



This form may take about 10 minutes to complete
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To: Head GSB/CID  
 Attn: Lucky Draw Officer  
 Fax: 62207142  
 Tel: 64358220/ 64358215

**NOTIFICATION TO CONDUCT LUCKY 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) Title of Promotion:	
(4) Duration (commencement & ending date)	
(5) Date, Time & Place of Draw:	
(6) Mechanics of Draw (To include Rules & Regulations/ Terms & Conditions)	
(7) Types/ Quantity & Value of Prizes:	

**PART B- DECLARATION**

I hereby confirm that the information given above is true and correct. I will abide by para 3 & para 5 of the Common Gaming Houses (Exemption) Notification 1996.

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

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

\_\_\_\_\_  
 Date

Reference No: LD/ \_\_\_\_\_ / \_\_\_\_\_  
 Date: \_\_\_\_\_

**Para 3 of the Common Gaming Houses (Exemption) Notification 1996**

**3** Any public lottery conducted by a business organisation for the purposes of promoting the sale of any product or products, or services 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 methodology of the promotion, the details of the prizes to be distributed, their manner of distribution, and if the winners are determined solely or partly by a draw; the time, date and place of the draw; shall be disclosed in printed publicity material, copies of which shall be freely available to all participants and 2 copies of which shall be sent to the Head, Gambling Suppression Branch, Criminal Investigation Department, by AR registered post at least 4 weeks prior to the launch of the promotion.

(b) where the total value of prizes exceeds \$10,000, such information shall also be published in a newspaper, and

(c) the participants shall not be required to pay any money apart from payment for the product or products, or services purchased and any increase in the cost of the product or products, or services marketed shall not be attributable to the cost of conducting the lottery.

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

5(1) For the purposes of paragraphs 3 and 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 3 and 5 of the Common Gaming Houses (Exemption) notification 1996.

2 Notification shall be submitted 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 Lucky Draw**

- 1 State the Reference No. (i.e. Ref No/LD/...../.....)
  
- 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 para 3(b) & 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, 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
  
- 8 Where the prizes are distributed directly to the participants at the point-of-purchase, the total quantity of redeemed and unredeemed prizes, types and value are to be submitted to the above authority, within 3 months of the termination of the lottery. The unredeemed prizes are to be donated to the charity as in para 6 above.