



**PLEASE JUST DO  
NUMBERS 1 & 2 AT THIS TIME.**

Thank you.

### LOTTERY RETAILER APPLICANT:

1. **Please complete in full and return the Retailer Application, along with pictures of the interior and exterior of your business, to the contact information on the Application.**
2. **Applications are reviewed by the Lottery Review Committee and you will be contacted once the process is complete.**
3. **IF APPROVED**, the following are requirements in order to be a Lottery Retailer in Saskatchewan:
  - a. the applicant's business must be registered at the **Information Services Corporation** office in Regina (Corporate Registry: 1-306-787-2962 or www.isc.ca);
  - b. the applicant must provide an Irrevocable Letter of Credit from a banking institution for \$5,000 OR a \$5,000 certified cheque to be held on deposit. Depending on payment method and arrears on the account, the Security Deposit is returned (interest-free) when the business changes ownership/closes;
  - c. the applicant will provide bank account information by completing an "Authorized for PreArranged Payment" form that will be supplied to you, in order for the weekly invoice amounts to be automatically withdrawn;
  - d. the applicant will provide a Criminal Record Check;
  - e. the applicant will follow all the rules and regulations as set out by Saskatchewan Lotteries and Western Canada Lotteries Corporation with respect to the sale of lottery tickets.
  - f. A power supply and adequate counter space must be allocated for the lottery terminal and its related equipment. A minimum of a two-foot wide counter area is required for the terminal, printer and bar code reader. Also included is a Customer Ticket Checker which is cabled to the terminal, will also require a power supply and can be counter or wall mounted within the business.
  - g. After the lottery terminal installation, your account will be placed on a six (6) month probation period during which time **projected annual ticket sales of \$36,000 are required to maintain the terminal.**

The Retailer Commission structure is as follows:

- Retailer Sales Commission for lottery tickets is 5%;
- Retailer Redemption Commission for redemption of winning tickets (up to and including \$1,000) is 2%.

Upon signing the Lottery Retailer Application, the applicant hereby certifies that there are not misrepresentations or falsifications in the information stated in the application. The applicant authorizes Saskatchewan Lotteries to obtain credit or general information reports about the applicant or any partner, officer or shareholder of the applicant which may assist Saskatchewan Lotteries in making a decision on this application.



# LOTTERY RETAILER APPLICATION

### FOR NEW APPLICANTS:

1. Complete all sections of the application.
2. Attach pictures of the exterior and interior of the retail location to this application.
3. Return using a format below:

### FOR CHANGE OF OWNER APPLICANTS:

1. Complete all sections of the application.
2. Return using a format below:

**MAIL:** Saskatchewan Lotteries, 510 Cynthia Street, Saskatoon, SK S7L 7K7

**EMAIL:** retailers@saskspport.sk.ca

**FAX:** 306-242-8007

**New Applicant**     **Change of Owner**    **Effective Date:** \_\_\_\_\_

Retailer Number

SYSID Number

**SHADED AREAS  
OFFICE USE  
ONLY**

Agreement Number

Territory Number

Classification Code

Special Flags

Retail Location Name:							
Mailing Address:							
City:			Province:		Postal Code:		
Street Address <i>(if different than mailing address)</i> or Legal Land Description (Block # / Lot #, Range #, etc.):							
Phone:		Fax:			Cell Phone:		
Hours of Business FROM: A.M.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
TO P.M.							
Lease Landlord:					<input type="checkbox"/> Owned <input type="checkbox"/> Leased		
Address:							
City:			Province:		Postal Code:		
Phone:			Fax:				

Business Type: <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Corporation			
Corporate Name <i>(Name of Company registered at Information Services Corporation)</i>			
Information Services Corp. Entity Number (maximum 10 digits in length):			
Mailing Address:			
City:		Province:	Postal Code:
Phone:		Fax:	

Applicant's Name:		Date:	
Applicant's Signature:			

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Retailer Number

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SYSID Number

**List below, names and positions of owners, partners, officers of the retail location**

Contact Name:		Position/Title:	
Home Address:	City:	Prov:	Postal Code:
Home Phone:		Fax:	

Contact Name:		Position/Title:	
Home Address:	City:	Prov:	Postal Code:
Home Phone:		Fax:	

Contact Name:		Position/Title:	
Home Address:	City:	Prov:	Postal Code:
Home Phone:		Fax:	

**List names of main Lottery contacts at the retail location**

Location Contact #1:	Position/Title:
Location Contact #2:	Position/Title:

I agree to receive electronic communications from Saskatchewan Lotteries including newsletters, updates, invitations, notifications, via email, text or other electronic means.

Email Address: \_\_\_\_\_

*Your contact information has been collected by Saskatchewan Lotteries for purposes of communicating with you as a Lottery Retailer. Saskatchewan Lotteries does not sell any personal information that it collects to any third party and does not share or transfer personal information that is collected to unaffiliated third parties for their own marketing efforts.*

