This checklist is applicable to direct owners that are corporations when they submit:

- New Pharmacy Licence (Community) application, or
- Change of Direct Owner application.

Note that the application form for a Change of Direct Owner must be submitted by the authorized representative of the NEW direct owner no later than 30 days before the effective date of change. The remaining requirements must be completed by the effective date of change.

In addition to the appropriate application form, submit the following specific ownership requirements:

1. OWNERSHIP INFORMATION

Information from the (new) Direct Owner:

- **BC Company Summary** issued by BC Registry Services after filing the most recent annual report, dated within a year of the date of submission (note the date beside “Last Annual Report Filed:”). Click [here](#) to view a sample. Note: annual report is not acceptable.

- **Central Securities Register** (a.k.a. shareholder’s register) certified by a notary public or lawyer.

- Basic information of each **director, officer, and shareholder** using page 1 of [PODSA Form 7: Indirect Owner – Email Contacts](#) to collect the information. *Note for pharmacy renewal: you will be entering the information on eServices, not uploading the completed form*

If the (new) Direct Owner has shareholders (i.e. parent companies) which are non-publicly traded corporations incorporated in BC, also submit the following information for each **parent company**:

- **BC Company Summary** issued by BC Registry Services after filing the most recent annual report, dated within a year of the date of submission (note the date beside “Last Annual Report Filed:”). Click [here](#) to view a sample. Note: annual report is not acceptable.

- **Central Securities Register** (a.k.a. shareholder’s register) certified by a notary public or lawyer.

- Basic information of each **director, officer, and shareholder** using page 2 of [PODSA Form 7: Indirect Owner – Email Contacts](#) to collect the information. *Note for renewal: you will be entering the information on eServices, not uploading the completed form*
2. PROOF OF ELIGIBILITY

Proof of Eligibility consists of two parts:

1) Attestation [click on the link for the form]; and
2) Criminal Record History*

They must be submitted by the following individuals:

☐ Pharmacy manager of the (new) pharmacy;
☐ Each director of the (new) Direct Owner;
☐ Each officer of the (new) Direct Owner;
☐ Each shareholder (individual) of the (new) Direct Owner;

If the (new) Direct Owner has shareholders (i.e. parent companies) which are non-publicly traded corporations incorporated in BC, the following individuals must also submit their Proof of Eligibility:

☐ Each director of each parent company,
☐ Each officer of each parent company,
☐ Each shareholder (individual) of each parent company.

*Instructions to complete the Criminal Record History (CRH), if required, will be sent to each individual by email upon receipt of a completed attestation. CRH is required every 5 years from the date the information was last provided to the College. **Note that the Criminal Record History required for ownership under the Pharmacy Operations and Drug Scheduling Act is not the same as the Criminal Record Check required for registration as a pharmacist or pharmacy technician by the Criminal Records Review Program pursuant to Section 20(3) of the Health Professions Act.**

3. BUSINESS LICENCE OF THE PHARMACY

☐ Current business licence of the new pharmacy OR business licence of the pharmacy issued to the new direct owner (refer to the Pharmacy Licensure Guide for more information).