



This form may take about  
10 minutes to complete

To: Head GSB/CID  
Attn: Lucky Draw Officer  
Fax: 62207142  
Tel: 64358220/ 64358215

**NOTIFICATION TO CONDUCT DONATION DRAW UNDER THE COMMON GAMING  
HOUSES (EXEMPTION) NOTIFICATION 1996**

**PART A- GENERAL INFORMATION**

(1) *Name of Informant/Designation/NRIC No	Name/Address of Informant's Company  Tel / Fax No:
(2) **Name of Organizer/Designation/NRIC No (if different from above)	Name/Address of Organizing Company (if different from above)  Tel/ Fax No:
(3) Purpose of Draw	
(4) No & Price of Tickets	
(5) Duration (Commencement & ending date)	
(6) Date, Time & Place of Draw	Date of Results Advertisement/Name of Newspaper
(7) Mechanics of Draw (To include Rules & Regulations/ Terms & Conditions)	
(8) Type, Quantity & Value of Prizes	

**PART B- DECLARATION**

I hereby confirm that the information given above is true and correct. I will abide by para 4 & para 5 of the Common Gaming Houses (Exemption) Notification 1996.

\_\_\_\_\_  
\*Informant's Signature

\_\_\_\_\_  
\*\*Organizer's Signature

\_\_\_\_\_  
Date

Reference No: DD/ \_\_\_\_\_ / \_\_\_\_\_  
Date : \_\_\_\_\_

**Donation Draw**

**Conditions laid out in para 4 of the Common Gaming Houses (Exemption) Notification 1996**

**Para 4** Any lottery promoted by an organisation which is a full member or an associate member of the National Council of Social Service or is conferred the status of an institution of public character under the Income Tax Act (Cap 134) shall be exempted from the provisions of the Act if the following conditions and the additional conditions set out in paragraph 5 are complied with.

- (a) the price of the lottery ticket, the name and address of the organisation responsible for conducting the lucky draw, and details of the prizes shall be clearly stated on the tickets
- (b) no lottery ticket shall be issued except by way of sale and upon receipts of its price in full
- (c) the name and address of the purchaser of every ticket shall be recorded in the counterfoil of the ticket
- (d) the organisation responsible for conducting the lucky draw shall not promote more than one lottery a year

**Para 5 of the Common Gaming Houses (Exemption) Notification 1996**

- 5(1) For the purposes of paragraph 4, the additional conditions are :-
- (a) the lottery shall be conducted by the organisation and its officers;
  - (b) subject to sub-paragraphs (c ), the draw shall be conducted in public;
  - (c) any draw by means of a computerised system which is not conducted in public shall be witnessed and audited by a public accountant who is not in the employment of the organisation;
  - (d) all winners shall be notified in writing by ordinary post;
  - (e) where the total value of prizes exceeds \$10,000, the results of the lottery shall be published in a newspaper within 7 days following the determination of all the winners;
  - (f) where lucky draws are conducted through the telecommunication system, participants shall not be required to pay more than 20 cents per call;
  - (g) the lottery does not involve the use of any game, method, device, scheme or competition declared by the Minister under section 2(3) of the Act;
  - (h) the lottery does not involve the use of any instrument or appliance for gaming declared by the Minister under section 2(4) of the Act;
  - (i) all prizes which are not won or remain unclaimed after 2 months of the announcement of the winners, or their equivalent value shall, unless the Minister directs otherwise, be donated to the Community Chest or to such other charity as may be approved by the Minister; and
  - (j) an audited statement of accounts shall, together with the results of the lottery, be sent by AR registered post to the Head, Gambling Suppression Branch, Criminal Investigation Department, within 3 months of the termination of the lottery.

5(2) Sub-paragraphs (1)(d) and (e) shall not apply to any lottery where the prizes are distributed directly to the participants at the point-of-purchase (example; Instant Dip, Redemption, Scratch & Win) and in which an audited statement containing the total quantity, types and value of the prizes given shall be sent by the organisation conducting the lottery by AR registered post to the Head, Gambling Suppression Branch, Criminal Investigation Department, within 3 months of the termination of the lottery.

5(3) For the purposes of sub-paragraph (1). "telecommunication system" has the same meaning as in the Telecommunication Authority of Singapore Act (Cap 323)



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COMMON GAMING HOUSES (EXEMPTION) NOTIFICATION 1996**

**Guidelines**

1 Please fill up part (A) & (B) of the Notification (in **Annex A**). You may attach a separate sheet of paper if necessary. You are to comply with paragraphs 4 and 5 of the Common Gaming Houses (Exemption) notification 1996.

2 Notification shall be submitted via facsimile at least 4 weeks before the launch of the promotion to:

Head  
Gambling Suppression Branch/CID  
Block C Police Cantonment Complex  
391 New Bridge Road Singapore 088762  
Attn: Lucky Draw Officer  
**FAX: 62207142**

3 Within 3 months upon termination of the lucky draw promotion, an audited statement of account must be submitted to this office, in the format given in **Annex B**.

4 Any violation of the Common Gaming Houses (Exemption) Notification 1996 is an offence and the offender is liable to prosecution under the Common Gaming Houses Act Chapter 49.

5 For enquiries, please contact **Lucky Draw officer**:

**Direct No: 6435 8220**  
**Fax No: 6220 7142**  
**Main Line: 6435 0000**  
**E-Mail : SPF\_Lucky\_Draw@spf.gov.sg**

From:  
HEAD,  
Email: Tang\_Heng\_CHIA@SPF..GOV.SG  
CID, Singapore

**Format for Submission of The Audited Statement Of Account By  
The Organisation / Promoter Of The Donation Draw**

- 1 State the Reference No. (i.e. DD/...../.....)
  
- 2 State the full particulars (Name, NRIC No. & address) of all winners in the various categories and the type of prizes won.
  
- 3 Where the total value of the prizes exceeds \$10,000/-, a copy of the newspaper cutting showing the details of the draw and the results is to be enclosed. This is as required under paragraph 5(1)(e) of the Common Gaming Houses (Exemption) Notification 1996.
  
- 4 State whether all the winners have claimed the prizes.
  
- 5 Attach the original acknowledgement receipts of prizes by the winners.
  
- 6 Prizes, which are not won or remain unclaimed 2 months after the determination of the winners, or their equivalent value, shall be donated to the Community Chest or an approved charitable organisation (to check with National Council of Social Services). A copy of the acknowledgement receipt from the organisation concerned shall be enclosed.
  
- 7 The audited statement of account and report, containing the above information, shall be submitted by AR registered post within 3 months of the draw to:

Head  
Gambling Suppression  
Specialised Crime Division  
Criminal Investigation Department  
Attn: Lucky Draw Officer  
Police Cantonment Complex  
391 New Bridge Road  
Singapore 088762