE MUNICIPALITY:

- governing documents (including articles of incorporation, constitution and by-laws);
- financial statements for your most recently completed fiscal year (audited where applicable);
- current year's operating budget;
- your most recent registered charity information return and public information return
- a list of your current Board of Directors;
- detailed outline of charitable programs/services provided, and specific costs incurred in delivery
- any other information that will assist in determining the charitable nature of the objects and purposes. This could include an annual report, correspondence relating to your charitable number for income-tax purposes
- the proposed use of proceeds, which must be consistent with your answer to question no.1 above

7. Designated Bona Fide Member or Signing Officer:

I, hereby certify that as the designated bona fide member or signing officer in charge of the organization's participation in OLG's bingo games, I will be responsible for such participation in accordance with the Permit Requirements under which this Permit is supplied. I further certify that I have read, and have in my possession, and agree to comply with, a statement of the Permit Requirements under which this Permit is supplied.

**First Designated Bona Fide
Member or Signing Officer**

**Second Designated Bona Fide
Member or Signing Officer**

Signature:

Print Name in Full:

Telephone Number(s):

Date of signing:

This form MUST be printed for signatures. Digital signature not accepted.



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Ontario Lottery and Gaming Corporation (“OLG”)
Bingo Games

PERMIT REQUIREMENTS

1. The Permittee shall obtain receipts for each expense incurred
2. The Permittee shall maintain detailed records of the disbursement of all proceeds derived from the bingo games conducted and managed by the Ontario Lottery and Gaming Commission (“OLG”) at the Bingo Centre (herein referred to as “OLG’s bingo games”).
3. The Permittee shall maintain books, records and other documents in support of all-financial reports or statements. These records shall be kept up to date and be retained for no less than four (4) years from the date of the Permit.
4. The Permittee shall:
 - a) Provide unencumbered access to the Permittee’s books, records and other documents including, but not limited to, the use of proceeds derived from OLG bingo games, to persons appointed by the Municipality and to all peace officers; and
 - b) Deliver to the Municipality within the time period specified by the Municipality and Permittee’s books, records and other documents including, but not limited to, those related to the use of proceeds from OLG’s bingo games, and such other materials as required by the Municipality for audit and investigation purposes.
5. Each designated trust account shall be maintained in the name of the Permittee, in trust and shall have the following features:
 - a) Cheque writing privileges and monthly statements issued;
 - b) All cheques returned with monthly statement.
6. In administering the designated business account, the Permittee shall:
 - a) appoint a minimum of two (2) signing officers, who must be bona fide members of the Permittee, to administer the account and make payments/withdrawals on behalf of the Permittee;
 - b) deposit into the account all monies derived from OLG’s charitable games;
 - c) ensure payments/withdrawals are made only for the payment of the expenses incurred and the donation of net proceeds for the charitable purposes approved on the Permit.
7. The Permittee shall not:
 - a) deposit monies received from any source other than OLG’s charitable gaming centres - into the designated business account, or;
 - b) close the designated business account until all monies have been donated to approved charitable purposes and a report has been submitted to the Municipality.
8. The Permittee shall provide the Municipality with a financial report outlining the receipt and use of proceeds from OLG’s charitable games on the form prescribed by OLG including bank statements and receipts.
9. The financial report shall be filed by March 31 or more frequently as may be stipulated in the conditions of the permit
10. The Permittee shall provide, within 180 days of its fiscal year end, the Municipality with:
 - a) financial statements, which shall, at a minimum, include a summary of the financial information with respect to the receipt and use of proceeds from OLG’s charitable games and all expenses, disbursements, net proceeds and use of net proceeds; and
 - b) a report on the Permittee’s compliance with these Permit Requirements.
11. The Permittee shall be a member of the OLG recognized Charitable Gaming Centre Association as a condition of receiving and maintaining a Permit.