

It is a condition of your Gambling Commission Lottery Licence that you complete an ANNUAL RETURN for your lottery. Annual Returns need to be completed by the operator and can't be done by Gatherwell (unlike the regular Lottery submissions). This guide is intended to help with the submission which we hope will be useful when completing.

All Annual Returns have to be completed online via the Gambling Commission **eServices** portal that each operator has access to. Please click on the following link to see the guidance notes issued by The Gambling Commission (GC), see Society Lottery > Remote - [Regulatory returns guidance - Gambling Commission](#)

This is an annual report that you, as the operator, must return, but please do check with your Regulatory Caseworker at the GC if you are unsure of any of the answers you are providing. If you do not know who this is, please email [licensing@gamblingcommission.gov.uk](mailto:licensing@gamblingcommission.gov.uk) to find out.

- Date Payment Made – Provided that your Lotteries Council membership is **fully paid up to date**, you can add any date that falls within the period your Returns relate to.
- Self-exclusions made during this return period - 0\*\* (Unless previously advised by Gatherwell)
- Known breaches of self-exclusion - 0\*\* (Unless previously advised by Gatherwell)
- Self-excluded individuals opting to return to gambling - 0\*\* (Unless previously advised by Gatherwell)
- People who have gambled were unable to verify their age - 0\*\* (Unless previously advised by Gatherwell)
- Incidents logged in the customer interaction log - 0\*\* (Unless previously advised by Gatherwell)
- Individuals included in the customer interaction log - 0\*\* (Unless previously advised by Gatherwell)
- Gatherwell Ltd Gambling Commission remote license number - 000-036893-R-317859-013 & non-remote 036893-N-327698-006

\*As the contribution is made via the trade body (The Lotteries Council), the system will then grey out the value box, so no amount is needed. If not, then £1 should be entered. **This is the figure which the Gambling Commission requires our members to record.**

\*\* All instances noted by BULLET POINTS above are to be none/0 UNLESS you have been made aware by your account manager otherwise, as previously mentioned, these questions are referring to data breaches that the company would advise you of at the time of the incident.

The questions are geared towards your internal structure and how the lottery is run from your side along with any data breaches from yourselves as the operator or with us as your ELM. Most questions are fairly obvious however for the ones that might stump you we have supplied answers to below:

- Total number of employees – the number of employees that manage the lottery including licence holders (NOT total number of employees at the council)
- Are contributions made - Yes
- Contributions made via trade body - Yes
- Trade body - The Lotteries Council
- Nature of contribution - Monetary
- Details of contribution- By proxy as a member of the Lotteries Council
- Value of contribution - £1\*
- Beneficiaries - Gambleaware
- Time period - Annually