

Send to <Responsible Pharmacist Email>

Subject

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

**PHARMACY REGISTRATION BOARD OF WESTERN AUSTRALIA (the Board) -
RENEWAL OF REGISTRATION OF THE PREMISES TO 30 JUNE 2026**

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 2025,
or
 - you lodge an application, but PAYMENT OF THE FEE IS NOT MADE by 30 June 2025,
then
 - the registration of the premises ends, and THE PHARMACY BUSINESS MUST CLOSE ON 30 JUNE 2025.

How much is the fee?

- The fee is \$950.00.

Warnings

- If you DELAY lodgement and/or payment to 30 June 2025 and internet or any other issue hinders or prevents:
 - online processing,- you RISK the registration of the premises ending on 30 June 2025.
- **If the registration of the premises is NOT renewed by 30 June 2025:**
 - **the pharmacy business MUST close.**
 - **you will be BREAKING THE LAW if you open on or after 1 July 2025 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 \$950.00.

B. Online Banking and Email

Bank Account

- Pay \$950.00 to the Pharmacy Registration Board of WA
 - BSB – 066 131
 - Account – 1075 4446
- 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. 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 2026.
- If you require a Certificate valid to 30 June 2025, 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
- calling (08) 9328 4388.

Regards,

Gaurav Chitnis
Registrar

PHARMACY REGISTRATION BOARD OF WESTERN AUSTRALIA

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