



College of Pharmacists  
of British Columbia

## PHARMACY LICENSURE

### 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<sup>Ⓜ</sup>

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.

<sup>Ⓜ</sup>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).

\*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 Licensure Department at [licensure@bcpharmacists.org](mailto:licensure@bcpharmacists.org)