



College of Pharmacists
of British Columbia

PHARMACY LICENSURE

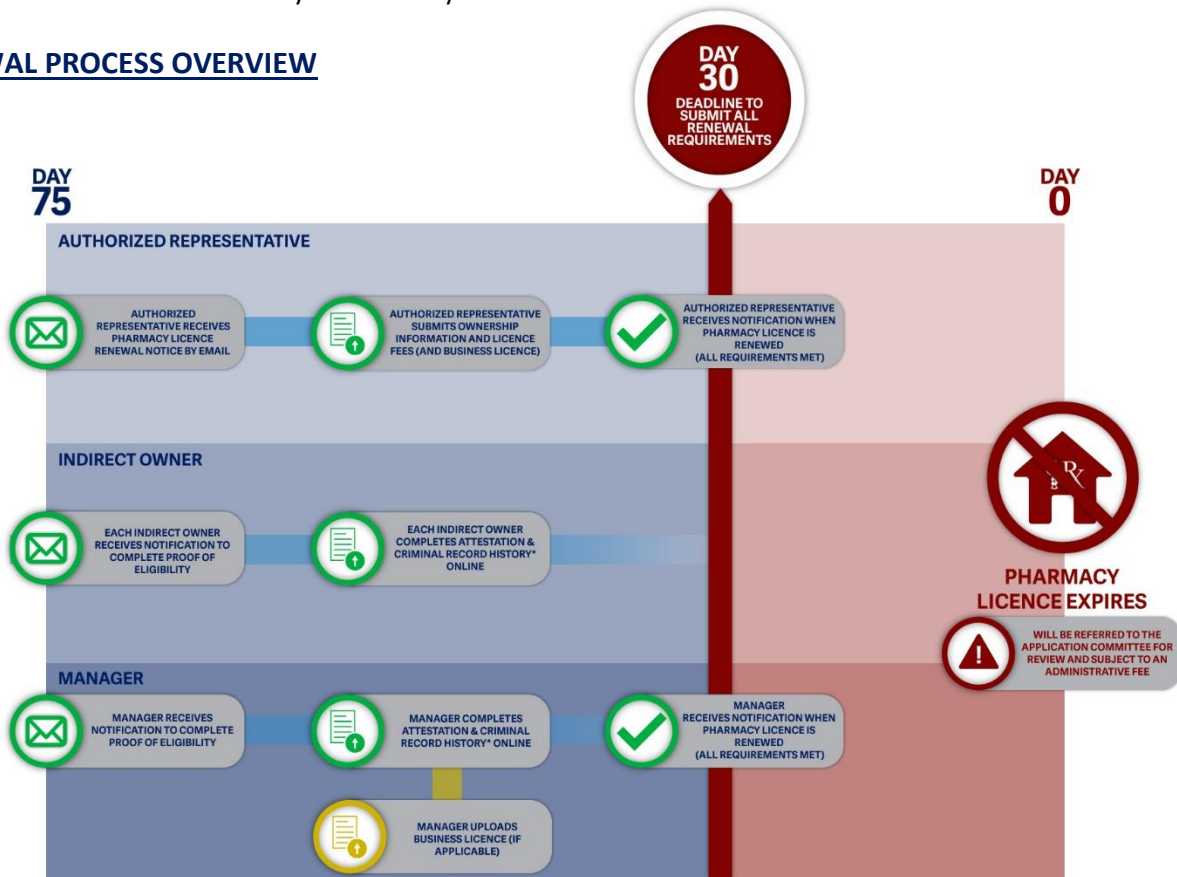
CHECKLIST – PHARMACY LICENCE RENEWAL (POST-TRANSITION)

The first group of pharmacies to complete the renewal requirements after the transition period are those with a pharmacy licence expiry date of June 30, 2019.

IMPORTANT:

- *Pharmacy Licence Renewal Notice* will be sent to all authorized representatives (AR) of the direct owner of a pharmacy due for renewal approximately **75 days** before the pharmacy licence expires.
- The AR will be responsible for renewing the pharmacy licence(s) – including ensuring all requirements are submitted **30 days** before the pharmacy licence expires.
- If the direct owner of your pharmacy has more than one authorized representative, please determine amongst yourselves who will be responsible for renewing your pharmacy licence(s).
- If your direct owner 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).
- 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.

RENEWAL PROCESS OVERVIEW



*To be completed once every 5 years

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1. OWNERSHIP INFORMATION

Information from the Direct Owner if it is a corporation(s):

- 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.

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.

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;
- 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*.**

3. PHARMACY'S BUSINESS LICENCE

If your pharmacy is a community pharmacy or telepharmacy, also submit:

- Current business licence of the pharmacy (refer to the [Pharmacy Licensure Guide](#) for more information)

Contact the Licensure Department at licensure@bcpharmacists.org if you have any questions.