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 <u>application form</u>, 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 <u>here</u> 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 <u>PODSA Form 7: Indirect</u> <u>Owner – Email Contacts</u> 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 <u>parent company</u>:

- 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 <u>PODSA Form 7: Indirect</u> <u>Owner – Email Contacts</u> 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) <u>Direct Owner</u>;

□ Each officer of the (new) <u>Direct Owner</u>;

□ Each shareholder (individual) of the (new) <u>Direct Owner</u>;

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,

 \Box 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 <u>not the same</u> 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 <u>new</u> direct owner (refer to the <u>Pharmacy Licensure Guide</u> 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

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