Frequently asked questions (FAQ) for Private Lotteries

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| 1. **Payment** |
| Can the clubs apply for GIRO mode of payment? |
| The GIRO mode of payment is currently not available for private lottery duties.  Please pay with [cheque/ cashier’s order](https://www.iras.gov.sg/IRASHome/Quick-Links/Payments/Cheque/-Cashier-s-Order/) or make payment via Internet Banking Fund Transfer. |
| Can the clubs pay private lotteries duty via fund transfer? |
| Clubs can make payment via Internet Banking Fund Transfer to IRAS’s Bank account directly. The link to IRAS’s Bank account details is [here](https://www.iras.gov.sg/irashome/Quick-Links/Payments/Internet-Banking-Fund-Transfer/).  Please quote the Tax Reference No. (e.g “PL0264”), Lottery Type (e.g. Fruit Machines), Reporting period and Name of the club under the payment details. This will help us to process and receipt your payment promptly. |
| 1. Can the club attach the cheque to the Private Lotteries return and drop it into IRAS’s mailbox? |
| No. The cheque and the return are to be submitted **separately**. Please do not attach the cheque to the Private Lotteries return to avoid any delay in processing the payment. Please use the mailboxes\* labelled as follow:   * “Cheque Deposit Only” – For Cheque. * “Tax Forms and Documents”- For PL Return and Forms.   \*Drop-off mailbox is located at Main Lobby, Level One, Revenue House |

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| 1. **Private Lotteries Duty Return** |
| * 1. Can my club submit the soft copy of the Form PL-R (Private Lotteries Duty Return) instead of the hard copy to IRAS? |
| Yes. The club may submit the soft copy of the signed Form PL-R to gamingtax@iras.gov.sg. The club may retain the hardcopy for its record. |
| Can my club’s jackpot room supervisor or Finance Manager sign Form PL-R? |
| No. Your club’s jackpot room supervisor or Finance Manager cannot sign Form PL-R unless he is authorised by the club’s management committee (Please refer to Question 2.c) Similar to the signatories required for clubs’ Income Tax Return Form P1, only the club’s principal officers per Registry of Society’s records, such as the club’s President, Honourable Secretary, Treasurer or management committee member may sign Form PL-R. |
| Can the management committee authorise a staff of the club to sign Form PL-R on its behalf? |
| A staff of the club is allowed to sign the Form PL-R provided the following conditions are satisfied:   * 1. There is a letter of authorisation signed by the Secretary or a member of the management committee appointing the assigned staff (with name, designation and identification number) to sign Form PL-R; and   2. There are documented minutes of meeting on the club's management committee's decision to delegate the task of signing the Form PL-R to the assigned staff.   Notwithstanding the authorisation, the management committee shall remain responsible for the affairs of the club with regard to Private Lotteries Duty. The authorisation will lapse once the assigned staff leaves the club or his position. |
| Forms PL-R1 and PL-R2 require signature by the “club’s representative”. Do they follow the same signatory requirement as Form PL-R? |
| Forms PL-R1 and PL-R2 can be signed by the club's staff (e.g. jackpot room supervisor) who prepares the form.  Form PL-R1 needs to be marked with audit identification by affixing the audit firm's stamp and providing the name of the auditor who is involved in the review.  Form PL-R shall be signed by the club's principal officers per Registry of Society's records, such as the club's President, Honorary Secretary, Treasurer, management committee member or staff authorised by the management committee (Please refer to Q2.c) |
| My club conducts a scheduled lottery (one-time) on 5 Aug 2014 and operates fruit machines in Aug 2014. Can I report the private lotteries duty payable for both the scheduled (one-time) lottery and the fruit machines on the same Form PL-R which will be submitted by 14 Sep 2014? |
| In this case, you will have to submit separate forms for the two types of lotteries conducted in Aug 2014 as the private lottery duty payable on the scheduled lottery (one-time) conducted on 5 Aug 2014 has to be reported by 19 Aug 2014 (14 days from the date of the lottery); whereas the private lotteries duty on the operation of fruit machines in Aug 2014 will need to be reported by 14 Sep 2014.  Assuming further that you conduct another scheduled lottery (one-time) on 5 Sep 2014 (for which filing is due on 19 Sep 2014), you may then report the duty payable for both lottery types on the same Form PL-R and submit it by 14 Sep 2014. |
| 1. My club decides not to claim the cascade payouts when computing private lotteries duty, what should my club take note of when completing Form PL-R and the GST Return? |
| If your club does not wish to claim cascade payouts as part of "Total winnings paid" to lower the amount of GST Chargeable on gaming supplies, your club should take note of the following:   * + Form PL-R: Do not enter any amount under Line 1b (ii) "Jackpot prizes awarded"   + GST Return: Do not reduce the standard-rated supplies by the cascade payouts. |
| The club’s committee is not available to sign the PL return and cheque by the due date. Can the club submit the PL return and payment after the due date (i.e. 14th of the month)? |
| No. Clubs must file and pay their PL returns and duties on time. If the clubs do not file their PL return and make payment by the due date, IRAS may impose a penalty. Form PL-R shall be signed by the club’s principal officers based on Registry of Society’s records; these include the club’s President, Honorary Secretary, Treasurer, management committee member or staff authorized by the management committee. (Please refer to Q2.c) |
| 1. The club has rounded up the figure of ‘Total wagered by the players’ and ‘Total winnings’ in the Form PL-R. Is this acceptable? |
| When preparing the Form PL-R, please drop the cents and enter the dollars only.  Under Explanatory Note 15 of Form PL-R, please ensure that the figures in the Line 1 of Form PL-R agree to the corresponding totals in Forms PL-R1 and PL-R2 as shown below.   |  |  |  | | --- | --- | --- | | Form PL-R | Form PL-R1 | Form PL-R2 | | Line 1 | Total in column | Total in column | | a | D | G | | b(i) | K | H | | b(ii) | Jackpot prizes awarded | I | | f |  | A | | g | B | | h | C | | i | D | | j | E | |

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| 1. **Reporting Date Schedule** |
| 1. The date of present meter readings in the Form PL-R1 does not tally with the club’s reporting date schedule submitted to IRAS. Can the Form PL-R1 be accepted? |
| No. Clubs must report the date of present meter readings in the Form PL-R1 based on the reporting date schedule submitted to IRAS. In circumstances where clubs need to change the reporting date, the clubs should email to gamingtax@iras.gov.sg and provide the reason for the request prior to the scheduled reporting date. Otherwise, the club will have to resubmit the Form PL-R1. |

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| 1. **Meter Reset, Hard Meter and Soft Meter readings issues** |
| 1. The fruit machine’s soft meter is corrupted and unable to print the soft meter readings. How to compute the soft meter readings for ‘Turnover’ and ‘Total Wins’ in the Form PL-R1? |
| In situation where the fruit machine’s soft meter readings in the reporting period is deemed unreliable due to technical issues, the club may rely on the hard meter readings to determine the Turnover and Total Wins meter readings for the affected period with soft meter issues. The club needs to maintain a reconciliation in accordance with Explanatory Note 13 of Form PL-R1 and enclose all soft & hard meter readings records, certified technician service report, audit checklist and Form PL-R2 in the submission. |
| 1. What must the club do when there is a reset of machine meter, replacement of machine or movement of machine during the reporting month? |
| The club must select “Yes” in column A of Form PL-R1 and ensure that the external auditor highlights the observations in the “Audit Checklist for Form PL-R1” at Checks no. 7. Please submit the audit checklist together with the PL return to IRAS. |
| For Form PL-R1, a fruit machine has to be checked by a technician if the difference between soft and hard meter readings exceeds $5. The reason for the difference shall be documented in the "Reason if meter difference > $5" worksheet and submitted together with the Form PL-R1 to IRAS. Is this threshold of $5 applicable to variances between the profit based on meters and profit based on manual records in Form PL-R2 as well? |
| The club may decide on the amount of tolerable variance for Form PL-R2. It need not follow the same $5 threshold in Form PL-R1. However, it is recommended the tolerable variance be set up-front by the club's management (in consultation with the club's external auditors if necessary) so that the staff is clear on the appropriate follow up actions for variances that exceed the threshold when preparing Form PL-R2.  For example, if a club decides that it is reasonable to accept a variance of $20 per fruit machine for purposes of completing Form PL-R2, the club may choose not to investigate variances which are less than $20. Conversely, if any machine shows a variance exceeding the club's threshold, it should be checked and reasons for the variance ought to be documented.  Possible causes of variance for Form PL-R2 might include:   * + Incorrect recording as a result of human error   + Not converting credits registered in meters to dollars   + Faulty machine (or meter)   + Theft from machine hopper or cash box   Form PL-R2 is to be prepared monthly and maintained as a supporting document to the Form PL-R. Clubs shall submit Form PL-R2 upon IRAS' request. |

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| 1. **Others** |
| 1. What must the club do if the club’s name is changed or moved to another location? |
| The club is required to complete the [Change of Club’s ParticularForm](mailto:Change%20of%20Club's%20Particular%20Form) and send the Form via email to [gamingtax@iras.gov.sg](mailto:gamingtax@iras.gov.sg). Please note that the club is also required to notify Gambling Regulatory Unit (GRU) of the change of the club’s particulars. |
| 1. Who is the promoter of a private lottery? | |
| Under the Private Lotteries Act 2011, the promoter of a private lottery is the individual (usually the secretary of a club or society) or similar designation, who promotes the lottery. The promoter is responsible for paying the private lotteries duties and submitting the [required records](https://www.iras.gov.sg/irashome/Other-Taxes/Private-lotteries-duty/Filing-private-lotteries-duty/Filing-Form-PL-R-and-Other-Documents-/-When-to-File/" \o "Filing Form PL-R and Other Documents / When to File) to IRAS. | |