



# South African Pharmacy Council

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Form is valid  
for **2026** only

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## APPLICATION FOR APPROVAL OF CHANGE OF ADDRESS WITHOUT RELOCATION

Please use black ink and complete in BLOCK CAPITALS. Return to: The Registrar, South African Pharmacy Council

### SECTION A: PARTICULARS OF THE PHARMACY AS RECORDED WITH COUNCIL

Pharmacy Owner	Company	Close Corporation	Partnership	Sole Proprietor	Trust	State	Other
Recorded category of pharmacy	Community	Institutional (private)	Institutional (public)	Wholesale	Manufacturing	Consultant	
Full name(s) of owner (company, close corporation, partnership, etc.)							
Recorded pharmacy name				Pharmacy account number	Y		
Pharmacy physical address (as recorded/registered with Council)						Street code	
New physical address						Street code	
Reason for the change of address request							
Pharmacy telephone number							
Pharmacy fax number							
Pharmacy e-mail address							

### SECTION B: PARTICULARS OF THE RESPONSIBLE PHARMACIST (RP) FOR THE ABOVE PHARMACY

RP Registration Number		RP Account number (if available)	P	
Surname/Last Name				
Title		Initials (First Names)		
First Names in Full				
Cell number				
E-mail address				
Identity number OR Passport number				

### SECTION C: PARTICULARS OF THE APPLICANT (to be completed only if the applicant is not the RP)

Surname/Last Name			
Title		Initials (First Names)	
First Names in Full			
Cell number			
E-mail address			
Identity number OR Passport number			

### SECTION D: SUPPORTING DOCUMENTS AND APPLICABLE FEES

I, the above applicant, submit the following in support of this application:	Mark with a ✓
(a) a legal document containing a list of shareholders, members, trustees etc, or a document signed by shareholders appointing you as a liaising personnel (except in case of a sole proprietorship)	
(b) proof that the company details have not changed i.e. list of shareholders, members etc	
(c) government gazette (for street name change) or an official document in support of the request for change of street name	
(d) evaluation fee for change of address – R2,655.00 (VAT incl).	

### SECTION E: DECLARATION BY THE APPLICANT / RESPONSIBLE PHARMACIST

I, declare that: -	
(a) the pharmacy did not relocate	
(b) the information furnished herewith is true and correct.	
Owner or Responsible Pharmacist's Signature	Date: D D / M M / Y Y Y Y

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

## APPLICATION FOR APPROVAL OF CHANGE OF ADDRESS WITHOUT RELOCATION

### PROCESS FOR EVALUATION OF THE APPLICATION FOR THE APPROVAL OF THE CHANGE OF ADDRESS WITHOUT RELOCATION AND RECORDING OF THE AMENDED PHARMACY LICENSE AFTER CHANGE OF ADDRESS

1. Applicant must then complete the attached form and attach all supporting documents
2. Upon evaluation of the application form and satisfactory assessment, SAPC will issue a GPP for change of address.
3. Applicant must complete the form named: ***“Application for reprint of pharmacy licence after change in address”*** and send the application form together with all supporting documents as per application form to the NDOH.
4. NDOH will issue an amended licence.
5. Applicant must then complete form named: ***“Application for the recording of the pharmacy after change of address without relocation, and*** attach all supporting documents, and submit this form to the SAPC.

### PLEASE NOTE:

1. *Application will only be processed if the annual fees for the pharmacy are up to date;*
2. *This application is valid for 60 days from date of receipt by the office of the registrar. Should you fail to submit all the required supporting documentation and fees/proof of payment of fees within 60 days of this application the application shall be rendered void and all fees (excluding annual fee) that may have been paid herewith shall be forfeited.*
3. Payments made at Council offices by credit card/debit card, direct bank deposits, EFT from a Standard Bank account, the approval letter can be issued the same day.
4. *Payments made by EFT from other banks, other than Standard Bank, the approval letter will be issued within three working days after verification of payment.*
5. Cash, Postal orders and Cheques will not be accepted with any application form.
6. South African Pharmacy Council has a policy of zero tolerance to fraud and corruption. All fraud and corruption cases detected or reported will be investigated and perpetrators will be prosecuted accordingly.
7. All documentation must be submitted to the Registrar within 30 days from the date of issue of an amended licence.

**Please note that an authorization letter and the particulars of the person making an application on behalf of the owner will be required in case where the owner is not making an application himself/herself**

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_