College of Pharmacists of British Columbia

PHARMACY LICENSING

CHECKLIST – OWNERSHIP REQUIREMENTS (CORPORATION AS DIRECT OWNER)

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.

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.

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, and
- ☐ 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 professional licensing as a pharmacist or pharmacy technician by the Criminal Records Review Program pursuant to the *Health Professions and Occupations 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).

*If the pharmacy is located in a jurisdiction that does not issue a business licence, submit a letter or correspondence from the jurisdiction which confirms that they do not issue business licences.

Email your documents and/or forms to the Pharmacy Licensing Department at **pharmacy@bcpharmacists.org.**