

## **PERMIT CONDITIONS FOR CONDUCTING LUCKY DRAWS WITH NO DIRECT SALES OF TICKETS**

*(with effect from 1 November 2020)*

### **GENERAL REQUIREMENTS**

1. The permit holder shall at all times comply with the permit conditions unless otherwise approved by the Permit Officer in writing.
2. The permit holder shall ensure that the following criteria applicable to the permit holder for the grant of the permit remain complied with during the term of this permit:
  - (a) The society must be registered with the Registrar of Societies or other relevant authority or otherwise established pursuant to any written law;
  - (b) The society's constitution must not prohibit gambling or private lotteries permitted under the Private Lotteries Act 2011;
  - (c) Only members of the society may participate in the lucky draw; and
  - (d) The lucky draw is to promote the use of the society's facilities, services or products.
- 2A. (a) The participants must not be required to pay any money or money's worth to participate in the lucky draw apart from the payment of the usual or a reasonable fee for the use of the society's facilities, services or products.
- 2A. (b) The conduct of the lucky draw must not generate any direct revenue or profit for the society or any person.
3. Condition 3 is not in use.
4. The permit holder shall ensure that the lucky draws are conducted in accordance with the manner stipulated and approved by the Permit Officer and notified to the permit holder.
5. Condition 5 is not in use.
6. No commission either in money or money's-worth including by way of free tickets or chances shall be payable in respect of the sales of tickets or chances.
7. The permit holder shall ensure that all conduct of lucky draws take place only within the approved location as stipulated in the permit.
8. Condition 8 is not in use.
9. Condition 9 is not in use.

## **REGISTRATION**

10. (a) The permit holder shall maintain a record of all members who participate in the lucky draws.
10. (b) The particulars of the member to be recorded shall minimally include his/her name, date of birth, NRIC or relevant unique identification number, membership number and membership expiry date.
10. (c) Such records may be in electronic or physical form.

## **SOCIAL SAFEGUARDS & CONDUCT OF LUCKY DRAW**

11. Condition 11 is not in use.
12. Condition 12 is not in use.
13. (a) Except as expressly permitted in these Conditions, the permit holder shall not engage in or allow any promotion or advertising for the conduct of lucky draws in any form, manner or means.
13. (b) Only factual information relating to the lucky draw may be communicated to the members of the society.
14. Condition 14 is not in use.
15. Condition 15 is not in use.
16. Condition 16 is not in use.
17. (a) The society shall have a clear methodology for the lucky draw process that is transparent and communicated to members - including methodology of the promotion of draw, details of prizes to be distributed, manner of distribution, methodology of determination of winners as well as the time, date and place of the draw.
17. (b) Unless otherwise provided in these Conditions, the lucky draw shall be conducted in the presence of members. The results shall be made known to members in a manner accessible by all members.
17. (c) Any draw by means of a computerised system which is not conducted in the presence of members shall be witnessed and audited by a public accountant who is not in the employment of the society.
17. (d) The lucky draw shall not promote or attempt to promote the use of any facilities of the society that is related to gambling (including the Fruit Machine Room, if any).

## **USE OF REVENUES**

18. Condition 18 is not in use.

19. Upon the dissolution of the society, all the money remaining from the sums accruing from the conduct of the lucky draw to be conducted under this permit shall be donated to a charitable organisation or otherwise disposed of in a manner approved by the Permit Officer.

20. Condition 20 is not in use.

## **INFORMATION PROVISION**

21. The permit holder shall retain all information and data pertaining to the following for a period of five (5) years from the date of the transaction or event (unless otherwise stated):

- (a) all transactions pertaining to the conduct of the lucky draws;
- (b) the information (as stipulated in Condition 10) of any member who had participated in the lucky draws; and
- (c) member's particulars for a period of five (5) years after the date of the transaction.

22. The permit holder shall ensure that all such information and data referred to in Condition 21 are accurate and complete and retained in a manner that is secure and tamper proof.

23. The permit holder shall provide all information and data pertaining to the conduct of the lucky draws, including but not limited to members' information and financial transactions, upon the request by the Permit Officer or Assistant Permit Officers for the purpose of ascertaining whether the permit holder and the society have complied with these Conditions and the Act.

24. The permit holder shall ensure that the information submitted to the Permit Officer for the application of this permit remain accurate and complete during the period of this permit. Any proposals or changes that may result in such information ceasing to be true or complete shall be notified to the Permit Officer in writing at least two (2) weeks before such proposals or changes are implemented or take effect.

## **AUDIT & INSPECTION**

25. (a) The society shall permit any police officer, the Permit Officer or such officers authorised by the Permit Officer to enter and inspect the clubhouse at all times for the purpose of ascertaining whether the permit conditions are complied with.

25. (b) The society shall provide such assistance and cooperation as may be necessary for the purpose of such inspection.

26. (a) The permit holder shall facilitate any audit or review initiated by the Permit Officer from time to time. The society shall bear the costs of such an audit or review.

26. (b) Such audit or review may include the audit of the accounts, operations and activities of the society. Such audit or review shall be for the purpose of assessing:
- i. the compliance by the permit holder and the society of these Conditions and the Act; and
  - ii. continued eligibility of the society or the permit holder to the grant of the Permit.

26. (c) The Permit Officer may carry out such audit or review on his own, through officers appointed by him, through external auditors engaged by him or through external auditors that the Permit Officer directs the society to engage. The cost of such audit or review, whether carried out by the Permit Officer or by external auditors engaged by the Permit Officer or the society, shall be borne by the society.

26. (d) The society shall provide the Permit Officer, the officers appointed by the Permit Officer and any external auditors engaged pursuant to this Paragraph with full access to all accounts, records, documents, premises as may be necessary for the audit and shall provide reasonable cooperation and assistance in connection with the audits.

## **FINANCIAL REPORTING**

27. (a) The permit holder shall maintain proper accounting records in respect of the revenues and expenditure accruing from the conduct of the lucky draws.

27. (b) When requested by the Permit Officer, the permit holder shall consolidate all the accounting records in relation to the conduct of the lucky draws operated by the society.

27. (c) The permit holder shall, when requested by the Permit Officer, provide the Permit Officer access to such accounting records required to be maintained under this Condition, and provide the Permit Officer with copies of such records.

## **DEFINITIONS**

In these Conditions, unless the context otherwise requires:-

“clubhouse” means the premises occupied or owned by the society where the lucky draws are conducted or where a member may participate in the lucky draw or obtain a chance to take part in the lucky draw.

“society” means the registered society that is (directly or through others) conducting the lucky draws.

“lucky draw” means a game or arrangement which involves the following elements: (i) a participant is assigned one or more numbers upon meeting certain specified criteria; (ii) one or more numbers are randomly selected from all the assigned numbers; (iii) prizes are given to the participant(s) whose assigned number are drawn or selected