



Pharmacy Ownership (Proprietor Name Change) Guidelines

Review Pharmacy Legislation at the [College's website](#).

- *The Pharmacy and Pharmacy Disciplines Act*
- SCPP Regulatory Bylaws

Vendor Requirements

Current pharmacy manager to:

- Provide "Notice of Intent to Sell" and proposed date of change to the Saskatchewan College of Pharmacy Professionals (SCPP) **at least 10 days** prior to the change.
- Complete and submit the "Pharmacy Ownership Change Vendor Requirements" no later than 10 days after completion of the official date of ownership change.
- Record inventory of **Narcotic and Controlled Drugs** (includes Benzodiazepines and Targeted Substances)
 - One copy to be kept with the files of the purchaser
 - One copy to be kept with your records
 - Inventory list to be signed and dated by a pharmacist for each
- Return the current pharmacy permit within 10 days after the official date of closure.

Purchaser Requirements

Incoming pharmacy manager is responsible for the following:

- Inform SCPP of the intent to purchase a pharmacy and change proprietor (corporate) name.
- Email details to SCPP:
 - Proposed effective date of purchase
 - Current pharmacy trade name
 - Name of current proprietary operating corporation
 - Name of new proprietary operating corporation which will assume ownership
 - Names of the directors of the new proprietary operating corporation
 - Address of the new proprietary operating corporation
 - Names of the Directors of the new proprietary operating corporation
 - Mailing and Location address of pharmacy

- New Trade Name of pharmacy (if changing)
- Incoming pharmacy manager name and contact information (phone/email)
- Record in duplicate an inventory of Narcotic and Controlled Drugs. Keep one copy with the files of the purchaser and one copy with the records of the vendor.
- Submit the online Permit Amendment Application form and fee. The username, password and instructions will be emailed to the incoming pharmacy manager to access the application form link from the “pharmacy manager portal.”
 - Fees: refer to the [Fee Schedule](#) for applicable fee.
 - All requirements must be received for approval of the application
 - Approved permit would be valid to November 30 of the current permit year, renewable in advance
 - If pharmacy trade name is being amended, provide:
 - de-identified prescription label, patient profile and receipt sample with pharmacy Trade Name & legal street address, including postal code
 - A photograph of signage (exterior and interior) for approval
- Email the **corporate registry profile report** OR a COPY of the Business Corporations “Change of Directors/Officers” form which lists the directors of the new proprietary operating corporation. Must be received in the SPCP office prior to the proposed effective date (on a business day) and must meet the legislative requirements pursuant to *The Pharmacy and Pharmacy Disciplines Act* S.19(1)
 - Pharmacy manager must be a director of the corporation
 - Majority of directors of the corporation must be made up of registered SPCP members
 - Directors who are members must be in good standing with the College
 - Review [Pharmacy Manager Responsibilities](#) and [Directors’ Duties & Responsibilities](#)
- **Contact the Drug Plan** regarding the existing contract:

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 Financial Assistant; Sask. Ministry of Health,
 DP&EBB Financial Unit, 2nd Fl -3475 Albert St
 Regina, SK Canada S4S 6X6
 Bus Phone (306) 787-8304 / Fax (306) 787-8679
 Email: rhonda.cowan@health.gov.sk.ca
- **Contact Third Party Insurers** such as e-Health, PIP, Non-Insured Health Benefits, Saskatchewan Blue Cross, RCMP, DVA, etc.

Approval of the proprietary pharmacy permit will NOT be granted prior to ALL requirements as per *The Pharmacy and Pharmacy Disciplines Act* and SPCP Bylaws being met. **NO pharmacy services are to be offered and no prescriptions filled until approval has been granted.**

Renovations

If planning to do any renovations, advise the office. An application or fee may be applicable if an inspection is required. Refer to Part J of the SCPP Regulatory Bylaws.

Lock & leave installation

If required, the pharmacy manager should contact the office. An application and a fee will be required. Refer to SCPP Regulatory Bylaws, Part J.

Services via the Internet

Provide the SCPP office with information if this pharmacy proposes to offer pharmacy services via the Internet. The document “Standards for Saskatchewan Pharmacies Providing Services via the Internet” is available in the Pharmacy Reference Manual.

SCPP bylaws require disclosure of international prescription services (IPS) regardless of whether or not the services are promoted over the Internet.