

Appendix C

Break Open Ticket Seller and/or Lottery Retailer

Seller Application Guide

http://www.agco.on.ca/sites/default/files/6180e_seller_app_guide_1.pdf

Alcohol and Gaming Commission of Ontario



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Seller Application Guide

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AGCO | Alcohol and Gaming Commission of Ontario



Alcohol and Gaming Commission of Ontario
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The Alcohol and Gaming Commission of Ontario (AGCO) is responsible for conducting eligibility assessments and registering Gaming Assistants, Operators, Sellers, Suppliers and Trade Unions who work in or supply the lottery, commercial and charitable gaming sectors in Ontario.

This Guide contains detailed information to assist you in applying for registration as a Seller.

Responsibilities of a Registrant

For complete details about your legal responsibilities as a Registrant, refer to the *Gaming Control Act, 1992* and its regulations, copies of which are available online at [e-Laws](#) or by contacting Publications Ontario at 416-326-5300 or toll-free at 1-800-668-9938.

Fees and payment

There is no fee for this registration.

Warning:

Do not misrepresent or omit any material fact(s). Each statement made in your application is subject to verification.

It is a serious offence to knowingly provide false information on the forms and on any attachments.

The provision of false, incomplete, or misleading information or the omission of information on the forms or in the documents submitted with your application, or the failure to notify the Registrar of any material changes to this information which occur after this application is filed, may also result in the refusal, suspension or revocation of your Registration.

If you require assistance with your application, please contact AGCO Customer Service at 416-326-8700 or 1-800-522-2876.

When is registration as a Seller required?

A registration as a Seller is required in the following circumstances:

- a) An entity that sells lottery products on behalf of the Ontario Lottery and Gaming Corporation (OLG); and/or
- b) An entity that sells break open tickets on behalf of a charitable lottery licensee.

Please note the following:

- To sell lottery products on behalf of OLG, a valid OLG **Retailer Agreement** is required for each retailer location.
- The Retailer Location Number (RL #) assigned to your site by OLG must be indicated in the application. The RL # of your site is on your OLG Retailer Agreement.
- To sell break open tickets on behalf of a charitable lottery licensee, a valid contract with the charitable lottery licensee is required. A copy of this contract is **not** required to be provided to the AGCO with your application.
- A new application must be submitted for each retailer location, even if you already have a Registration as a Seller for another location.

Required information

In order to begin processing your application, you must complete/submit the following:

- **Seller Application**
- **Personal Disclosure** for **each** associated individual listed in the application
- **Gaming Assistant Application** for each individual listed in the application who does not currently have a registration
- Copy of the **OLG Retailer Agreement** for the premises identified in the application, where the type of products to be sold at the site are OLG products (e.g. scratch tickets, Lotto Max, Lotto 6/49)

Note: If you have already submitted a copy of the OLG Retailer Agreement for your site to the AGCO and there have been no changes to your business since your submission then a copy is not required.

Addresses

When applying online through iAGCO, you are required to provide two sets of addresses:

1. The **Mailing/Physical/Business Address** on the **New Applicant Information** screen pertains to the applicant's address (legal entity). Please see screenshot below.

Note: If you have previously applied through iAGCO, this screen will not appear.

OR, ENTER NEW APPLICANT INFORMATION

Please list the person or entity applying for this licence / permit / authorization / registration.

*Applicant Type: Corporation

*Legal Name:

Doing Business As:

*Legal Structure:

Privately Held

Publicly Held

Trust

Not-for-Profit

Corporation Number:

Jurisdiction of Incorporation:

Ontario Federal Other

Incorporation Date:

CONTACT INFORMATION

(use my information)

*Contact Name:

*Contact Type:

*Phone Number:

Alternate Phone:

Fax:

*Email:

Preferred Contact Method:

MAILING ADDRESS

*Country:

*Address:

*City / Town:

*Province / State:

*Postal Code:

PHYSICAL ADDRESS

(same as Mailing)

BUSINESS ADDRESS

(same as Mailing)

2. The **Physical/Mailing Address** on the **Premises Information** screen pertains to where OLG products and/or break open tickets will be sold ("Premises" refers to retailer location address). Please see screenshot below.

New Application - Seller - Gaming Registration

PREMISES INFORMATION

Please enter information about the premises related to this application.

* Premises Type:	<input type="text" value="Retailer Location"/>
* Premises Name:	<input type="text"/>
Operator:	<input type="text"/>
* Retailer Location #:	<input type="text"/>

PHYSICAL ADDRESS

* Address:	<input type="text"/>
* City / Town:	<input type="text"/>
* Province / Country:	ON Canada
* Postal Code:	<input type="text"/>

MAILING ADDRESS

(same as Physical)

CONTACT INFORMATION FOR PREMISES

(use my information)

Contact Name:	<input type="text"/>
Phone Number:	<input type="text"/>
Alternate Phone:	<input type="text"/>
Fax:	<input type="text"/>
* Email:	<input type="text"/>
* Preferred Contact Method:	<input type="text" value="Email"/>

Business/operating name of the premises

The business name under which you intend to operate may have to be registered under the *Business Names Act*. For information regarding business name registration please call toll free 1-800-361-3223 or visit the **ServiceOntario** website.

Note: The business name or operating name must match exactly throughout the OLG Retailer Agreement, Master Business Licence and AGCO application(s).

Types of products to be sold at the premises

A registered Seller has the ability to:

- sell lottery products (e.g. scratch tickets, Lotto Max, Lotto 6/49) on behalf of OLG; and
- sell break open tickets (also known as Nevada tickets or Pull Tab tickets) on behalf of a charitable lottery licensee.

Disclosure of associated individuals

You are required to list the individual(s) who currently oversee the sale of break open tickets and/or OLG products, including:

- partners of the partnership
- general partner(s) of the limited partnership
- officer(s), director(s) and/or shareholder(s) of the corporation
- board member(s) of the association

Personal Disclosure* must be completed for each of these individuals. **Note:** This does not apply to Lottery Retailer Managers (Category 1 Gaming Assistants).

*For more information, please refer to the **Personal and Entity Disclosure Requirements Guide** available at www.agco.ca.

Lottery Retailer Manager (Category 1 Gaming Assistant)

A Lottery Retailer Manager (Category 1 Gaming Assistant) is an individual employed in the conduct, management or operation of a lottery scheme or in the operation of a gaming site, who, in the opinion of the Registrar, exercises a significant level of decision-making authority or has significant supervisory or training responsibilities.

You are required to list the individual(s) who will supervise or manage the sale of OLG products. This includes individual(s) who:

- oversee and coordinate the sale of OLG products
- manage compliance issues regarding the sale of OLG products

- have signing authority to purchase OLG products for the site(s)
- enter into contracts with OLG

Note: A **Gaming Assistant Application** is required for each individual who will supervise or manage the sale of OLG products.

Declaration

The declaration must be completed by an individual who has signing authority (i.e. authority to bind) on behalf of the business entity (applicant) named in the application.

Questions

If you have any questions, please contact AGCO Customer Service during regular business hours at **416-326-8700** (in the GTA) or **1-800-522-2876** (toll-free in Ontario). You can also find helpful information on our website (www.agco.ca).