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Protecting the public Regulating pharmacists and pharmacies Email: mail@pharmacycouncil.nsw.gov.au Website: www.pharmacycouncil.nsw.gov.au

Application Form

CHANGE OF PHARMACY OWNERSHIP where the new ownership structure includes a PHARMACISTS' BODY CORPORATE

Application fee: \$550.00 for each new financial interest

To be completed by the purchaser/s of the pharmacy and must be lodged with the Pharmacy Council of New South Wales ('the Council') at least **14 days before** the interest is acquired.

This application should be completed with reference to 'The Guide,' the Health Practitioner Regulation National Law (NSW) ('the Law') and the Health Practitioner Regulation (NSW) Regulation 2010 ('the Regulation').

All documentation must be received by the lodgement date for the application to be considered at the next Council Meeting. Lodgement and meeting dates can be found on the Council's website.

A 'Notice of Completion' must be lodged with the Pharmacy Council within 14 days of completion of sale.

Vendors must submit a 'Notice of Disposal of Financial Interest in a Pharmacy' within 14 days of selling/transferring the interest.

EXISTING PHARMACY DETAILS AS ON THE REGISTER

Pharmacy Name	
Pharmacy Registration No. PC [see Guide Note 2 'Definitions - Pharmacy Registration Numbers']	
Are you changing the name of the Pharmacy?	Yes*
*If <u>yes</u> please also attach an application for 'Change of Pharmacy N	lame′ No □
Pharmacy street address	
	Postcode
PROPOSED PHARMACY CONTACT DETAILS	
Telephone ()	Facsimile ()
Pharmacy Email	
Postal Address	
CONTACT FOR THIS APPLICATION	
Name	
Email	Tel

CURRENT OWNER/S Current ownership: Sole owner/pharmacist \square Partnership \square Pharmacists' Body Corporate \square Details of all current owners/members of a pharmacist body corporate to be completed. If more than six pharmacists, please attach a separate schedule. Pharmacist 1: Full Name PHA Partner \square Sole owner/pharmacist □ Member of Pharmacists' Body Corporate □ Name of Pharmacists' Body Corporate Pharmacist 2: Full Name PHA Partner \square Member of Pharmacists' Body Corporate □ Name of Pharmacists' Body Corporate ___ Pharmacist 3: Full Name PHA Member of Pharmacists' Body Corporate □ Partner \square Name of Pharmacists' Body Corporate _____ Pharmacist 4: Full Name PHA Partner Member of Pharmacists' Body Corporate □ Name of Pharmacists' Body Corporate Pharmacist 5: Full Name PHA Partner Member of Pharmacists' Body Corporate □ Name of Pharmacists' Body Corporate Pharmacist 6: Full Name PHA

Name of Pharmacists' Body Corporate

Member of Pharmacists' Body Corporate □

1. PHARMACY OWNERSHIP DETAILS TO BE REGISTERED

1.1	Is the pharmacy to be owned by:	
	Pharmacists' Body Corporate/s ☐ (Complete 1	1.2 to 1.9 inclusive)
	Pharmacists' Body Corporate/s and other pharma	cist/s (Complete 1.2 to 1.10 inclusive)
1.2	Summary of proposed ownership structure	
	Please complete the following sections as applicable <u>ar</u> the proposed structure (see 7 - 'Document Schedule').	nd attach a separate schedule summarising
1.3	Pharmacists' Body Corporate/s	
	Number of Pharmacists' Body Corporates	_
	*if more than one Pharmacists' Body Corporate, please a 1.9) for each.	attach a separate schedule (1.4 to
1.4	Pharmacists' Body Corporate details	
	Registered name of Corporation(ASIC Certificate of Registration and Current ASIC Company Extract 7 - 'Document Schedule')	And Shareholders' Agreement must be attached, see
	ACN	
	Total number of members (directors/shareholders) in th	e Pharmacists' Body Corporate
	All directors & shareholders of the Pharmacists' Body C	orporate are to complete details.
	Pharmacist 1: Full Name	PHA
	(please tick) Director □	Shareholder \square
	Do you have an interest in other pharmacies in NSW?	Yes □ No □
	Pharmacy Name	Registration No. PC
	Pharmacy Name	Registration No. PC
	Pharmacy Name	Registration No. PC
	Pharmacy Name	Registration No. PC
	Pharmacist 2: Full Name	PHA
	(please tick) Director □	Shareholder \square
	Do you have an interest in other pharmacies in NSW?	Yes □ No □
	Pharmacy Name	Registration No. PC
	Pharmacy Name	Registration No. PC
	Pharmacy Name	Registration No. PC
	Pharmacy Name	Registration No. PC

Pharmacist 3:

F Full Name	PHA	
(please tick) Director \Box	Shareholder \square	
Do you have an interest in other pharmacies in NSW?	Yes □ No □	
Pharmacy Name	Registration No. PC	
Pharmacy Name	Registration No. PC	
Pharmacy Name	Registration No. PC	
Pharmacy Name	Registration No. PC	
Pharmacist 4: Full Name	PHA	
(please tick) Director \Box	Shareholder \square	
Do you have an interest in other pharmacies in NSW?	Yes □ No □	
Pharmacy Name	Registration No. PC	
Pharmacy Name	Registration No. PC	
Pharmacy Name	Registration No. PC	
Pharmacy Name	Registration No. PC	
Pharmacist 5: Full Name	PHA	
	PHA Shareholder \square	
Full Name		
Full Name (please tick) Director \square	Shareholder Yes No	
Full Name (please tick) Director Do you have an interest in other pharmacies in NSW?	Shareholder Yes No Registration No. PC	
Full Name (please tick) Director Do you have an interest in other pharmacies in NSW? Pharmacy Name	Shareholder Yes No Registration No. PC Registration No. PC	
Full Name (please tick) Director Do you have an interest in other pharmacies in NSW? Pharmacy Name Pharmacy Name	Shareholder Yes No Registration No. PC Registration No. PC Registration No. PC	
Full Name (please tick) Director Do you have an interest in other pharmacies in NSW? Pharmacy Name Pharmacy Name Pharmacy Name	Shareholder Yes No Registration No. PC Registration No. PC Registration No. PC Registration No. PC	
Full Name (please tick) Director Do you have an interest in other pharmacies in NSW? Pharmacy Name Pharmacy Name Pharmacy Name Pharmacy Name Pharmacy Name	Shareholder Yes No Registration No. PC Registration No. PC Registration No. PC Registration No. PC	
Full Name (please tick) Director Do you have an interest in other pharmacies in NSW? Pharmacy Name Pharmacy Name Pharmacy Name Pharmacy Name Pharmacy Name Pharmacy Name	Shareholder	
Full Name (please tick) Director Do you have an interest in other pharmacies in NSW? Pharmacy Name Pharmacy Name Pharmacy Name Pharmacy Name (please tick) Director (Shareholder	
Full Name (please tick) Director Do you have an interest in other pharmacies in NSW? Pharmacy Name Pharmacy Name Pharmacy Name Pharmacy Name (please tick) Director Do you have an interest in other pharmacies in NSW?	Shareholder	
Full Name (please tick) Director Do you have an interest in other pharmacies in NSW? Pharmacy Name Pharmacy Name Pharmacy Name Pharmacy Name (please tick) Director Do you have an interest in other pharmacies in NSW? Pharmacy Name	Shareholder	

Pharmacist appointed to be responsible for compliance drug prices in accordance with the <i>Price Information C</i> [NB: Only applicable to exempted Body Corporates' and Frie Pharmacist Ownership structures]	ode of Practice.
Full Name	PHA
Does the Pharmacists' Body Corporate act as a trustee Yes No (Go to 1.10)	
What is the name of the Trust?	
(Trust Deed must be attached, see 7 - 'Document Schedule')	
Who are the beneficiaries/unitholders/trustees (if more (All must hold General Registration)	re than one trustee) of the Trust?
Pharmacist 1: Full Name	PHA
Pharmacist 2: Full Name	PHA
Pharmacist 3: Full Name	PHA
Pharmacist 4: Full Name	PHA
Pharmacist 5: Full Name	PHA
Pharmacist 6: Full Name	PHA
The trust deed will be reviewed for compliance with and a Trust Certification Checklist and Schedule of Ar the drafting of the Trust Certification Checklist and according to the complexity of the arrangements and the vicinity of \$2200.00 plus GST per trust deed. [Se I/we acknowledge that the Trust deed will be reviewed drafting of the Trust Certification Checklist and Schedundertake to meet the cost of the drafting of the Trust Amendments on issue of an invoice from the Council.	mendments is required, you will incur a fee for Schedule of Amendments. The fee will vary dithe number of trusts involved and will be in e Guide Note 6 - Trusts] did and may, if deemed non-compliant, require the dule of Amendments. Should this occur, I/we st Certification Checklist and Schedule of
Signed on behalf of the Pharmacists' Body Corporate	Please print full name

Note: This section is to be completed by 'other pharmacist/s', that is, any pharmacist who is to hold a financial interest in the pharmacy in his or her own capacity.

Both 1.4 and 1.10 must be completed by pharmacists who are to hold a financial interest in the pharmacy in their own capacity <u>and</u> as a shareholder and/or Director of a Pharmacists Body Corporate.

Number of 'other pharmacist/s'		
(If there is more than one 'other pharmacist', the Partnership Agr attached see 7 - 'Document Schedule') [See Guide Note 4 "pharmacist' Partnership]. If not in print, provi obligations and liabilities of each partner.)		•
Pharmacist details		
*If more than six pharmacists please attach a separate s	chedule.	
Pharmacist 1: Full Name	PHA	
Do you have an interest in other pharmacies in NSW?	Yes □ No □	
Pharmacy Name	Registration No.	PC
Pharmacy Name	Registration No.	. PC
Pharmacy Name	Registration No.	. PC
Pharmacy Name	Registration No.	. PC
Pharmacist 2: Full Name	PHA	
Do you have an interest in other pharmacies in NSW?	Yes No	
Pharmacy Name	Registration No.	PC
Pharmacy Name	Registration No.	PC
Pharmacy Name	Registration No.	. PC
Pharmacy Name	Registration No.	. PC
Pharmacist 3: Full Name	PHA	
Do you have an interest in other pharmacies in NSW?	Yes No	
Pharmacy Name	Registration No.	PC
Pharmacy Name	Registration No.	PC
Pharmacy Name	Registration No.	PC
Pharmacy Name	Registration No.	. PC

Pharmacist 4: Full Name	PHA		
Do you have an interest in other pharmacies in NSW?	Yes No		
Pharmacy Name	_ Registration No.	PC .	
Pharmacy Name	_ Registration No.	PC .	
Pharmacy Name	_ Registration No.	PC .	
Pharmacy Name	_ Registration No.	PC .	
Pharmacist 5: Full Name	PHA		
Do you have an interest in other pharmacies in NSW?	Yes No		
Pharmacy Name	_ Registration No.	PC .	
Pharmacy Name	_ Registration No.	PC .	
Pharmacy Name	_ Registration No.	PC .	
Pharmacy Name	_ Registration No.	PC .	
Pharmacist 6: Full Name	PHA		
Do you have an interest in other pharmacies in NSW?	Yes No		
Pharmacy Name	_ Registration No.	PC .	
Pharmacy Name	_ Registration No.	PC .	
Pharmacy Name	_ Registration No.	PC .	
Pharmacy Name	_ Registration No.	PC .	
ESTABLISHMENT DETAILS The Law and the Regulation allows the Council access to			
pharmacy. This section requires the disclosure of pres other arrangements for the conduct of the pharmacy be		etaili	ng the financial and
Contract of sale/purchase agreement			
Is there a signed exchanged Contract of Sale or Purchas	e Agreement?		
	Yes \square	No	
If ves it mus	the attached (See 7)	- 'Doc	ument Schedule')

2.2 <u>Details of Finance: Borrowed Funds / Personal Contributions</u>

2.

2.1

Schedule')		
Pharmacist 1: Personal Contribution*		\$
Borrowed Funds		\$
Name of Finance Lender (if applicable)		
Pharmacist 2: Personal Contribution*		\$
Borrowed Funds		\$
Name of Finance Lender (if applicable)		
Pharmacist 3: Personal Contribution*		\$
Borrowed Funds		\$
Name of Finance Lender (if applicable)		
Pharmacist 4: Personal Contribution*		\$
Borrowed Funds		\$
Name of Finance Lender (if applicable)		
Pharmacist 5: Personal Contribution*		\$
Borrowed Funds		\$
Name of Finance Lender (if applicable)		
Pharmacist 6: Personal Contribution*		\$
Borrowed Funds		\$
Name of Finance Lender (if applicable)		
	Total Finance	\$

(Loan/Finance Agreement/documentation & Statutory Declaration (if applicable) must be attached, see 7 - 'Document

See Guide Note 9 'Financial Arrangements' for information about completing the statutory declaration including who may act as a witness to a statutory declaration in NSW.

3. DETAILS OF LEASE OF PREMISES

[see Guide Note 9 'Financial Arrangements']

^{*} a statutory declaration must be completed and attached wherever an applicant is contributing to the cost of finance through his or her own personal funds (see Annexure A).

3.1	Will the pharmacy premises be leased?	Yes No		(Go to 3.8)
3.2	Is this a new lease?	Yes No		
3.3	Is this a transfer of an existing lease?	Yes No		
3.4	Is the lease a sub-lease? [see Guide Note 10 'Lease of Premises']	Yes No		
3.5	Complete the following lease details (of the new or transfe	erred lea	se):	
	Head Lessor Name			
	Lessor Name (sub-lease)			
	Lessee Name(s)			
3.6	What is the expiry date of this lease?			
3.7	Does the lease have a percentage of turnover clause? [see Guide Note 10 'Lease of Premises']	Yes No		
	Note : Any provision or clause in a lease agreement which or other consideration, that varies according to the	•		-
3.8	Other arrangement or understanding whether formal or in specify) and attach information explaining the arrangement.			
4.	PROFESSIONAL SERVICES ROOM			
	Are you intending to establish a Professional Services Roo [Professional Service Rooms are approved premises associated with preparation and packaging, see Guide Note 13 'Professional Service	ı, but sepa	rate to, the	e pharmacy and are limited to
		Yes* No		
	*If yes please also attach an application for 'Professional S	Services I	Room'.	

[Lease agreement of premises/transfer of lease document must be attached, see 7 - 'Document Schedule']

5. SERVICE ENTITIES

5.1	Will a Service Entity be operating in association with this pharmacy? [See Guide Note 7 'Service Entities']					
				Yes No		(Go to 6)
5.2	Service	Entity name				
	ABN		ACN			
5.3		orm is this Service Entity? st, Service Company etc)				
5.4		st, what is the name of the Trust? Trust Deed is <u>not</u> required)				
5.5	Is there	a Service Agreement?		Yes* No		
		you must attach Service Agreement, see 7 og the arrangements or understanding , w		dule' if no		
6.	OTHER	ARRANGEMENTS				
6.1	Franchi	se /Banner Group				
	(a)	Is this pharmacy to be part of a fra	nchise or bann	er group	?	
				Yes* No		(Go to 7)
	(*If <u>yes</u> y	you must attach Franchise or Banner Grou	ıp Agreement, see	e 7- 'Docui	ment Sche	dule')
(b)	Will this	s arrangement involve a Licence Agr	reement or Mar	nagemer	nt Service	es Agreement?
				Yes* No		
	(*If <u>yes</u> y	rou must attach Licence Agreement or Ma	anagement Service	es Agreem	nent, see 7	' - 'Document Schedule')
		Any provision or clause in an agree to receive money, or other considercy, is void .				

7. DOCUMENTS REQUIRED

The Law permits the Council to request copies of any documents in support of this application. All relevant documents in the schedule below are to be lodged together with this application.

Any unsigned documentation will not be accepted.

DOCUMENT SCHEDULE

(Please tick)

Document description	Document Attached	Not Applicable	
Summary of Ownership Structure			
ASIC Certificate of Registration			
Current ASIC Company Extract			
Shareholders Agreement			
Trust Deed			
Partnership Agreement			
Contract of Sale/Purchase Agreement			
Loan/Finance Agreement			
Statutory Declaration (Annexure A)			
Loan/Finance Agreement			
Statutory Declaration (Annexure A)			
Lease agreement of premises/Transfer of lease			
Service Agreement			
Loan/Finance Agreement			
Licence/Management Services Agreement			
Any other agreement, arrangement information or details required to be attached to/inlcuded with this form.			

8. CONSIDERATION OF APPLICATION BY COUNCIL

All Applications are subject to Council approval. Completed Applications will be considered at the next monthly Council Meeting.

Incomplete applications: An application that remains incomplete, or not listed for approval, within 3 Council meetings of the lodgement, will be considered withdrawn, and a new application and fee will need to be lodged.

The Council Secretariat can be telephoned <u>after 11am on the day following</u> the meeting in order to find out the outcome of the application. Correspondence in respect of approvals will be mailed within **10 working days** of the Council Meeting.

Note: Following confirmation of approval, it is the applicant's responsibility to notify the Department of Human Services/Medicare Services.

A **Notice of Completion** must be lodged following settlement or transfer of ownership of a pharmacy business. The register of pharmacies will only be updated on receipt of the Notice of Completion.

9. SIGNATURES AND DECLARATIONS

All pharmacists either purchasing or retaining a financial interest in the pharmacy must sign.

The following signatures are a declaration by the pharmacist(s) that the information provided in this application is correct and complete. The provision of information you know to be incorrect or incomplete may constitute unsatisfactory professional conduct.

Pharmacist 1: Full Name		РНА	
Signature		Date	
Witness: Full Name			
Signature		Date	
Pharmacist 2: Full Name		РНА	
Signature		Date	
Witness: Full Name			
Signature		Date	
Pharmacist 3: Full Name		РНА	
Signature		Date	
Witness: Full Name			
Signature		Date	
Pharmacist 4: Full Name		РНА	
Signature	- <u></u>	Date	
Witness: Full Name			
Signature		Date	

SIGNATURES AND DECLARATIONS cont.

Pharm Full N	nacist 5: ame		PF	HA	
Signat	cure		Da	ate	
Witne	ess:				
Full N	ame				_
Signat	ure		Da	ate	
D.I.					
Pharm Full N	nacist 6: ame		PH	HA	
Signat	cure		Da	ate	
Witne					
Full N	ame				_
Signat	:ure		Da	ate	
Under Division fee is exempt	81 of the Goods and	Services Tax (GST).		orate Payment etermined that the applic	ation
	e: \$550 for each ne v Guide' for assistance	w financial interest in determining the fe	e payable for this app	lication)	
Cheque	☐ Made pa	yable to the <i>Pharmacy</i>	Council of New Sout	h Wales	
Credit Card	Complete	e details below			
Name on the o	ard				
Cardholder's s	ignature				
Visa 🗌	MasterCard [
Card Number					
Expiry date	/	Amount \$	Date	0	
We accept Visa	a or MasterCard only	••	e amount to be debite	ea)	

Annexure A

Statutory Declaration

OATHS ACT 1900, NSW, NINTH SCHEDULE

l,	, of	
	[name of declarant]	[residence]
do	hereby solemnly declare and affirm that	
••••		
••••		
	[the facts to be stated according to the declara	nt's knowledge, belief, or information, severally]
law	d I make this solemn declaration, as to the m v in this behalf made – and subject to the pun tement in any such declaration.	
Dec	clared at:[place]	on[date]
		[signature of declarant]
in t	he presence of an authorised witness, who states:	
l,	[name of authorised witness]	[qualification of authorised witness]
cer	tify the following matters concerning the making	
	de it: [* please cross out any text that does not apply]	
1.	, , , , , , , , , , , , , , , , , , , ,	e the face of the person because the person was
	wearing a face covering, but I am satisfied that the person had a special justification for no	
	removing the covering, and	,
2.	*I have known the person for at least 12 months <i>OR</i> *	I have confirmed the person's identity using an
۷.	identification document and the document I relied on v	
		[describe identification document relied on]
	[signature of authorised witness]	[date]