**Process for an application for approval to change ownership of an approved pharmacy (not involving relocation)**

1. Once only – applicant sets up myGovID\* then registers for access to the PBS Approved Suppliers Portal.
2. The applicant submits the application (including supporting documentation) via the PBS Approved Suppliers Portal\*\* (allow up to 30 business days for application processing from start to finish).
3. The applicant pays the application fee. (An invoice will be issued upon submission of the application; payment should be made immediately to ensure it is finalised within seven calendar days. Failure to finalise payment within seven days will result in cancellation of the application.)
4. The Department checks the application against the ‘Valid Application Checklist’ available at [PBS Approved Suppliers – Guides and Forms](https://www1.health.gov.au/internet/main/publishing.nsf/Content/pharmaceutical-benefits-scheme-approved-supplier-guides-and-forms) (allow up to 20 business days).
5. The process then follows one of two pathways depending on whether the application is (a) valid or (b) invalid:
	1. *Valid application*
		1. The Department notifies the application contact of an administration number (timing of this depends upon the date of effect of the change of ownership) (email).
		2. Prior to the Delegate’s decision, the applicant must provide evidence that the requirements of the relevant state or territory regulatory authority have been met.
		3. On the day of settlement, the application contact must email the Department prior to 4:00pm Canberra time to confirm that settlement has been finalised and the pharmacy has legally transferred to the applicant pharmacist(s).
		4. Delegate’s decision.
		5. The Department sends advice of:
			* the new approval and certificate to the application contact (letter via email); and
			* cancellation of previous approval to the nominee of the former owner(s) (letter via email).
	2. *Invalid application*
		1. The Department emails the application contact to advise the reasons why the application is invalid, and returns the application to the submitter via the PBS Approved Suppliers Portal.
		2. The applicant corrects the errors/omissions, and the submitter resubmits the application via the PBS Approved Suppliers Portal.

The lodgement date will be when the application is resubmitted.

* + 1. The process restarts at step (4) above.

\* First time users of the PBS Approved Suppliers Portal will be required to set up myGovID. Instructions on how to set up myGovID and link to a business are available from the [myGovID website](https://www.mygovid.gov.au/how-do-i-get-set-up).

\*\* Instructions on how to register for, and submit an application via, the PBS Approved Suppliers Portal are available from the Department’s website at [PBS Approved Suppliers – Guides and Forms](https://www1.health.gov.au/internet/main/publishing.nsf/Content/pharmaceutical-benefits-scheme-approved-supplier-guides-and-forms).