

**MASTER AGENT
SERVICE PROVIDER**

TERMS OF REFERENCE

I. Background:

The Lotteries programme is administered under the Lotteries Control Act and its associated regulations. The Office of the Prime Minister and Ministry of **Investment** is responsible for the lotteries portfolio. Since May 2nd, 2023, the Government lotteries (Boledo, Jackpot Lottery and Ordinary Lottery) have been paused and Cabinet, after considering the importance of the Government Lottery due to its cultural significance and the tax revenues it generates, instructed the Ministry of Investment, which is currently responsible to regulate lotteries in Belize, to resume the operation of the Government Lotteries.

The Government of Belize will now administer the lotteries through the Belize Government Lotteries Limited (BGLL), a newly established company to administer, operate, and promote the Belize Government Lotteries. The Ministry of Investment is currently ensuring all procedures, systems, equipment, and personnel are in place to operationalize BGLL.

BGLL is seeking four Master Agents¹ that will be responsible for the sale and distribution of lottery tickets for the Belize Government Lottery (Boledo, Jackpot Lottery and Ordinary Lottery), and payment of winnings for the respective geographic zones. One Master Agent is needed for each of the respective geographic zones (Northern Zone- Corozal District and Orange Walk District; Eastern Zone- Belize District; Western Zone- Cayo District; Southern Zone- Stann Creek District and Toledo District). Disclaimer: Applicants cannot apply to be a Master Agent for more than one zone and Master Agents cannot be their own sub-agents.

1. Boledo – The lottery in which the winning number comprises two digits and is drawn in accordance with the provisions of sub-regulation (2) of Regulation 3 of the Lotteries Control Regulations;
2. Jackpot Lottery – The lottery in which the winning number comprises four digits and is drawn in accordance with the provisions of sub-regulation (2) of Regulation 3 of the Lotteries Control Regulations; and
3. Ordinary Lottery – The lottery in which the winning number comprises the last two digits of the winning number of the Jackpot Lottery.

¹ Master Agent- is an agent that is responsible for the distribution, and sale of (only Boledo, Sunday Lottery and Jackpot Lottery) for any one of the respective geographic zones.

Below is a list of benefits that will be generated due to the Government directly administering the Belize Government Lotteries.

1. The Government Lottery sales will be made **electronic**.
2. Anyone interested can apply to be a sub-agent.
3. A lottery expert will be hired to audit and maintain the equipment, systems, and processes.
4. There will be a reduction of illegal lottery sales.
5. Increase in revenues and decrease costs of the Government lotteries using technology.
6. Increase in funding for the National Health Insurance (NHI) and Official Charities Fund (OCF).
7. Remedy of loopholes used for tax avoidance by the lottery sector.
8. Service provided will be of international industry standards; and
9. Compliance with lotteries control act and relevant laws.

II. Objective

The successful tender shall be awarded an agreement with the Government of Belize to be a Master Agent responsible for the distribution, and sale of (only Boledo, Sunday Lottery and Jackpot Lottery) and payment of winnings for any one of the respective geographic zones (Northern Zone- Corozal District and Orange Walk District; Eastern Zone- Belize District; Western Zone- Cayo District; Southern Zone- Stann Creek District and Toledo District).

III. Scope and activities

Master Agent for respective geographic zone

- i.* Establish management, distribution, and sales of (only Boledo, Sunday Lottery and Jackpot Lottery) tickets to sub- agents².
- ii.* Prepare a management structure for the distribution and sale of lottery tickets in the respective geographic zones.
- iii.* Establish a relationship and commission with sub-agents that will sell lottery tickets.
- iv.* Keep a database of all sub-agents, name, address, location, email and contact number.
- v.* Monitor that sub-agents are adequately supplied with credits for the sale of lottery tickets.
- vi.* Ensure that all equipment (Lottery Terminals (fixed and mobile) are in working condition. If equipment malfunctions, report immediately to BGLL.

² Sub Agent- Agents that will work under the Master Agent to sell and distribute tickets to customers. A sub-agent will not be required to have a Bond.

- vii.* Distribute BGLL registered and branded thermal paper to sub-agents.
- viii.* Establish prize claim center location(s) and a policy for redeeming prizes. (winnings will be paid by Master Agent)
- ix.* Formulate a strategy to monitor and report the sale of illegal lotteries.
- x.* Maintain financial ability to be a Master Agent over the course of the agreement with the ability to cover payment of commission to sub-agents and payment of winnings in a timely manner.

IV. Outputs

1. Administer exclusively the distribution, and sale of Government lottery tickets in the respective geographic zone.
2. Establish a proper redemption centre(s) for lottery prizes in the respective geographic zone.
3. Increase Government Revenue from Government Lotteries.
4. Increase lottery sales in the respective geographic zone.
5. Monitor and report the sale of illegal lottery in the respective geographic zone.

V. Terms of Service

The Government expects the service to be provided for a period of 1 year subject to the conditions of the agreement. The Master Agent will work under supervision of the BGLL and Lotteries Committee as per the agreement.

The Master Agent will present BGLL with the below prior to the signing of the contract:

1. One (1) certified letter from any of Belize's financial institutions (banks or credit unions) showing that the applicant is in good standing and has access to a minimum of \$1,000,000.00 BZ in their account(s). (Showing financial ability to pay prizes in the respective geographic zone)
2. One (1) letter of assurance from a financial institution that a Bond of \$500,000.00 BZ can be provided to cover any winnings that are to be paid.
3. Payment of the non-refundable application fee of **BZ \$15,000** shall be made prior to the submission of an application. The Applicant should include a copy of the treasury receipt included in the sealed package.

The Master Agent will furnish the Lotteries Committee with audited financials. The bond is to be renewed annually.