

College of Pharmacists of British Columbia



PHARMACY LICENSURE

CHANGE OF DIRECT OWNER CHECKLIST– BC CORPORATION AS DIRECT OWNER

The Authorized Representative of the **new** direct owner must submit the following requirements to licensure@bcpharmacists.org to apply for a [Change of Direct Owner](#):

1. **Application form & Application fee**

- [Form 8A – Application for Change of Direct Owner](#) – submitted by the **new** Direct Owner

2. **Ownership Information**

- [BC Company Summary](#) for the **new** Direct Owner corporation;
- [Central Securities Register](#) (certified by lawyer/notary public) for the **new** Direct Owner corporation;
- [BC Company Summary](#) for any parent corporations under the **new** Direct Owner (if applicable); and
- [Central Securities Register](#) (certified by lawyer/notary public) for any parent corporations under the **new** Direct Owner (if applicable)

If **ownership documents*** unavailable, submit:

- [Declaration - Deferred Submission](#), and
- Amalgamation application filed with BC Registry

3. **Proof of Eligibility (POE)**

- a) Attestation: [Form 5: Manager/Direct Owner/Indirect Owner – Proof of Eligibility](#)

- Each indirect owner – directors, officers & shareholders (registrants & non-registrants), and
- Pharmacy manager

- b) Criminal Record History (CRH)**

- Each indirect owner – directors, officers, & shareholders (registrants & non-registrants)
- Pharmacy manager

4. **Business Licence (if applicable)**

- [Current municipal business licence](#): include name of the **new** direct owner, pharmacy name & address

If **business licence** unavailable, submit:

- [Declaration - Deferred Submission](#), and
- Business licence receipt or written confirmation from jurisdiction regarding delay

5. **Multiple Pharmacies Form (if applicable)**

- [Form 9 – Multiple Pharmacies](#) – required if multiple pharmacies are changing ownership at the same time

**Applicable to amalgamation only. Amalgamation occurs when two or more corporations merge and carry on as one new corporation. The new corporation is a new legal entity with a new BC incorporation number. An amalgamation is considered a Change of Direct Owner.*
***CRH will be requested by the College for all indirect owners (registrants & non-registrants) and the pharmacy manager if a CRH has not been completed within the past 5 years. Do not submit a completed Criminal Record History as part of your application.*