

Send to <Responsible Pharmacist Email>

**Subject**

PRBWA Regn No. <Registration Number> - <Company Name> - Attention: <Responsible Pharmacist>

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**RENEWAL OF REGISTRATION OF THE PREMISES TO 30 JUNE 2025**

**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 2024,  
or
  - you lodge an application, but PAYMENT OF THE FEE IS NOT SETTLED by  
30 June 2024,  
then
  - the registration of the premises ends, and THE PHARMACY BUSINESS  
MUST CLOSE ON 30 JUNE 2024.

**When should you lodge your application?**

- All things being equal, lodging **before 24 June 2024** should allow time for online processing before 30 June 2024, though it is recommended to lodge by 17 June 2024.

**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 2024, paying **before 24 June 2024** should allow time for clearing the payment into the Board's bank account by 30 June 2024, though it is recommended to pay by 17 June 2024.

## Warnings

- If you DELAY lodgement and/or payment to 30 June 2024 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 2024.
- If the registration of the premises is NOT renewed by 30 June 2024:
  - the pharmacy business **MUST** close.
  - you will be **BREAKING THE LAW** if you open on or after 1 July 2024 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 - 306 063
  - Account – 0851605
- Identify the transaction with <[Registration Number](#)>, the registration number for this premises.

- Email the payment record to [Applications\\_Admin@pharmacyboardwa.com.au](mailto: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. HOW TO 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 need a current Certificate before my renewal is processed?

- As the renewal process has commenced, the Self Service Certificate Portal can only issue certificates to 30 June 2025.
- If you require a Certificate valid to 30 June 2024, you will need to contact the Assistant Registrar, details are shown below.

#### Any questions?

Contact my Assistant, Ms Sue Errington-Wood by:

- preferably, emailing [Applications\\_Admin@pharmacyboardwa.com.au](mailto:Applications_Admin@pharmacyboardwa.com.au)
- calling (08) 9328 4388.

Regards,

**Guy Brandon**  
Registrar

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## PHARMACY REGISTRATION BOARD OF WESTERN AUSTRALIA

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