



# SAPC e-Note



## SAPC e-Note: Fee-free Issuing of Pharmacy Licences and Recording Certificates for Pre-May 2003 Pharmacies

Dear Owner/Responsible Pharmacist,

### Last call: Fee-free Issuing of Pharmacy Licences and Recording Certificates for Pre-May 2003 Pharmacies

In July 2022, the South African Pharmacy Council (SAPC) called upon Responsible Pharmacists (RPs) and owners of pharmacies registered before May 2003 ("Pre-May 2003 pharmacies") to complete an online survey to ensure that the licences for the pharmacies are issued and recorded free of charge. While most Pre-May 2003 pharmacy owners responded to the survey and were issued with licences, and RP/recording certificates, some are yet to participate in this process.

In February 2023, Council resolved to extend the last date for issuing of pharmacy licences by the National Department of Health to Pre-May 2003 pharmacies and the recording of such licences by the SAPC at no cost to 30 June 2023. From 1 July 2023, all Pre-May 2003 who would have not have participated in this process by 30 June 2023 would be levied the relevant licensing and recording fees.

As such, owners and RPs are encouraged to apply for their Pre-May 2003 pharmacy licence online (visit [www.sapc.za.org](http://www.sapc.za.org), then click on "Login"), the Pre-May 2003 survey is found under *My Pharmacy* on the "Practice" tab once you have successfully logged-in to the SAPC website.

The following documents will be required for uploading for your application to be processed:

#### Responsible Pharmacist

- Letter of appointment and acceptance by the new responsible pharmacist (in case of a change of RP).
- Certified copy of ID of the RP.

#### Address

- Proof of pharmacy address (lease, utility bill, etc.)

#### Sole Trader

- Certified copy of ID.

#### Partnership

- Copy of the partnership agreement.
- Certified copies of ID documents.

#### Close corporation (CC)

- Copy of proof of membership or CIPC status page for the CC.
- Certified ID document.

#### Private company

- Shareholder register with a list of shareholders or a document from auditors confirming the full name(s) of shareholder(s) and indicating who are owners.
- A company resolution authorizing the applicant to act on behalf of the company. In the case of an attorney acting on behalf of the company, a power of attorney will be required.
- Certified ID documents of Directors.

**Public company**

- Documentary evidence that the company is a public company.
- A company resolution authorising the applicant to act on behalf of the company. In the case of an attorney acting on behalf of the company, a power of attorney will be required.

**Trust**

- Copy of trust document.
- Certified ID document(s) of trustee(s).

**If Manufacturing/Wholesale Pharmacy**

- Copy of a South African Health Products Regulatory Authority (SAHPRA) licence.

Yours sincerely,

Vincent Tlala  
**Registrar/CEO**

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Customer Care: 0861 7272 00, Fax: +27(0)12 321 1492