

Attestation Report

3.6 REPORTING REQUIREMENTS – The licensee must provide a licensing authority a financial report outlining the results of the lottery event it has conducted and managed in the prescribed form.

(b) A summary of the licensee’s compliance with these terms and conditions, the applicable terms and conditions prescribed by the Registrar for the specific type of lottery scheme, the Standards and Directives prescribed by the Registrar and any additional terms and conditions imposed by the licensing authority.

New Policy – Added additional flexibility on reporting, allowing groups to scan and email bingo, raffle, break open ticket and yearend reports to the Municipality. The Municipality has the discretion to request originals as needed.

b) The Municipality has the option to accept emails of scanned signed reports with the following conditions:

- An attestation report with two original signatures must be submitted by the organization to approve the electronic reporting method using the City of Windsor’s online reporting application.
- The originals must be kept on file by the organization and be made available upon request.
- The Municipality can exercise the option to request either format (emails or originals) from any participating organization at any time.

We, the undersigned, declare that:

- We are Bona Fide Members for the Licensee;
- We have been authorized to file this report on behalf of the Licensee;
- All required reporting information **from this date forward**, will be submitted electronically to the Municipality.

| Active Account User | | President |
|---------------------|-------------------------|-----------|
| | <i>Signature</i> | |
| | <i>Print name</i> | |
| | <i>Title</i> | |
| | <i>Date</i> | |
| | <i>Telephone Number</i> | |
| | <i>E-mail Address</i> | |
| | <i>G.I.N.</i> | |



**Office of the Commissioner,
Legal & Legislative Services**
Policy, Gaming, Licensing & By-law Enforcement