How to complete and submit a PDF form correctly

Depending on the sub-category selected, the submitter will be asked to provide a PBS tracking number, approval number or reference number.

PBS tracking number field: If the applicant has received an administration number in anticipation of delegate approval, 'Existing Application' should be selected and the PBS tracking number entered (e.g. PBS-APP-0001234).

Approval number field: If the business owner is approved to supply pharmaceutical benefits at particular premises, 'Approved Pharmacy' should be selected and the approval number entered.

Reference number field: Taking the above into account, the relevant reference number should be entered (i.e. PBS tracking, ACPA application, approval or provider number).

For the form to be completed correctly:

• All required questions must be answered and all requested documents must be provided with the form (e.g. ASIC extract).

• Details provided must match exactly the approval or application to which the form relates (e.g. approval number, names of the current business owners and/or company directors, address of approved premises, trading name, etc.).

• The declaration must be signed by the appropriate person(s) as instructed in each form. If someone else signs the form, it will not be accepted.

One PDF form per category / sub-category → YES → Correct tracking, approval, or reference no. → YES → Most current PDF form → YES → PDF form completed correctly → YES

One PDF form per category / sub-category → NO

Correct tracking, approval, or reference no. → NO

Most current PDF form → NO

PDF form completed correctly → NO

PDF form to be resubmitted

PDF form processed