



College of Pharmacists  
of British Columbia

## PHARMACY LICENSURE

### CHECKLIST – OWNERSHIP REQUIREMENTS (CORPORATION AS DIRECT OWNER)

This checklist is applicable to the following types of pharmacy application:

Type of Application	Deadline to Submit	Submission Method
<b>NEW PHARMACY LICENCE (COMMUNITY)</b>	-	Paper application by email or fax by the authorized representative of the direct owner
<b>PHARMACY LICENCE RENEWAL (COMMUNITY) DURING THE TRANSITION PERIOD</b>	No later than <u>30 days before</u> the pharmacy licence expires (see important notes below*)	Upload documents in electronic format online through eServices by the authorized representative of the direct owner
<b>CHANGE OF DIRECT OWNER</b>	No later than <u>30 days before</u> the change effective date	Paper application by email or fax by the authorized representative of the <b>NEW</b> direct owner

#### IMPORTANT (RENEWAL – TRANSITION PERIOD):

- *Pharmacy Licence Renewal Notice* will be sent to all authorized representatives of the direct owner of a pharmacy due for renewal approximately 75 days before the pharmacy licence expires.
- The authorized representative(s) of the direct owner will be responsible for renewing the pharmacy licence(s). If your corporation (direct owner) has more than one authorized representative (i.e. Director), please determine among yourselves who will be responsible for renewing your pharmacy licence(s).
- If this is your first pharmacy licence renewal application during the transition period, officers and shareholders of the Direct Owner, as well as the directors, officers and shareholders of the parent companies will **not** be able to submit their Proof of Eligibility (#3 below) until Ownership Information (#1 below) has been processed and validated by the College upon submission. Please allow 14 days for processing.
- Review the **eServices Tutorial** section in the [Pharmacy Licensure Guide](#) before logging onto your eServices account when you are ready to submit the documents below.
- If your corporation owns more than one pharmacy that is due for renewal in a particular month, all of those pharmacies will be renewed at the same time in a single process (i.e. submit all documents and pay all licence fees for all pharmacies together).

#### Process Overview (Ownership Requirements Only)



\* For *New Pharmacy Licence (Community)* and *Change of Direct Owner* applications, **attestation** from each indirect owner is submitted using paper [Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility](#) at the same time with the application form and required ownership information (i.e. attestation is **NOT** done on eServices).

**New Pharmacy Licence & Change of Direct Owner: Email your forms to the Licensure Department at [licensure@bcpharmacists.org](mailto:licensure@bcpharmacists.org)**

## 1. OWNERSHIP INFORMATION

### Information from the 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 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 renewal: you will be entering the information on eServices, not uploading the completed form\**

### If the 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 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\*, and 2) Criminal Record History\*\* and must be submitted by the following individuals:

- Pharmacy manager of the renewing pharmacy;
- Each director of the Direct Owner;
- Each officer of the Direct Owner;
- Each shareholder (individual) of the Direct Owner;

### If the 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, and
- Each shareholder (individual) of each parent company.

\*If you are an indirect owner (i.e. director, officer and/or shareholder) of multiple pharmacies, you are required to attest to *each* of the pharmacies individually. You will receive an email reminder to complete your Proof of Eligibility for each pharmacy of which you are an indirect owner at the time of pharmacy licence renewal.

\*\*Criminal Record History 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*.**

### Also submit the following as appropriate:

- [Application form](#)
- Current business licence of the new/renewing pharmacy *OR* Business licence of the pharmacy issued to the new direct owner (refer to the [Pharmacy Licensure Guide](#) for more information)

**New Pharmacy Licence & Change of Direct Owner: Email your forms to the Licensure Department at [licensure@bcpharmacists.org](mailto:licensure@bcpharmacists.org)**

tel 604.733.2440 800.663.1940 fax 604.733.2493 800.377.8129 200 / 1765 WEST 8TH AVE VANCOUVER BC V6J 5C6 BCPHARMACISTS.ORG