



SAPC e-Note



SAPC e-Note: Issuing of Pharmacy Licences and Recording Certificates for Pre-May 2003 Pharmacies

Dear Owner/Responsible Pharmacist,

Issuing of Pharmacy Licences and Recording Certificates for Pre-May 2003 Pharmacies

Disclaimer: If you have submitted a change in ownership application or relocation application, please ignore this notice.

The South African Pharmacy Council (hereafter “Council”) embarked on issuing a pharmacy licence and the recording of such licence for all pharmacies registered before 1 May 2003 (pre-May 2003 pharmacies). Pharmacies that have a registered Responsible Pharmacist, that has not relocated nor changed ownership, since May 2003 were issued with the licence issued by the National Department of Health (DoH), a Responsible Pharmacist (RP) certificate, and the recording certificates for the pharmacy and owner. No fee was levied for the issuing of these certificates.

In February 2023, Council resolved that all pharmacies registered before 1 May 2003 be required to submit the pre-May 2003 pharmacy survey to obtain a licence from the National Department of Health and to record such licence at no cost, which cost concession was granted until 30 June 2023. If owners/RPs had not yet submitted the pre-May 2003 survey by 30 June 2023, such owners shall be levied the applicable fees for the full application and recording of a pharmacy licence as contained in the schedule of fees payable to Council.

According to our records, you have not responded to the survey on or before 1 July 2023, to obtain a pharmacy licence from the DoH. Should you wish to obtain a licence and recording certificate for the pharmacy, you are required to still submit the survey, **and** pay the applicable fees for the licence and recording of the pharmacy.

If you are an owner or a Responsible Pharmacist of a pre-May 2003 pharmacy, and you wish to apply for the licence, you are advised to apply online, under the My Pharmacy - My Recordings tab of the Council secure site dashboard (under *My Profile*). Please note that you will be requested, to update the details of the pre-May 2003 pharmacy and attach the required documents and applicable fees. The following documents will be required for uploading for your application to be processed:

- **Responsible pharmacist**
 - Letter of appointment and acceptance by the new responsible pharmacist (in case of a change of RP).
 - Certified copy of the ID of the RP.
- **Address**
 - Proof of pharmacy address (Lease, Utility Bill, etc.).
- **Sole Trader**

- Certified copy of ID.
- **Partnership**
 - Copy of the partnership agreement.
 - Certified copies of ID documents.
- **Close corporation (CC)**
 - Copy of proof of membership or CIPC status page for the CC.
 - Certified ID document.
- **Private Company**
 - Shareholders register with a list of shareholders or a document from auditors confirming the full name(s) of shareholders (s) and indicating who are the owners.
 - A company resolution authorising the applicant to act on behalf of the company. In the case of an attorney acting on behalf of the company, a power of attorney will be required.
 - Certified ID documents of the Director.
- **Public Company**
 - Document evidence that this is a public company.
 - A company resolution authorising the applicant to act on behalf of the company. In the case of an attorney acting on behalf of the company, a power of attorney will be required.
- **Trust**
 - Copy of trust document.
 - Certified ID document(s) of trustee(s).
- **Copy of SAHPRA licence** if the pharmacy is a manufacturing or wholesale pharmacy.
- **Proof of payment**

If you wish to not have a DoH pharmacy-issued licence, you will be required to display the registration documents issued by Council when the pharmacy was deemed to be licensed or a certificate issued in terms of section 26 of the Pharmacy Act, 53 of 1974. Kindly note that no new or replacement section 26 certificates will be issued to owners/RPs for pre-May pharmacies to confirm registration of a pharmacy.

Yours sincerely,

Vincent Tlala
Registrar/CEO

Accessible quality pharmaceutical services for all