College of Pharmacists of British Columbia



PHARMACY LICENSURE

RENEWAL CHECKLIST- BC CORPORATION AS DIRECT OWNER

The Authorized Representative can submit the following requirements on <u>eServices</u> 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 <u>each</u> 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)

- ☐ <u>Attestation</u>
 - 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.

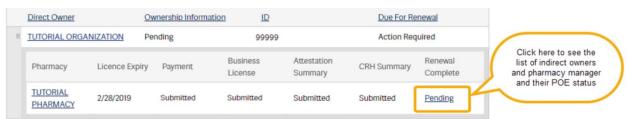
4. Payment

- ☐ 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):



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