



## Warning:

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It is the responsibility of the applicant to notify the Registrar of Alcohol, Gaming and Racing in writing within 5 days of any material changes to the information supplied on the Registration as a Seller Form or any attachment.

The provision of false, incomplete or misleading information, or the omission of information in this application or in the documents submitted with this application, or the failure to notify the Registrar of Alcohol, Gaming and Racing of any material changes to this information which occur following this application being filed, may result in the refusal, suspension or revocation of registration.

Please refer to the **Declaration** at the end of this document for more information.

## Before you complete this application:

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- If you are a first-time applicant wishing to sell products on behalf of OLG you **must** have a valid **OLG Retailer Agreement** for each site before **or included with this application**.
- To sell break open tickets on behalf of a charitable lottery licensee you must have a valid contract with the charitable lottery licensee.

## When is registration as a Seller required?

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A registration as a Seller is required if you intend to do the following:

- sell lottery products on behalf of the Ontario Lottery and Gaming Corporation (OLG); and/or
- sell break open tickets on behalf of a charitable lottery licensee.

## How long will it take to process my application?

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The application process for a Seller registration generally takes between 2 to 4 weeks. However, this process can be longer if application materials are not submitted in a timely

manner, if they are incomplete, incorrect, or if risks have been identified that warrant further investigation.

To apply for registration or to renew your registration as a Seller, the following documents are required to be submitted to the AGCO:

- **A completed Application for Registration as a Seller.**
- **Personal Disclosure Form(s)** – A completed Personal Disclosure Form (PDF) for *each* individual listed in Section 9 of the Seller application form.
- **Application for Registration as a Category 1 Gaming Assistant** – To be completed for *each* individual listed under Section 10 of the Seller application who does *not* currently have a registration.
- **OLG Retailer Agreement(s)** – A copy of the OLG Retailer Agreement for *each* site identified in Section 7 of the Seller application form, where the type of products to be sold at the site are OLG products (e.g. scratch tickets, Lotto Max, Lotto 6/49, etc.).

**Note:** If you have already submitted a copy of the OLG Retailer Agreement for your site to the AGCO and there have been no changes to your business since your submission then a copy is not required.

## Where can I get the forms?

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All of our forms and guides are available on our website at [www.agco.ca](http://www.agco.ca) under "Gaming".

- Forms may be completed online and printed,
- If completed by hand, use **blue or black** ink (do not use pencil)

Answer in full all questions and sections on the required forms, unless indicated otherwise, and ensure you include all supporting documents and details to avoid any delays in the processing of your application for registration.

Clarification has been provided below for certain sections of the application form. These are questions that sometimes require further clarification.

## Section 1 – Type of Application

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The difference between a new, reinstatement, renewal and change of ownership application type is the following:

- **New** – Applicant has never been registered as a Seller and is applying for the first time;
- **Reinstatement** – Applicant is applying to re-activate their Seller registration that had previously been terminated;

- **Renewal** – Applicant is applying to renew their existing Seller registration; and
- **Change of Ownership** – Applicant is applying to take over a site that is currently registered to another Seller.

## Section 2 – Full Legal Name of Applicant

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Provide the legal name of the business entity, organization or association that is applying for the registration.

- If the applicant is a **sole proprietor**, provide the full legal name of the owner.
- If the application is a **partnership**, provide the full legal names of all partners.
- If the applicant is a **corporation**, provide the full legal name of the corporation (as per Articles of Incorporation).
- If the applicant is an **association** or **organization**, provide the full name of the association or organization.

## Section 3 – Contact

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The individual named as the contact in reference to the application will also be the main point of contact for all future correspondence from the AGCO (e.g. certificates of registration, notices, renewal applications, letters, etc.).

## Section 4 – Head Office or Business Address of Applicant (cannot be a Post Office Box)

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When entering the head office or business address, mailing address or address of the site, ensure you indicate each part of the address separately in the spaces provided.

*Example:*            90 Sheppard Avenue East

Street Number: 90

Street Name: Sheppard

Street Type: Avenue

Direction: East

## Section 5 – Mailing Address of the Applicant

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The mailing address is the address to which you would like the AGCO to mail **all** of your correspondence (e.g. certificates of registration, notices, renewal applications, letters, etc.). A post office box will be accepted for this address. Only one mailing address can be provided.

If a mailing address is not provided, all correspondence will be mailed to the head office or business address indicated in Section 4 of the Seller application form.

### 5 – Mailing address of applicant (if different from head office or business address above)

When entering the head office or business address, mailing address or address of the site, ensure you indicate each part of the address separately in the spaces provided.

*Example:*           90 Sheppard Avenue East

Street Number: 90

Street Name: Sheppard

Street Type: Avenue

Direction: East

## Section 7(a) – Business Name or Operating Name of the Site

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Provide the business name under which the applicant operates and/or is registered with the Ministry of Government and Consumer Services (MGCS).

**Note:** The business name or operating name must match exactly throughout the OLG Retailer Agreement, Master Business Licence and AGCO application forms.

## Section 7(b) – Types of Products to be Sold at the Site

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A registered Seller has the ability to:

- sell lottery products (e.g. scratch tickets, Lotto Max, Lotto 6/49) on behalf of the Ontario Lottery and Gaming Corporation (OLG); and
- sell break open tickets (also known as Nevada tickets or Pull Tab tickets) on behalf of a charitable lottery licensee.

**If you intend to sell both break open tickets and OLG products, check both boxes on the Seller application form.**

### **Selling OLG Products:**

If you are a **first-time applicant** wishing to sell products on behalf of OLG you **must** provide a valid **OLG Retailer Agreement** for each site with this application.

The Retailer Location Number (RL #) assigned to your site by OLG must be indicated on the application. The RL # of your site is on your OLG Retailer Agreement.

### **Selling Break Open Tickets:**

To sell break open tickets on behalf of a charitable lottery licensee you must have a valid contract with the charitable lottery licensee. A copy of this contract is **not** required to be provided to the AGCO with your application.

### **7(c) Address of the site (cannot be a post office box)**

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When entering the head office or business address, mailing address or address of the site, indicate each part of the address separately in the spaces provided.

*Example:*           90 Sheppard Avenue East

Street Number: 90

Street Name: Sheppard

Street Type: Avenue

Direction: East

### **Section 9 – Individuals Associated with the Applicant who currently oversee the sale of break open tickets and/or OLG products**

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This section **only** applies to the following types of individual(s) who currently oversee the sale of break open tickets and/or OLG products:

- the **sole proprietor** of the sole proprietorship;
- the **partners** of the partnership;
- the **officer(s), director(s), shareholder(s)** of the corporation; or
- the **board member(s)** of the association or organization (non-profit or charitable).

**Note:** This does not apply to Category 1 Gaming Assistant – Lottery Retailer Manager.

**Oversight** responsibilities would include:

- organizing and managing the sale of break open tickets and/or OLG products;
- managing compliance issues regarding the sale of break open tickets and/or OLG products; or
- having signing authority to purchase break open tickets and/or OLG products for the site(s), enter into contracts with gaming service suppliers and/or OLG, or complete an “offer of employment” for a Category 1 Gaming Assistant.

## **Section 10 - Category 1 Gaming Assistants**

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A **Category 1 Gaming Assistant** (formerly known as Lottery Retailer Manager) refers to an individual who is employed by the applicant who has or will oversee and have decision-making authority for the sale of break open tickets and/or OLG products.

**Note:** This does not include the individual(s) listed in **Section 9**.

These are individuals whose responsibilities would include:

- organizing and managing the sale of OLG products;
- managing compliance issues regarding the sale of OLG products; or
- having signing authority to purchase OLG products for the site(s) or enter into contracts with OLG, or complete an “offer of employment” for a Category 1 Gaming Assistant.

**Note:**

1. This question **only** applies to applicants who intend to sell OLG products.
2. The individual(s) listed in Section 9 of the Seller application form should not be included in Section 10 of the Seller application form. Section 9 applies to individuals associated with the business entity (e.g. officers and directors) whereas Section 10 applies to employees.
3. Individuals employed by the applicant whose duties and responsibilities are limited to the sale of OLG products on behalf of the applicant (e.g. sales clerk, cashier, etc.) should not be included in Section 10 of the Seller application form.

## **Section 11 – Background Information**

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If “Yes” is answered to any of the questions in this section, details and all supporting documents must be included.

## Declaration

The declaration must be completed and signed by an individual who has signing authority (i.e. authority to bind) on behalf of the business entity (applicant) named in Section 2 of the Seller application form.

Typically this would include:

- the sole proprietor of the sole proprietorship;
- all partners of the partnership;
- an officer or director of a corporation; or
- a member of the association or organization that has signing authority on behalf of the association or organization.

## Attachments

Attach a separate sheet of paper for questions where the space provided is insufficient to complete your response,

- include name of the applicant and label each answer with the appropriate Section number and title.

Also ensure you indicate on the form that an attachment (e.g. details, supporting document, etc.) has been provided.

## Where do I submit my application?

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Mail or deliver your completed application and supporting documents to:

**Alcohol and Gaming Commission of Ontario**  
Licensing and Registration  
90 Sheppard Avenue East  
Suite 200  
Toronto ON M2N 0A4

**Please keep a copy of your forms and any attachments for your records.**

A Seller registration will be issued to you if the Registrar of Alcohol, Gaming and Racing is satisfied that all requirements have been met, a risk-based assessment has been completed and concerns (if any) have been addressed.

Upon the issuance of your registration as a Seller you will receive a certificate of registration for **each** site where you intend to sell break open tickets and/or OLG products.

Each certificate of registration includes the address of the site. The certificate should be kept at the site so that it is readily accessible upon request of a customer, AGCO Inspector or local police.

## Important

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Applicants are required to be aware of their responsibilities under the *Gaming Control Act*, 1992, and its Regulations. Copies of the Act and Regulations are available on our website ([www.agco.ca](http://www.agco.ca)), or can be obtained from from e-laws (<https://www.ontario.ca/laws>), or by calling ServiceOntario Publications at 1-800-668-9938.

## Questions or Concerns

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If you have any questions or concerns, please contact AGCO Customer Service during regular business hours at **416-326-8700** (in the GTA) or **1-800-522-2876** (toll-free in Ontario). You can also find helpful information on our website ([www.agco.ca](http://www.agco.ca)).