



To: Head SCPB/CID  
 Attn: Lucky Draw Administrator  
 Fax: 6220 7142  
 Tel: 6435 8220

**NOTIFICATION TO CONDUCT LUCKY DRAW UNDER THE COMMON GAMING HOUSES (EXEMPTION) NOTIFICATION 1997 OR REMOTE GAMBLING ACT (EXEMPT PERSONS) ORDER 2015**

**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 1997 or para 4, para 6 & para 7 of the Remote Gambling Act (Exempt Persons) Order 2015.

_____ *Informant's Signature	_____ **Organizer's Signature	_____ Date
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Reference No: <u>DD/</u> / _____
Date : _____

**Para 3 of the Common Gaming Houses (Exemption) Notification 1997**

**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, Specialised Crime Policy 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 1997**

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, Specialised Crime Policy 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)

**Para 4 of the Remote Gambling Act (Exempt Persons) Order 2015**

4.—(1) Any business organisation which provides a remote gambling service for individuals to participate in its customer lottery by the use of remote communication is exempt from sections 10, 11, 12 and 13 of the Act.

(2) A lottery is a customer lottery of a business organisation if —

(a) the lottery is a public lottery conducted by the business organisation for the purpose of promoting the sale of any product or service (other than a gambling service) sold or supplied by that business organisation in the course of business in Singapore;

(b) receipts for the lottery are sold or supplied only to a person who has purchased that product or service (called a customer);

(c) no charge is collected by the business organisation for any receipt for the lottery except a reasonable charge for the value of the product or service where sold or supplied;

(d) the lottery is organised in such a way as to ensure that no profits are made by the business organisation from the lottery;

(e) before the start of any draw of the lottery, the material information in sub-paragraph (3) about the lottery is given to customers or to the general public in the manner specified in sub-paragraph (4);

(f) at least 4 weeks before any advertisement giving publicity to, or otherwise promoting or that is intended to promote, the lottery is published, the material information in sub-paragraph (3) about the lottery is given to Head SCPB CID, together with a copy of the material information given or to be given to the customers or to the general public.

(g) no person who performs any of the activities in section 5(4) of the Act in connection with providing a remote gambling service for individuals to participate in the customer lottery is a person in the business of providing a remote gambling service;

(h) the arrangements for the lottery do not include a roll-over; and

(i) the standard conditions are satisfied in relation to that lottery.

(3) For the purposes of sub-paragraph (2)(e) and (f), the material information about a customer lottery are —

(a) the name and address of the business organisation providing a remote gambling service for individuals to participate in the customer lottery;

(b) the arrangements for the lottery, including —

(i) the date and time of the draw (or each draw) of the lottery; and

(ii) the place for the conduct, and the methodology, of the draw (or each draw) of the lottery; and

(c) the prizes and manner of their allocation.

(4) The material information about a customer lottery must be given in the following manner:

(a) by publishing on printed publicity material that is available to, or at an online location that is accessible by every customer to whom a receipt for that lottery is issued;

(b) if the total value of prizes for the customer lottery exceeds \$10,000, given to the general public by publishing the material information in a newspaper, or on an online location which is accessible by members of the public.

**Para 6 of the Remote Gambling Act (Exempt Persons) Order 2015**

6.—(1) The standard conditions applicable to a remote gambling service that is to be provided for individuals to participate by the use of remote communication in a customer lottery, or a non-commercial organisation lottery, are as follows:

(a) that at least 4 weeks before any advertisement giving publicity to, or otherwise promoting or that is intended to promote, that remote gambling service is published, Head SCPB CID is given the details of how any prize which is not won, or which is left unclaimed after 2 months of the announcement of the winners, is to be disposed of by the organisation providing that service;

(b) every draw of that lottery —

(i) is done in a manner where members of the public or a section of the public may attend the draw; or

(ii) if using a computerised system to determine the winner or winners, is done in the manner in sub-paragraph (i) or in a manner where a public accountant not employed by the organisation providing the remote gambling service may witness and audit;

(c) where any draw of that lottery is done using the telecommunication system, no participant of the lottery is to be required to pay more than 20 cents per telephone call;

(d) every winner must be notified of the prize won —

(i) by ordinary post or by electronic mail at an electronic mailing address provided by the winner; or

(ii) by telephone at a telephone number provided by the winner, unless the prize is already given upon acquiring the right in respect of membership of the class among whom prizes in that lottery are to be allocated;

(e) if the total value of prizes exceeds \$10,000, the results of the lottery are published, within 7 days after the last draw of the lottery —

(i) in a newspaper; or

(ii) on an online location which is accessible to the individuals conferred any right in respect of membership of the class among whom prizes in that lottery are to be allocated; and

(f) before the start of any draw of the lottery, the organisation concerned gives to Head SCPB CID a written undertaking to give an audited statement of accounts, together with the results of the lottery and the description and value of the prizes, to Head SCPB CID no later than 3 months after the last draw of the lottery.

**Para 7 of the Remote Gambling Act (Exempt Persons) Order 2015**

7.—(1) The following persons:

(a) the organiser of a connected event at which an incidental lottery is to take place as an incidental activity for entertainment;

(b) the business organisation providing a remote gambling service for individuals to participate in its customer lottery;

(c) the non-commercial organisation providing a remote gambling service for individuals to participate in its non-commercial organisation lottery,

are exempt from sections 15 and 17 of the Act, respectively, for publishing, or authorising the publication of, a remote gambling service advertisement relating to, or by any conduct in Singapore promoting or authorising a promotion in Singapore that is related to —

(i) the connected event or the incidental lottery;

(ii) the customer lottery of the business organisation; or

(iii) the non-commercial organisation lottery.

(2) A person who is engaged by another to publish a remote gambling service advertisement or to promote in Singapore a lottery is exempt from sections 15 and 17 of the Act, respectively, for publishing a remote gambling service advertisement relating to, or for promoting in Singapore —

(a) a connected event or an incidental lottery only if the person is directly engaged by the organiser of the connected event at which the incidental lottery is to take place as an incidental activity for entertainment;

(b) a customer lottery of a business organisation only if the person is directly engaged by the business organisation providing a remote gambling service for individuals to participate in that customer lottery; or

(c) a non-commercial organisation lottery only if the person is directly engaged by the non-commercial organisation providing a remote gambling service for individuals to participate in that non-commercial organisation lottery.



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**Guidelines**

1 Please fill up parts (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 1997 or paragraphs 4, 6 and 7 of Remote Gambling Act (Exempt Persons) Order 2015.

2 Notification and publicity material (if any) are to be submitted at least 4 weeks before the launch of the promotion to:

Head  
Specialised Crime Policy Branch /CID  
Blk C Police Cantonment Complex  
391 New Bridge Road Singapore 088762  
Attn: Lucky Draw Administrator  
**FAX: 6220 7142**  
**E-Mail: [SPF\\_Lucky\\_Draw@spf.gov.sg](mailto:SPF_Lucky_Draw@spf.gov.sg)**

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 1997 or Remote Gambling Act (Exempt Person) Order 2015 is an offence and the offender is liable to prosecution under the Common Gaming Houses Act Chapter 49 or Remote Gambling Act.

5 For enquiries, please contact the **Lucky Draw Administrator**.

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

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

- 1 State the SCPB Reference No. (i.e. SCPB/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 or screenshot of the online website showing the details of the draw and the results is to be enclosed. This is required under para 3(b) & 5(1)(e) of the Common Gaming Houses (Exemption) Notification 1997 or para 4(4)(b) of Remote Gambling Act (Exempt Persons) Order 2015.
  
- 4 State whether all the winners have claimed the prizes.
  
- 5 Attach the original acknowledgement receipts of prizes by the winners.
  
- 6 For prizes, which are not won or remain unclaimed 2 months after the determination of the winners, or their equivalent value, and are 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  
Specialised Crime Policy Branch  
Specialised Crime Division  
Criminal Investigation Department  
Attn: Lucky draw Administrator  
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. For unredeemed prizes that are donated, the requirements under para 6 above will apply.