

**CHECKLIST FOR APPLICATION FOR CERTIFICATION OF A LOTTERY MANAGER INDIVIDUAL/COMPANY**

The following is a list of all documents to be submitted together with an application for certification.

- 1. SL02(a)/14 declaration form
- 2. Certificate of company registration
- 3. Curriculum Vitae
- 4. Memorandum of Incorporation
- 5. Furnish a statement pertaining to the financial state of affairs and business (financial statements).
- 6. 12 months' bank statements (Individual applicant)
- 7. Signed detailed agreement between the appointed lottery manager and the organisation
- 8. Projections including a profit and loss account, balance sheet and cash flow for the next 12 months
- 9. Provision of security by responsible lottery manager or guarantee in the amount for conducting the society lottery
- 10. Description of the accounting records to be used manual or computerised
- 11. Proposed systems and internal controls

**Please note that all information will be verified by the Commission and failure to comply with the above will result in your application being delayed or declined.**