

## **PERMIT CONDITIONS FOR CONDUCTING TOMBOLA ACTIVITIES**

### **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:
  - i. The society must be registered with the Registrar of Societies or other relevant authority or otherwise established pursuant to any written law;
  - ii. The society's constitution must not prohibit gambling or private lotteries permitted under the Private Lotteries Act 2011;
  - iii. The society must have at least 500 members on its register (which is to be audited according to the Permit Officer's requirements) for at least one year prior to the application for a permit; and
  - iv. The conduct of tombola activities, if approved, would form only an ancillary part of the society's social and recreational offerings.
3. During the term of the permit, the society must continue to offer a wide range of substantive social and recreational offerings such that the conduct of tombola activities forms only an ancillary part of the society's social and recreational offerings.
4. The permit holder shall ensure that the tombola activities are conducted in accordance with the manner stipulated and approved by the Permit Officer and notified to the permit holder.
5. The permit holder shall ensure that there are at least two other recreational facilities in operation in the clubhouse during the conduct of tombola activities in that clubhouse.
6. The permit holder shall ensure that 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 the conduct of tombola activities takes place only within the approved location as stipulated in the permit.
8. The permit holder shall ensure that the conduct of tombola activities shall only take place between 1000hrs – 2300hrs on any day, unless otherwise approved by the Permit Officer in writing.
9. The permit holder shall ensure that cash payment is the only payment method accepted for the conduct of tombola activities.

## **REGISTRATION**

10. (a) The permit holder shall maintain a record of all members who participate in the tombola activities.

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**

11. The permit holder shall not allow any payment by credit.

12. The permit holder shall not allow or grant free bets, rebates or loyalty rewards, in the form of money or money's worth or in any form, in connection with the conduct of tombola activities.

13. Except as expressly permitted in these Conditions, the permit holder shall not engage in or allow any promotion or advertising for the conduct of tombola activities in any form, manner or means.

14. For the avoidance of doubt, the permit holder shall not engage in or allow any promotion or advertising activity related to the conduct of tombola activities by way of posters, banners, publications, online content, social media, email, telecommunication systems or messaging systems.

15. The permit holder shall not allow any person below the age of 21 years to take part in the tombola activities.

16. The permit holder shall only permit members of the society who hold membership terms of at least one (1) year to take part in the tombola activities.

17. (a) Except as provided for in paragraph (b), the permit holder shall only allow members of the society who hold membership terms of at least one (1) year to enter the approved location where tombola activities are being conducted.

17. (b) Paragraph (a) shall not apply to the following:

- i. persons approved by the Permit Officer in writing; and
- ii. employees and service providers of the society and/or the permit holder who need to enter and remain in the approved location for the purpose of their service, duty and function, provided that they do not engage in any tombola activities while in the approved location and they remain in the approved location for so long only as is required for the performance of their service, duty and function.

## **USE OF REVENUES**

18. No profit shall accrue to any individual person from the conduct of such lottery. In this condition, lottery means tombola.

19. Upon the dissolution of the society, all the money remaining from the sums accruing from the conduct of the tombola activities up to date of dissolution of the society shall be donated to a charitable organisation or otherwise disposed of in a manner approved by the Permit Officer.

20. The permit holder shall ensure that Condition 19 is stated in the Constitution of the society.

## **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):

- i. all transactions pertaining to the conduct of the tombola activities;
- ii. information of any member who had participated in the tombola activities as stipulated in Condition 10; and
- iii. person's particulars for a period of five (5) years after the person ceases to be a member.

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 tombola activities, 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 tombola activities.

27. (b) When requested by the Permit Officer, the permit holder shall consolidate all the accounting records in relation to the conduct of the tombola activities 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 tombola activities are conducted.

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