How to submit an online application to change ownership of an approved pharmacy

Purpose

This user guide provides instructions on how to navigate the PBS Approved Suppliers Portal, complete the online application form and submit an application for approval to change ownership of an approved pharmacy to supply pharmaceutical benefits at particular premises.

For instructions on how to register and sign in, refer to the PBS Approved Suppliers Portal User Guide pap101 – How to register and sign in.

1. When you sign in to the PBS Approved Suppliers Portal, the Home screen will display:

   ![Home screen of PBS Approved Suppliers Portal](image)

   You can access the PBS Approved Supplier Portal functions by selecting one of the tabs in the navigation bar located across the top of the screen:

   - My Dashboard
   - Apply for Approval
   - Upload Document
   - Surrounding Pharmacy Comments (this is not relevant to a Change of Ownership application)
   - Contact Us
   - FAQ
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My Dashboard

2. To see a list of your draft applications in progress or check the status of submitted applications, select ‘My Dashboard’ from the navigation bar.

The following screen will be displayed:

If you need to continue working on a draft application in progress, you can select the draft application from this screen. You can also toggle between views of your draft, submitted and finalised applications by clicking the dropdown arrow next to the header.

Apply for approval

Start Application

3. To start a new application, select ‘Apply for Approval’ from the navigation bar.

The following screen will be displayed:
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4. Select ‘Application for approval to change ownership of an approved pharmacy supplying pharmaceutical benefits’

5. The following screen will be displayed:

![Application for approval for change of ownership of a pharmacy (not involving relocation)](image)

- Please read the information contained in this screen to ensure you have selected the correct application type. Ensure you have downloaded the relevant forms i.e. Current owner(s) declaration form or the Authorisation form (if applicable).

6. To proceed, you must read and agree to the Terms of Use of the PBS Approved Suppliers Portal. Acknowledge this requirement by selecting:
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New Approval Details

7. Ensure mandatory fields are completed on the following screen:

Application for approval to change ownership of an approved pharmacy supplying pharmaceutical benefits (not involving relocation)

New Approval Details

New business (trading) name of pharmacy *

Anticipated Settlement Date *
Note: The settlement date cannot be in the past, today or on a weekend or ACT public holiday.

8. To continue select:
Current Owner(s) Contact Nominee

9. Ensure all mandatory fields are completed on the following screen:

10. To continue select:
Application – Applicant(s) Details

11. The following screen will be displayed:

**Applicant(s) Details**

An applicant must be a person registered as a pharmacist by the Pharmacy Board of Australia, a friendly society or other body of persons (whether corporate or unincorporate), able to carry on business as a pharmacist under the law of the relevant state or territory. If the applicant is a trustee of a trust, the applicant must be qualified to provide pharmacy services. Applicant details must be consistent with the AHPRA register.

<table>
<thead>
<tr>
<th>Applicant(s)</th>
<th>Applicant Type</th>
<th>Registration Number</th>
</tr>
</thead>
</table>

Please use the Add a Pharmacist or Add an Organisation buttons to add applicant(s).

12. You may apply as an individual pharmacist or an organisation (i.e. company, Friendly Society or trustee of a trust). To add an Applicant Pharmacist, select **Add a Pharmacist**.
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The following dialogue box will be displayed

13. Complete Applicant (Pharmacist) details.

14. If you do not want to save the Applicant Pharmacist details, select

   ![Cancel button]

   You will be returned to the Applicant(s) Details screen and the applicant will not be added to the application.

15. To save the Applicant Pharmacist details, select

   ![Add button]

   You will be returned to the Applicant(s) Details screen and the applicant will be added to the application.
16. To add an Applicant Organisation, select

![Add an Organisation button]

17. The Organisation screen will display.

![Organisation screen with options: Company, Friendly Society, Trustee of a Trust]

18. Select one of the three organisation types, type in the name of the organisation and click ‘Add’.

19. Add your authorised person(s) for the organisation e.g. Director(s) of the company.
20. Complete the mandatory fields and click ‘Add’

![Add an Authorised Person form](image)

21. Once all authorised person(s) have been added, select ‘Save’

22. To edit or remove an applicant from the Applicant(s) Details screen, select adjacent to the relevant applicant’s name and you will be given the option to edit or remove the applicant from the application.

23. Select Save and Next to progress to the next section
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Contact Nominee for this Application
This section is for you to provide details of either an applicant or other nominated representative who is permitted to act on behalf of the applicant(s) and deal with the Australian Government Department of Health on all matters relating to this application.

24. This section will default to the user logged on however this is editable. Ensure all mandatory fields are complete and select ‘Save and Next’.

Supporting Documents
This section requires documentation to support your application.

25. The Portal will request for supporting documents, based on your previous selections (i.e. item, type of applicant). The screen below is what you may see depending on your application.

Supporting Documents

Applicant - Company
If a company is involved in the application, you must attach an Australian Securities and Investments Commission (ASIC) report to confirm the authority of the authorised person(s) to act on behalf of the specified applicant.

Applicant - Friendly Society (if not applying as a company)
If a Friendly Society is involved in the application and is not applying as a company, you must attach a document listing all board members.

Applicant - Trustee of a Trust
If a trust is involved in the application, you must attach evidence of the relationship between the trust and the nominated trustee (such as the trust deed for the trust).

Applicant(s) Documents

<table>
<thead>
<tr>
<th>Mandatory</th>
<th>Applicant</th>
<th>Applicant Type</th>
<th>Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>Jenny Jones</td>
<td>Pharmacist</td>
<td>No</td>
</tr>
</tbody>
</table>

Pharmacy Location Rules: Item Documents

<table>
<thead>
<tr>
<th>Mandatory</th>
<th>Documents</th>
<th>Provided</th>
<th>Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Legal right to occupy</td>
<td>No</td>
<td>Attach</td>
</tr>
</tbody>
</table>
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26. Applicant(s) Documents require evidence of authorised person(s) e.g. ASIC documentation. Select the arrow to attach your documentation. All uploads must be under 50MB.

27. Click ‘Save and next’ to progress to the next section.

Other Documents

28. Attach any other documentation you think is relevant to the application, by clicking on the ‘Attach’ button e.g. Authority form. This is not mandatory.

29. Click ‘Save and next’ to progress to the Declaration section.

   After progressing from this section to the Declaration section, you cannot go back to make any changes. Please ensure all the details are correct before progressing.

Declarations

30. Click the ‘View Application Summary’ button to bring up your declaration.

31. Print to PDF to download

32. Sign the declaration, and upload as an attachment by selecting

33. Attach the current owner(s) declaration form next to ‘Current Owner(s) Declaration’ by clicking

34. Check the box to confirm declaration and click ‘Submit’

35. The following screen will appear once successfully submitted.