

Sent to <Pharmacist with Overall Responsibility email address>

Subject

PRBWA Regn No. <Registration Number> - <Pharmacy Name> - Attention: <Pharmacist with Overall Responsibility>

RENEWAL OF REGISTRATION OF THE PREMISES TO 30 JUNE 2023

Online application by the pharmacist with overall responsibility is open

Why do you need to make application?

- A pharmacy business must be carried on at premises registered by the Board.

Therefore, if:

- you do NOT LODGE AN APPLICATION by the deadline date, 30 June 2022,
or
- you lodge an application, but PAYMENT OF THE FEE IS NOT SETTLED by 30 June 2022,
then
- the registration of the premises ends, and THE PHARMACY BUSINESS MUST CLOSE ON 30 JUNE 2022.

When should you lodge your application?

- All things being equal, lodging **before 27 June 2022** should allow time for online processing before 30 June 2022.
- I recommend lodging by 20 June 2022, ten days before the deadline.

How much is the fee and when should it be paid?

- The fee is \$850.00.
- As the payment of the fee MUST be SETTLED by 30 June 2022, paying **before 27 June 2022** should allow time for clearing the payment into the Board's bank account by 30 June 2022.
- I recommend paying by 20 June 2022, ten days before the deadline.

Warnings

- If you DELAY lodgement and/or payment to 30 June 2022 and internet or any other issue hinders or prevents:
 - online processing, and/or
 - clearance of the payment,- you RISK the registration of the premises ending on 30 June 2022.
- **If the registration of the premises is NOT renewed by 30 June 2022:**
 - **the pharmacy business MUST close.**
 - **you will be BREAKING THE LAW if you open on or after 1 July 2022 without going through the process of lodging an application to establish a new pharmacy business and having it approved by the Board.**

Sample Application Form

- Because the online document MUST be completed in one session and to assist you in completing the online document, I recommend you first complete the sample copy on [the Board's website](#).

HOW DO I APPLY, PAY AND DOWNLOAD THE CERTIFICATE?

1. COMPLETE THE APPLICATION

- [<Online Application Form>](#)

2. PAY THE FEE

A. Payment Portal

Visa or Mastercard

- Go to the **Registration Renewal Payment Portal** on [the Board's website](#).
- Enter **<Payment Code>**, the payment code for this premises.
- Select Pay Fee.
- Follow the prompts and pay \$850.00.

B. Online Banking and Email

Bank Account

- Pay \$850.00 to the Pharmacy Registration Board of WA
 - *BSB and account number detailed in actual renewal email*
- Identify the transaction with **<Registration Number>**, the registration number for this premises.

- Email the payment record to Applications_Admin@pharmacyboardwa.com.au.

3. CERTIFICATE

Successful download of the **Certificate of Registration of Premises as a Registered Pharmacy** depends on your method of payment.

A. Payment Portal

- Available immediately after payment.

B. Online Banking and Email

- Available after payment is processed by the Board.

4. DOWNLOAD THE CERTIFICATE

1. Go to the **Self Service Certificate Portal** on [the Board's website](#).
2. Enter <Email>, the pharmacy email address held by the Board for this premises.
3. Select Issue Certificate.

What if I misplace my Certificate?

The **Self Service Certificate Portal**:

- is a permanent feature of the Board's website.
- can be used anytime.

Any questions?

Contact my Assistant, Ms Susan (Sue) Errington-Wood by:

- preferably, emailing Applications_Admin@pharmacyboardwa.com.au
- calling (08) 9328 4388.

Regards,

Guy Brandon
Registrar

PHARMACY REGISTRATION BOARD OF WESTERN AUSTRALIA

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SAMPLE