

# Authorised Raffles - Record Keeping Form

Tasmanian Liquor and Gaming Commission

Minor gaming permit number

Name of permit holder

Correspondence address of permit holder

Contact telephone of permit holder

Name, contact details, and relationship with permit holder (e.g., volunteer, employee, office holder, etc.) of designated contact person, if permit holder is a legal entity

1. Tickets were available for sale for the following dates:

From:

To:

2. The raffle was drawn on the following date

3. The following tickets were sold:

Ticket price	Number of tickets available for sale	Number of tickets actually sold	Total gross proceeds from ticket sales (ticket price multiplied by tickets sold)

4. The following prizes were available, and the following reasonable costs were incurred in obtaining those prizes (if insufficient space, please provide in an attachment):

Prize	Description of prize and any condition attached	Retail value of prize	Reasonable and actually incurred cost of obtaining prize
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			
8th			
9th			
10th			
<b>TOTAL</b>			

5. The following other reasonable operational costs were incurred:

Description of reasonable cost incurred	Amount
<b>TOTAL</b>	

6. The following amount was available for distribution to the relevant not for profit organisation(s) or charitable purpose(s):

**Total available for distribution (total gross proceeds from ticket sales minus total incurred cost of prizes and total other reasonably incurred operational costs):**

7. The amount available for distribution was distributed as follows:

Not for profit organisation or charitable purpose:	Amount paid:	Date paid:	Means of payment (bank transfer, cash, online donation, etc.)

8. The following third parties received remuneration to conduct or promote the raffle, including the identity of that third party, the nature of their involvement, and the nature of their remuneration:

9. The results of the raffle were published on the following date  by the following method

10. The winners of the raffle prizes were as follows, and they were contacted, and prizes distributed as follows (if insufficient space, please provide in an attachment):

Prize	Name, address (postal or email) and telephone number of winner	Date on which winner was first contacted and method of communication	Date on which prize was distributed to winner and method of distribution
1st			
2nd			
3rd			
4th			
5th			
6th			
7th			
8th			
9th			
10th			

11. If any winners could not be contacted or any prizes could not be distributed, the following reasonable steps were taken to contact the winners and distribute the prizes, and the following reasonable steps were taken to sell or otherwise dispose of the prizes and to distribute the proceeds to the relevant not-for-profit organisation or charitable purpose:

Please note, that you may wish to keep relevant underlying records to substantiate the information included in this form.

It is an offence under the *Gaming Control Act 1993* to provide false or misleading information.

Name of person completing the record keeping form:

Date

It is a condition of your minor gaming permit that this form is completed and forwarded to the Commission within six weeks of the raffle being drawn.

Please email your completed form to [lagb.compliance@treasury.tas.gov.au](mailto:lagb.compliance@treasury.tas.gov.au).

LIQUOR AND GAMING CONTACT DETAILS  
GPO Box 1374 HOBART TAS 7001 Australia  
Telephone: (03) 6166 4040

Email: [gaming@treasury.tas.gov.au](mailto:gaming@treasury.tas.gov.au) Web: [www.gaming.tas.gov.au](http://www.gaming.tas.gov.au)