



College of Pharmacists  
of British Columbia

## PHARMACY LICENSURE

### RENEWAL CHECKLIST– BC CORPORATION AS DIRECT OWNER

The Authorized Representative can submit the following requirements on [eServices](#) upon receipt of the pharmacy licence renewal notice (75 days before the licence expiry date). All requirements must be submitted *no later than 30 days before the licence expiry date*:

#### 1. Ownership Information

- [BC Company Summary \(BCCS\)](#) OR  [Annual Report – BC Company \(AR-BC\)](#)
  - A BCCS or AR-BC must be submitted for each BC Corporation related to the pharmacy.
  - The Last Annual Report filed date must be within 1 year of the date of submission to the College.

#### 2. Proof of Eligibility (POE)

- [Attestation](#)
  - Each indirect owner (directors/officers/shareholders) and the pharmacy manager must attest to each pharmacy **every year**.
- [Criminal Record History \(CRH\)](#)
  - Each indirect owner (directors/officers/shareholders) and the pharmacy manager must complete a CRH every **five years**.

#### 3. Business Licence

- [Current municipal business licence](#) (if applicable)
  - Includes name of direct owner, pharmacy operating name, and pharmacy address.

#### 4. Payment

- [Licence fee](#) payment
  - Pay online with Visa/MasterCard or mail a corporate cheque to the College.

**How to Submit Renewal Requirements on eServices (Step by Step Instructions):**  
[Ownership Documents](#) • [Proof of Eligibility](#) • [Business Licence](#) • [Payment](#)

#### Check Your Pharmacy Renewal Status in eServices (Authorized Representatives Only):

Direct Owner	Ownership Information			ID	Due For Renewal	
TUTORIAL ORGANIZATION	Pending			99999	Action Required	
Pharmacy	Licence Expiry	Payment	Business Licence	Attestation Summary	CRH Summary	Renewal Complete
TUTORIAL PHARMACY	2/28/2019	Submitted	Submitted	Submitted	Submitted	<span style="border: 1px solid orange; padding: 2px;">Pending</span>

Click here to see the list of indirect owners and pharmacy manager and their POE status

You will see the 'Submitted' status once you have submitted an item. Once confirmed by the College, the status will change to 'Complete'. To see a list of individuals who have/have not completed their POE, click on 'Pending' as above. Please allow up to 7 days for processing.

#### Instructional Videos:

[Renewal Overview](#) • [Uploading Ownership Documents on eServices](#) • [Uploading Business Licence on eServices](#)

**Questions?** Contact the Licensure Department at: [licensure@bcpharmacists.org](mailto:licensure@bcpharmacists.org)