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

Once only - applicant sets up myID* then registers for access to the PBS Approved Suppliers Portal 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) 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.) Department checks the application against the Valid Application Checklist (allow up to 20 business days) Valid application Invalid application The department emails the application contact to The department notifies the application contact of an administration number (timing of this depends advise the reasons why the application is invalid, upon the date of effect of the change of ownership) and returns the application to the submitter via the PBS Approved Suppliers Portal. (email). Prior to the Delegate's decision, the applicant must The applicant corrects the errors/omissions, and provide evidence that the requirements of the the submitter resubmits the application via the PBS relevant state or territory regulatory authority have Approved Suppliers Portal. been met. The lodgement date will be when the application is resubmitted. 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). Delegate's decision made. 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).

- * First time users of the PBS Approved Suppliers Portal will be required to set up myGovID. Instructions on how to set up myID and link to a business are available from the myID website.
- ** Instructions on how to register for, and submit an application via, the PBS Approved Suppliers Portal are available on the PBS Approved Suppliers website.