

REQUIREMENTS AND CONDITIONS FOR A PERMIT AUTHORIZING PROMOTION OF PUBLIC LOTTERY UNDER (SECTION 36 OF THE ACT CAP 131)

1. Public Lottery is conducted for a specific charitable purpose by registered instruction/organizations.
2. The application/promoter must submit fifteen (15) copies of the following:-
 - Duly completed and signed public lottery forms.
 - Duly completed and signed guarantor forms. (NB: All guarantors must be indemnified) The applicant and the guarantors must also submit photocopies of their national identity cards.
 - A copy of the institution's/organization registration certificate.
 - A sample ticket of those to be issued for sale.
3. Applications must be submitted at least thirty (30) days before the date set for the start of the lottery.
4. Pay a non refundable application fee of Kshs. 2,000.
5. The permit fee for a public lottery permit is 3% of the total proceeds to be collected or Kshs. 75,000 (whichever is the less) for a period of three (3) months.
6. Applicants/promoters must produce proof of possession of the prizes to be won/awarded in the lottery. The applicant/promoter may also be required to furnish the Board with a sealed bank guarantee drawn in its favour (Board) to cover the top prizes. The bank guarantee must be valid for a period of not less than six (6) months or as may be stated by the Board.
7. The tickets to be issued for sale must be printed with a security feature, and must also indicate the following:-
 - ❖ Name and full address for the organizers of the lottery.
 - ❖ Name of the lottery
 - ❖ Prize of each ticket.
 - ❖ 1st, 2nd and 3rd prizes.
 - ❖ Closing date for the sale of tickets and the date of the draw.
 - ❖ The words “authorized by Betting Control and Licensing Board” permit no----- (Quote permit number)
8. The lottery must be conducted within the authorized period.
9. Awarding of the advertised prizes does not in anyway depend upon successful sale of lottery tickets.
10. The number of tickets sold must be declared to the Board before the draw.
11. In a lottery where the winners are determined by draws, all the draw must be conducted in public and in the presence of an official form the Board. In the case of lotteries whose draws is conducted by way of a blower using numbered balls, the following must be done before the draw.

- ❖ The draw equipment must be kept in a secure place at all times.
 - ❖ The blower must be tested before the draw.
 - ❖ All the balls must be weighted and measured to ensure that they are of the same weight and size.
12. The venues, dates and times of the draws must be communicated by writing to the Board at least seven (7) days before the dates set for the draws.
13. In any draw a winning entry/coupon must have:-
- Full name and ID card number of the participant.
 - Participant's full address.
14. For any winner to be presented with a prize he or she has won, the following documents must be produced:-
- ❖ Original letter from the organizers of the lottery informing the participant of his/her winning.
 - ❖ Original ID card/valid driving license/passport.
- NB:** The Board may require additional documentation should it deem it necessary.
15. Draw results must be published in the media within fourteen (14) days after the draw.
16. An audited statement of account must be submitted to the Board within two (2) months after the draw.
17. All unclaimed prizes must be declared to the Board.
18. No applicant/promoter shall be issued with a permit to conduct a new lottery, unless returns from previous lotteries he may have conducted have been submitted to the Board.

NOTE: GIVING FALSE INFORMATION TO THE BOARD IN AN APPLICATION IS AN OFFENCE UNDER SECTION 5(4) OF THE BETTING LOTTERIES AND GAMING ACT CAP 131 LAWS OF KENYA.