GPEB Registration Requirements for Lottery Retailers

May 2024 Created by BCLC Lottery Sales Division for Lottery Retailers



REGISTRATION REQUIREMENTS – "New Contract Manager"

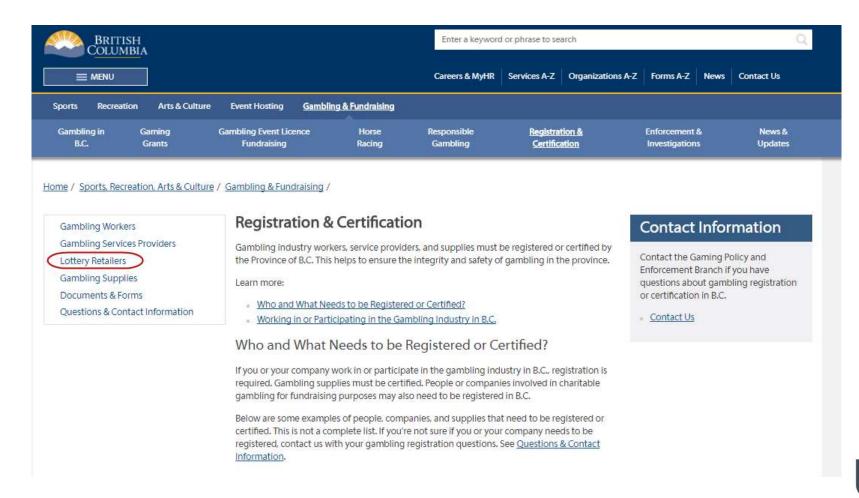
- For the New Contract Manager who is <u>not</u> currently registered with GPEB:
 - Application for Registration Lottery Retail Contract Manager or Designate Contract Manager
 - 2. COLOUR copy of the <u>front and back</u> of a legible valid photo ID such as a driver's license, British Columbia ID, or passport Other
 - 3. Application fee of \$45.00 in money order, company or certified cheque payable to the "Minister of Finance"
 - 4. For 2+ retailer accounts, additional site fees of \$45 per site are required

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
- Lottery Retailer number field leave blank
- 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: 250-387-5311 Website: www.gaming.gov.bc.ca

Incomplete applications will not be processed!

SECTION 1 - APPLICANT INFORMATION

PLEASE PRINT CLEARLY

Print Form Clear Form



PERSONAL IDENTIFICATION (COLOUR copy)

- Must be current PHOTO identification
 - BC Driver's Licence (front and back)
 - BC Services Card, or
 - Passport
 - Contact GPEB to advise on other options if none of the above are available







APPLICATION FEES

Fee:

- \$45 per Contract Manager application AND
- For 2+ retail accounts, \$45 site fee per account *



Acceptable forms of payment:

- Company Cheque
- must contain the legal name of the business and business address
- Money Order

NOT accepted:

- Cash
- Personal Cheques





^{*}If retailer has only one Company (Parent account) and one site with lottery, \$45 site fee is waived

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:

Colour copy of the <u>front and back</u> of photo identification is required No fee is required

Email scanned application form and colour ID to: GPEBLR@gov.bc.ca

Application form:

http://www.gaming.gov.bc.ca/registration/docs/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: 250-387-5311 | 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 email, COURIER or MAIL

EMAIL scanned application and copy of current colour ID to (recommended): GPEBLR@gov.bc.ca

COURIER TO:

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, and a site certificate for each retail account
- Certificates must be posted at each site (similar to Business Licence, Tobacco License, Liquor License, etc)



QUESTIONS?

- Visit GPEB website: https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/registration-certification/lottery-retailers
- Ocontact GPEB By Phone:
 - (250) 387-5311, select option 3 (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 to 250-387-5311

Note:

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



