



PORT COLBORNE

Required Eligibility Documents

When an organization first applies for any type of lottery licence, or whenever a review of its eligibility is required, it must provide all of the following information and documents that **apply** to the group:

- a copy of letters patent;
- a copy of its constitution and bylaws;
- a copy of its budget for the current year;
- a copy of its financial statements for the preceding year;
- a list of its Board of Directors;
- its latest report to the Public Guardian and Trustee;
- its charitable number for income tax purposes;
- a copy of its “Notification of Registration” letter from the Canada Revenue Agency with any supporting documentation, indicating the applicant’s status and terms of registration;
- copies of its charitable returns to the Canada Revenue Agency for the previous calendar year;
- a detailed description of its activities; and
- a copy of its annual report

The organization must also provide any other information that will assist the licensing official to determine the charitable nature of its object, purposes and activities.

After the review has been complete, the licensing officer may require additional information to process the application. The organization must provide any information that is requested.