



College of Pharmacists  
of British Columbia

## PHARMACY LICENSURE

### DECLARATION – DEFERRED SUBMISSION OF A REQUIRED DOCUMENT(S) FOR CHANGE APPLICATION

#### CHANGE OF DIRECT OWNER

If you cannot provide the required document for a *Change of Direct Owner* application at the time of submitting the application form *OR* before the effective date, submit the temporarily acceptable documents (see below) with the application and then submit the required document before the deadline specified below.

Type of Change	Required Document	Temporarily Acceptable Documents until Required Document Becomes Available	Deadline to Submit the Required Document after Submitting the Application
Direct Owner	Business Licence issued to the new direct owner	<ol style="list-style-type: none"> <li>Written confirmation from the jurisdiction about the delay in issuing the business licence <u>or</u> a business licence receipt; and</li> <li>A signed copy of the declaration below.</li> </ol>	<b>No later than 14 days</b> after issuance of the business licence
Direct Owner (Amalgamation Only)	<a href="#">BC Company Summary</a> and certified <a href="#">Central Securities Register</a> (if applicable)	<ol style="list-style-type: none"> <li>A copy of the <i>Amalgamation Application</i> filed with BC Registry Services; and</li> <li>A signed copy of the declaration below.</li> </ol>	<b>No later than 30 days</b> after effective date of change

I, \_\_\_\_\_, the authorized representative  
 First name Last name  
 of the new direct owner, \_\_\_\_\_, am **not** able to provide the required document at  
 Corporation name  
 the time of submitting the pharmacy change application on \_\_\_\_\_ and declare that I will  
 Date

submit (select all that apply):

- a new business licence of the pharmacy issued to the new Direct Owner within 14 days after issuance by the jurisdiction.
- a copy of the *BC Company Summary* of the amalgamated corporation issued by BC Registry Services within 30 days after the effective date of change.
- a certified true copy of the *Central Securities Register* of the amalgamated corporation (certified by a notary public or lawyer) within 30 days after the effective date of change.

I understand that failure to submit the above document(s) before the deadline may result in a referral to the Inquiry Committee or Application Committee.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Registration Number/eServices ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

The College collects personal information on this application form to process the application and administer the College's related activities. The collection of this information is authorized under section 26(c) of the *Freedom of Information and Protection of Privacy Act* (the Act). The College is authorized to use this information as per section 32(a) of the Act and may also disclose information in other circumstances when authorized by the Act or other legislation. Further information regarding the collection, use and disclosure of personal information can be found in the privacy policy posted on the College website: <https://www.bcpharmacists.org/privacy>. Should you have any questions about the collection, use or disclosure of this information, please contact our Privacy Officer at: [privacy@bcpharmacists.org](mailto:privacy@bcpharmacists.org) or 778-330-0969.



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### DECLARATION – DEFERRED SUBMISSION OF A REQUIRED DOCUMENT(S) FOR CHANGE APPLICATION

#### **CHANGE OF INDIRECT OWNER(S)**

If you cannot provide the required document at the time of submitting the application form *OR* before the effective date, submit a signed copy of this declaration with the application form, and then submit the required document before the deadline specified below.

Type of Change	Type of Application	Required Document	Deadline to Submit the Required Document after Submitting the Application
Director	Change of Indirect Owner	Notice of Change of Directors filed with BC Registry Services	No later than 30 days after effective date of change
Officer	Change of Indirect Owner	-	Officer information must be updated on the <i>BC Company Summary</i> and <i>Annual Report</i> for the next pharmacy licence renewal application
Officer	Pharmacy Licence Renewal	<a href="#">BC Company Summary</a> or <a href="#">Annual Report</a> with current officer information	Officer information must be updated on the <i>BC Company Summary</i> and <i>Annual Report</i> for the next pharmacy licence renewal application
Shareholder	Change of Indirect Owner	Certified true copy of the updated <a href="#">Central Securities Register</a>	No later than 30 days after effective date of change

I, \_\_\_\_\_, the current authorized representative of the direct  
First name Last name

owner, \_\_\_\_\_, am **not** able to provide the required document at the time of  
Corporation name

submitting the pharmacy application on \_\_\_\_\_ and declare that I will submit (select all that apply):  
Date

(Directors) a copy of the updated **Register of Directors** with this declaration, followed by a copy of the *Notice of Change of Directors* filed with BC Registry Services within 30 days after the change becomes effective on \_\_\_\_\_.

Date

(Officers) a copy of **Schedule "A"** with this declaration, followed by an updated copy of the *BC Company Summary* or *Annual Report* with the correct indirect owners' for the next pharmacy licence renewal application after the next *Annual Report* is filed with BC Registry Services.

(Shareholders) a copy of this declaration, followed by a certified true copy of the updated *Central Securities Register* within 30 days after the change becomes effective on \_\_\_\_\_.

Date

I understand that failure to submit the above document(s) before the deadline may result in a referral to the Inquiry Committee or Application Committee.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Registration Number/eServices ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

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#### SCHEDULE “A”

I, \_\_\_\_\_, as \_\_\_\_\_ of  
First name Last name Office held

\_\_\_\_\_ (the “Corporation”), in such capacity, certifies for and on behalf of the Corporation,  
Corporation name

intending that the same may be relied upon by the College of Pharmacists of B.C. without further inquiry, as follows:

1. \_\_\_\_\_  is an Officer /  is **no longer** an Officer with the  
First name Last name

Corporation although his/her name  is listed /  is not listed in the *BC Company Summary* or *Annual Report* because:

the change was effective on: \_\_\_\_\_, which occurred after the Annual Report was last  
Date  
filed with BC Registry Services.

the individual named above passed away on: \_\_\_\_\_, which occurred after the Annual  
Date  
Report was last filed with BC Registry Services.

the Corporation chose not to include officer information when filing the last Annual Report.

2. The following individuals are all the current signing Officers of the Corporation, and are authorized to sign to bind the Corporation (attach a separate sheet if additional space is needed):

_____	_____	_____
First name	Last name	Position
_____	_____	_____
First name	Last name	Position
_____	_____	_____
First name	Last name	Position

3. The information provided above is true, accurate and complete.

I understand that I must provide the College of Pharmacists of B.C. with a *BC Company Summary* or *Annual Report* with the current indirect owners’ information at the next pharmacy licence renewal application after the next Annual Report is filed with BC Registry Services. I understand that failure to submit the required document for the next pharmacy licence renewal may result in a referral to the Inquiry Committee or Application Committee.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Registration Number/eServices ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

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