

Send to <Responsible Pharmacist Email>

## Subject

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

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## PHARMACY REGISTRATION BOARD OF WESTERN AUSTRALIA (the Board) - RENEWAL OF REGISTRATION OF THE PREMISES TO 30 JUNE 2027

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 2026,  
or
  - you lodge an application, but PAYMENT OF THE FEE IS NOT MADE by 30 June 2026,  
then
  - the registration of the premises ends, and THE PHARMACY BUSINESS MUST CLOSE ON 30 JUNE 2026.

### How much is the fee?

- The fee is \$950.00.

### Warnings

- If you DELAY lodgement and/or payment to 30 June 2026 and internet or any other issue hinders or prevents:
  - online processing,- you RISK the registration of the premises ending on 30 June 2026.
- **If the registration of the premises is NOT renewed by 30 June 2026:**
  - **the pharmacy business MUST close.**
  - **you will be BREAKING THE LAW if you open on or after 1 July 2026 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](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 2027.
- If you require a Certificate valid to 30 June 2026, you will need to contact the Applications Team, details are shown below.

### **Any questions?**

Contact the Applications Team by:

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

Regards,

**Gaurav Chitnis**  
Registrar

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## **PHARMACY REGISTRATION BOARD OF WESTERN AUSTRALIA**

[www.pharmacyboardwa.com.au](http://www.pharmacyboardwa.com.au)

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