



# The South African Pharmacy Council

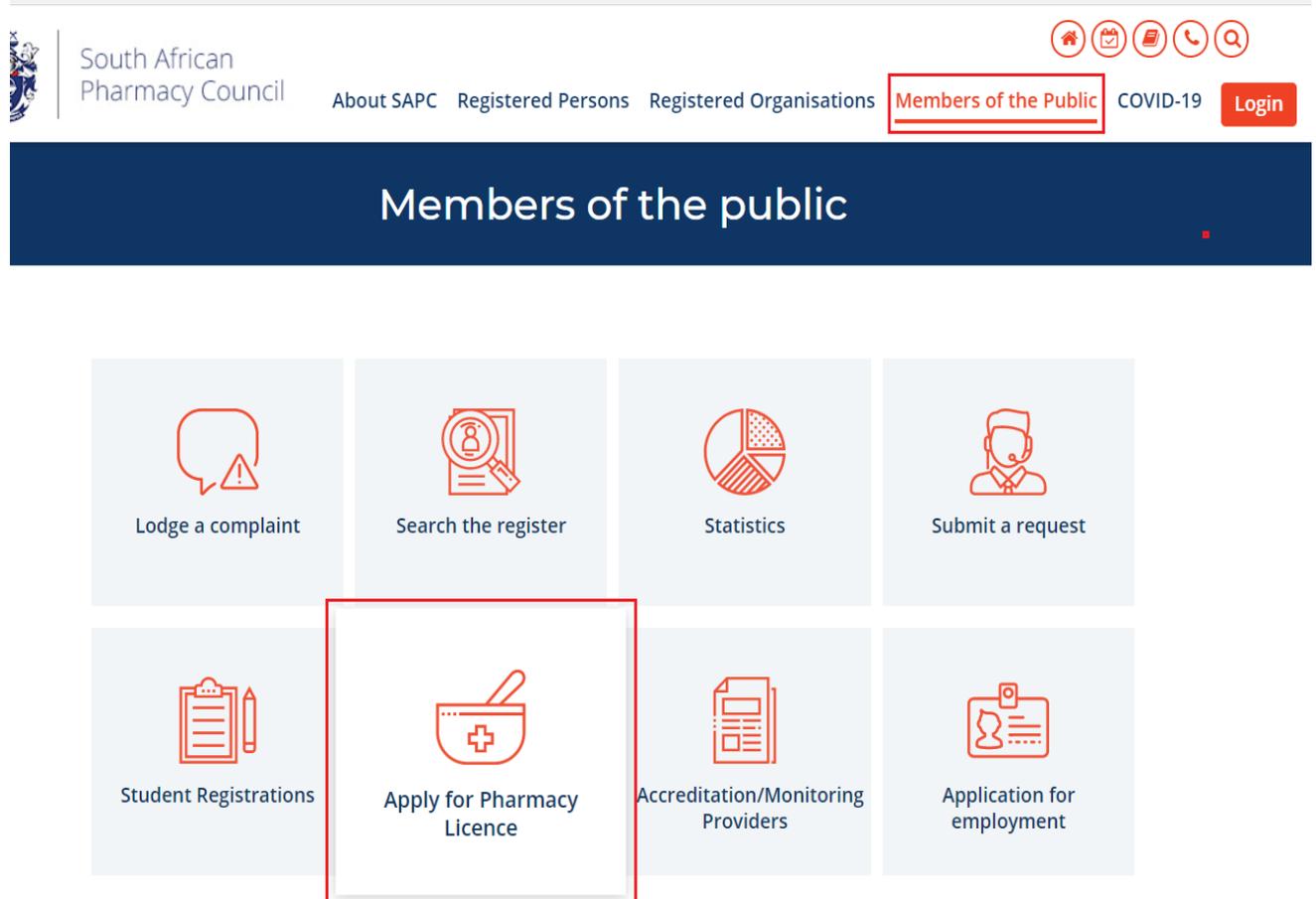
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- Fax: 27 (12) 321-1492 • Website: <http://www.pharmcouncil.co.za> • E-mail: [customercare@sapc.za.org](mailto:customercare@sapc.za.org)

## NDOH and SAPC license application User/Applicant manual

### 1. New username and password request.

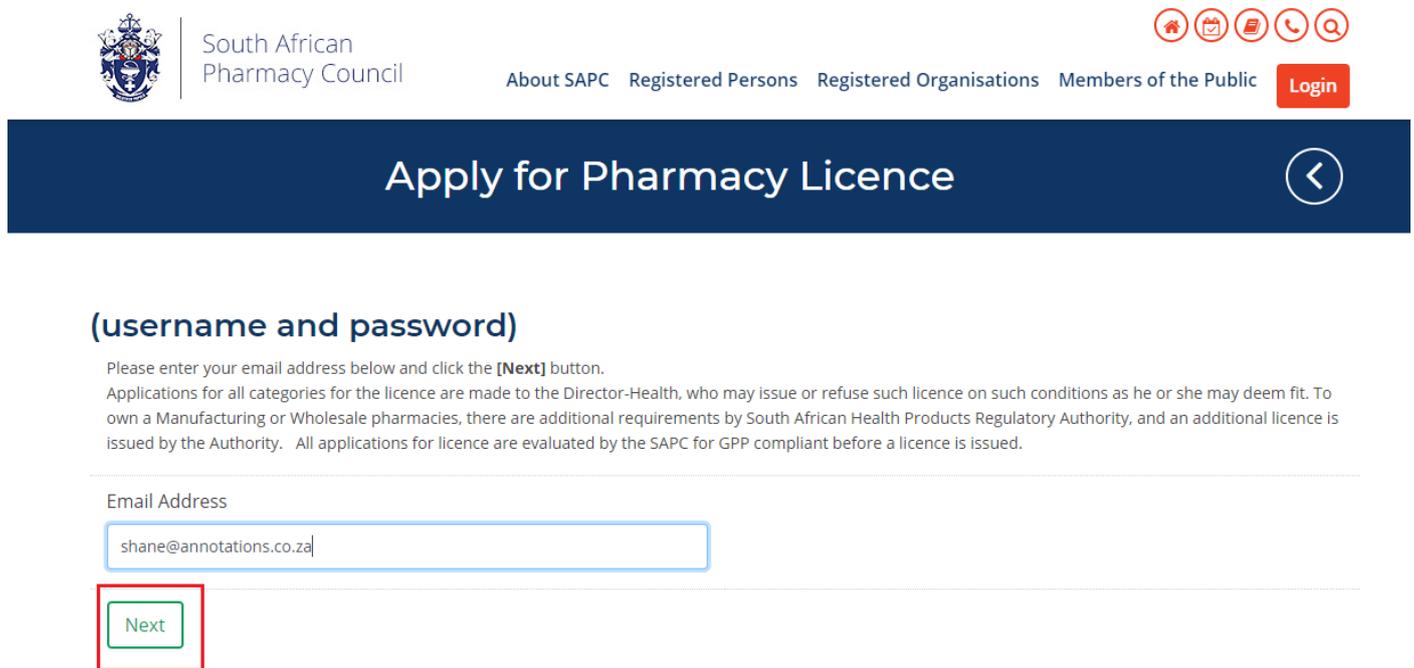
Go to [www.sapc.za.org](http://www.sapc.za.org) and click the **[Members of the Public]** tab on the main menu of the website. Select **[Apply for Pharmacy License]** page (fig.1.1).

Fig.1.1



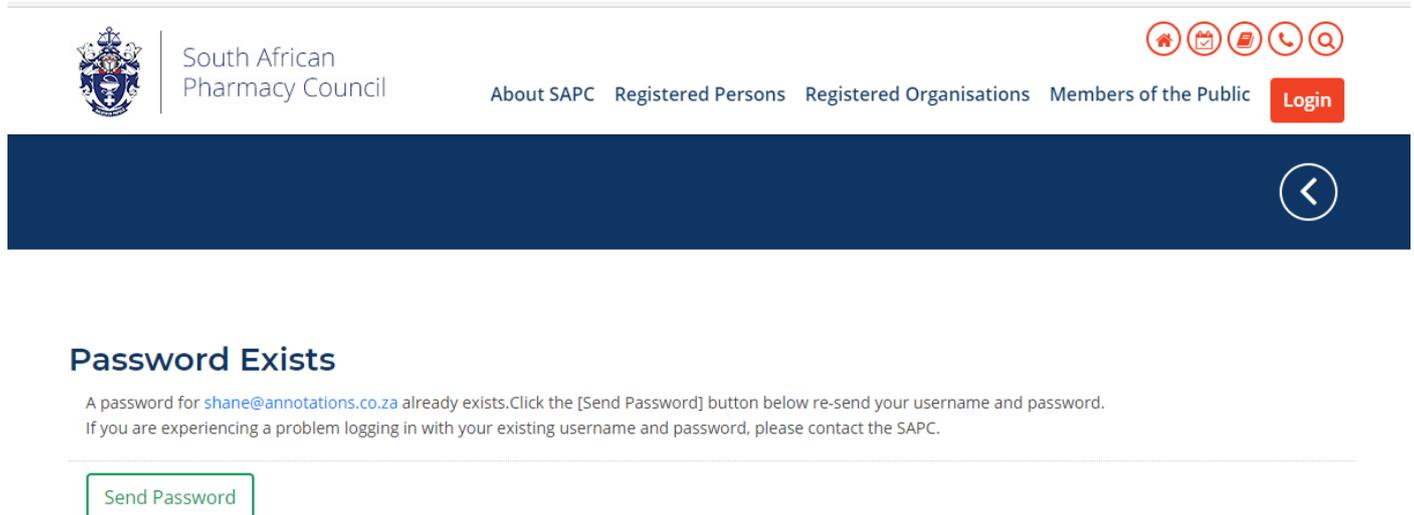
Enter an email address to where the password should be sent and click the **[Next]** button (fig.1.2). If there is already a username and password associated with the email address entered, an option will be available to resend the username and password (fig.1.3).

**Fig.1.2**



The screenshot shows the top navigation bar of the South African Pharmacy Council website. It includes the council's logo, name, and several menu items: 'About SAPC', 'Registered Persons', 'Registered Organisations', 'Members of the Public', and a 'Login' button. Below the navigation bar is a dark blue header with the text 'Apply for Pharmacy Licence' and a back arrow icon. The main content area is titled '(username and password)' and contains instructions: 'Please enter your email address below and click the [Next] button.' and 'Applications for all categories for the licence are made to the Director-Health, who may issue or refuse such licence on such conditions as he or she may deem fit. To own a Manufacturing or Wholesale pharmacies, there are additional requirements by South African Health Products Regulatory Authority, and an additional licence is issued by the Authority. All applications for licence are evaluated by the SAPC for GPP compliant before a licence is issued.' Below the text is an 'Email Address' label and a text input field containing 'shane@annotations.co.za'. A 'Next' button is located below the input field and is highlighted with a red rectangular box.

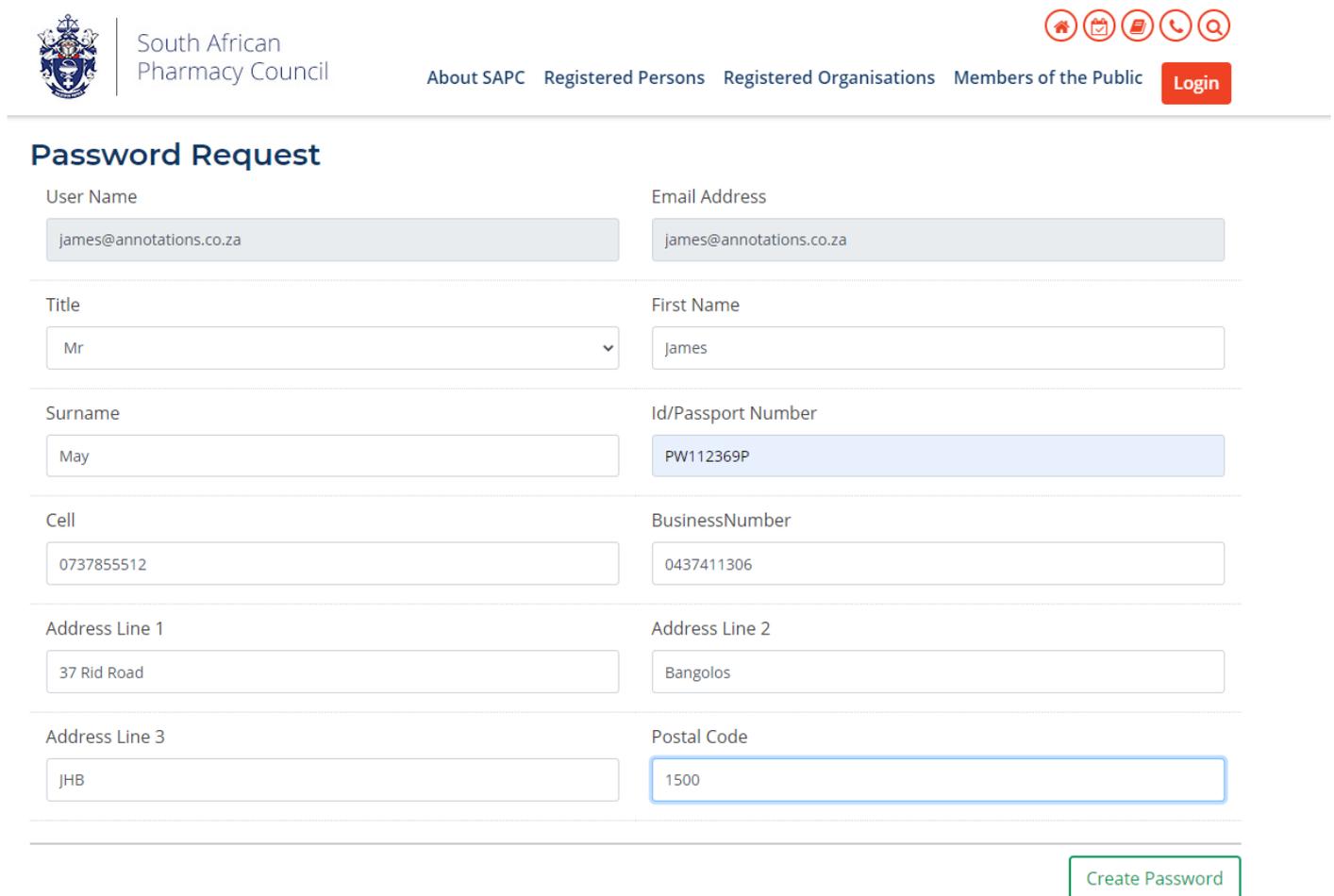
**Fig. 1.3**



The screenshot shows the top navigation bar of the South African Pharmacy Council website, identical to Fig. 1.2. Below the navigation bar is a dark blue header with a back arrow icon. The main content area is titled 'Password Exists' and contains instructions: 'A password for shane@annotations.co.za already exists. Click the [Send Password] button below re-send your username and password. If you are experiencing a problem logging in with your existing username and password, please contact the SAPC.' Below the text is a 'Send Password' button highlighted with a green rectangular box.

For a new username and password, complete all required fields on [Apply for Pharmacy License (username and password)] screen. Click the [Create Password] button (fig.1.4). Fig.1.5 message will be displayed when a username and password is successfully created. Login to your email account to retrieve your login details (fig.1.6).

Fig.1.4



The screenshot shows the 'Password Request' form on the South African Pharmacy Council website. The form is divided into two columns and contains the following fields:

- User Name:** james@annotations.co.za
- Email Address:** james@annotations.co.za
- Title:** Mr (dropdown menu)
- First Name:** James
- Surname:** May
- Id/Passport Number:** PW112369P
- Cell:** 0737855512
- BusinessNumber:** 0437411306
- Address Line 1:** 37 Rid Road
- Address Line 2:** Bangolos
- Address Line 3:** JHB
- Postal Code:** 1500

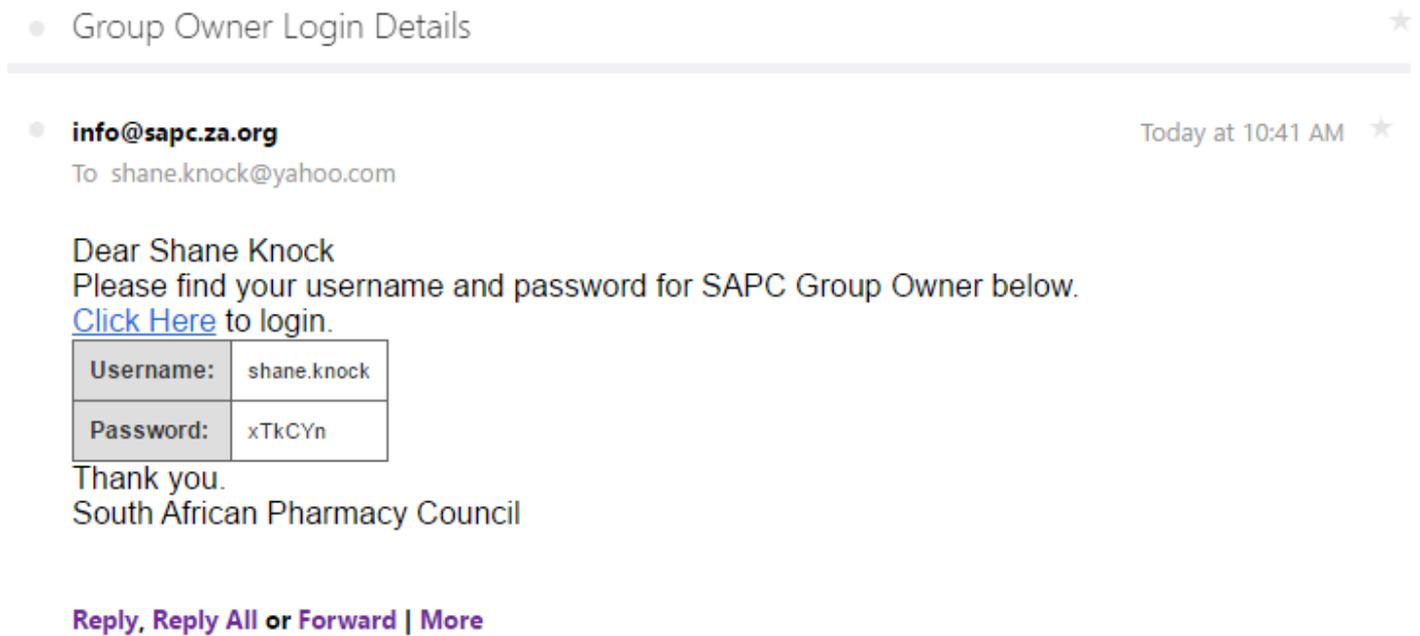
A 'Create Password' button is located at the bottom right of the form.

Fig.1.5



Password sent successfully.

Fig.1.6



## 2. Apply for a new pharmacy license.

Go to [www.sapc.za.org](http://www.sapc.za.org) and click [**Login**] button and then the [**Group Owner Login**] page of the SAPC website (fig.2.1). Enter a username, password and click the [**Enter**] button(fig.2.2). On a successful login you will be redirected to the secure site dashboard screen (fig.2.3).

Fig.2.1

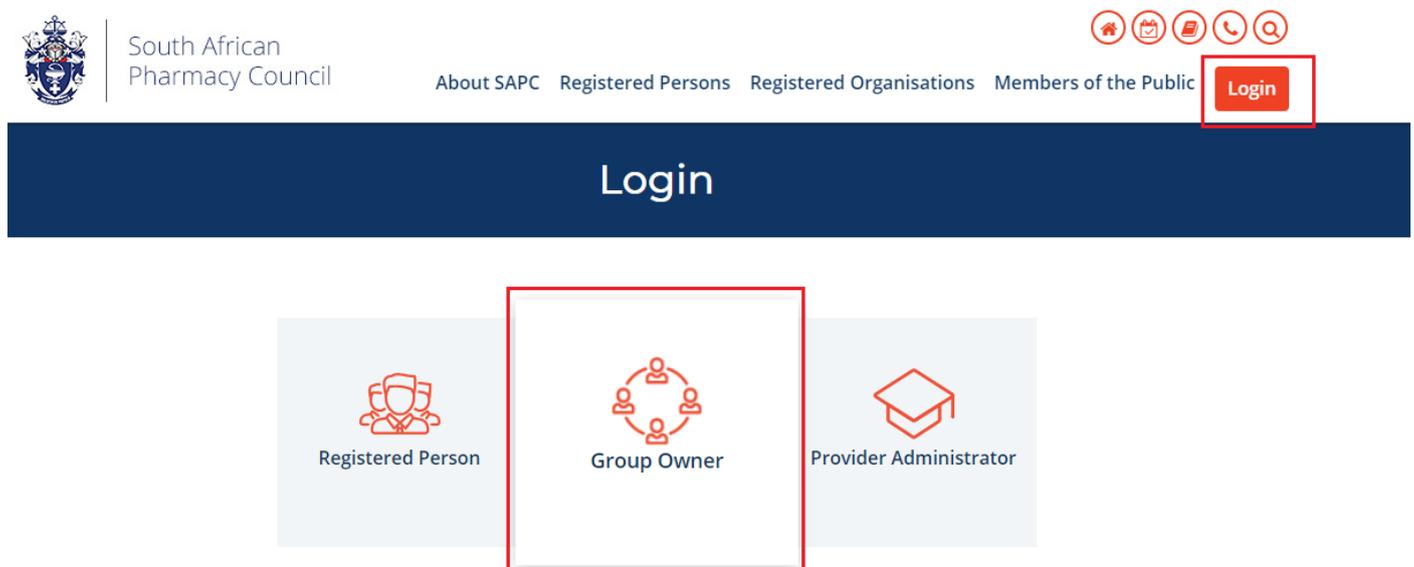


Fig.2.2



## Group Owner Login



User Name

craig@e2.co.za

Password

.....

Enter

To enter a new pharmacy license application, either click the **[My Pharmacies]** tab on the main menu or the **[view/update your pharmacies]** link/image button found in the content of the dashboard page (fig.2.3).

Fig.2.3.

Shane Knock   Dashboard   **My Pharmacies**   Finance   My Profile   Help   Logout

South African Pharmacy Council

The South African Pharmacy Council has embarked on a Patient Information Campaign [click here](#)

**Update your details**  
Please review and update your details at least once per quarter.  
[Click here](#)

**Communications**  
Ask questions or take the online poll  
[Click here](#)

**View/update your pharmacies**  
View/update pharmacy information.  
[Click here](#)

**Payments**  
View/pay or download invoices and receipts  
[Click here](#)

Under [My Pharmacies] tab- locate the [NDOH Pharmacy Licence Applications] block and click the [New Pharmacy] link option (fig.2.4). This will redirect to the new pharmacy license page where all application information can be entered and submitted both to the NDOH and SAPC (fig.2.5).

**NB: No application will be able to be submitted until all 6 sections are completed**

Fig.2.4.

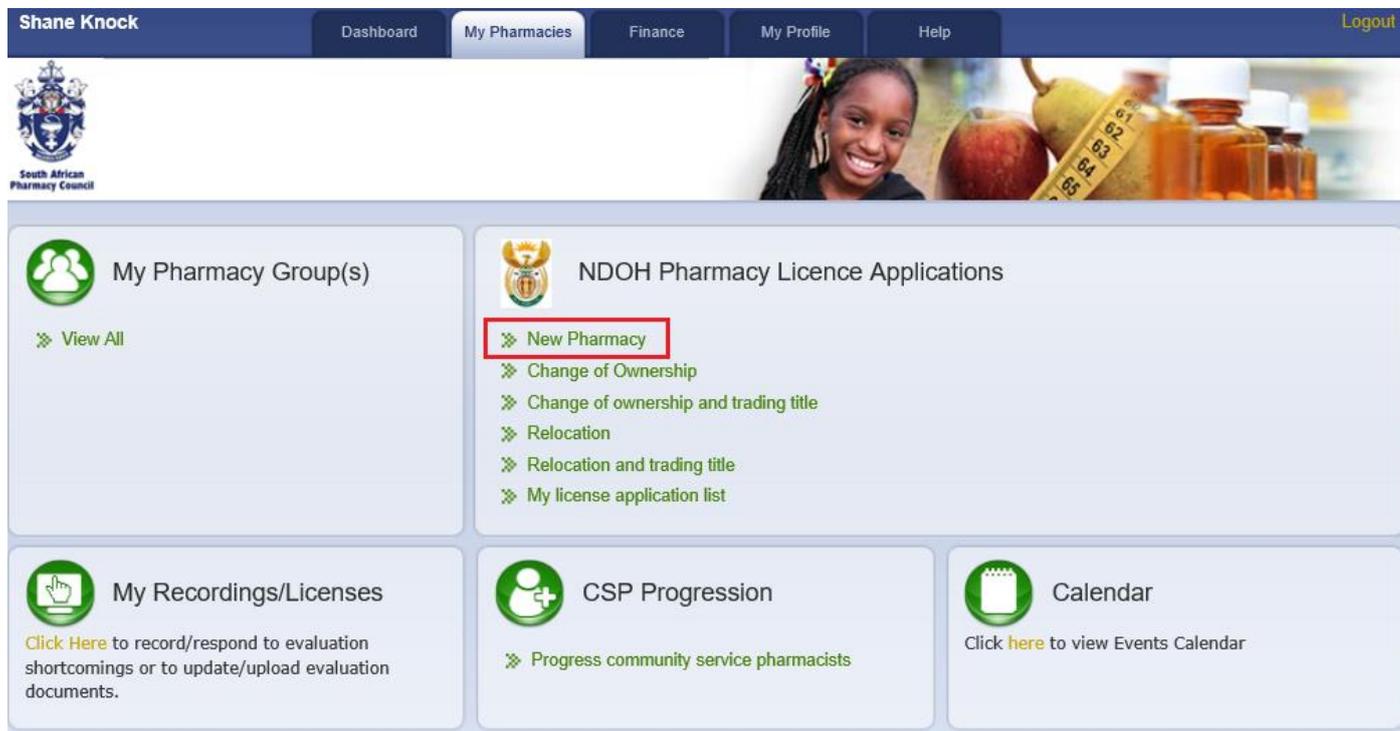
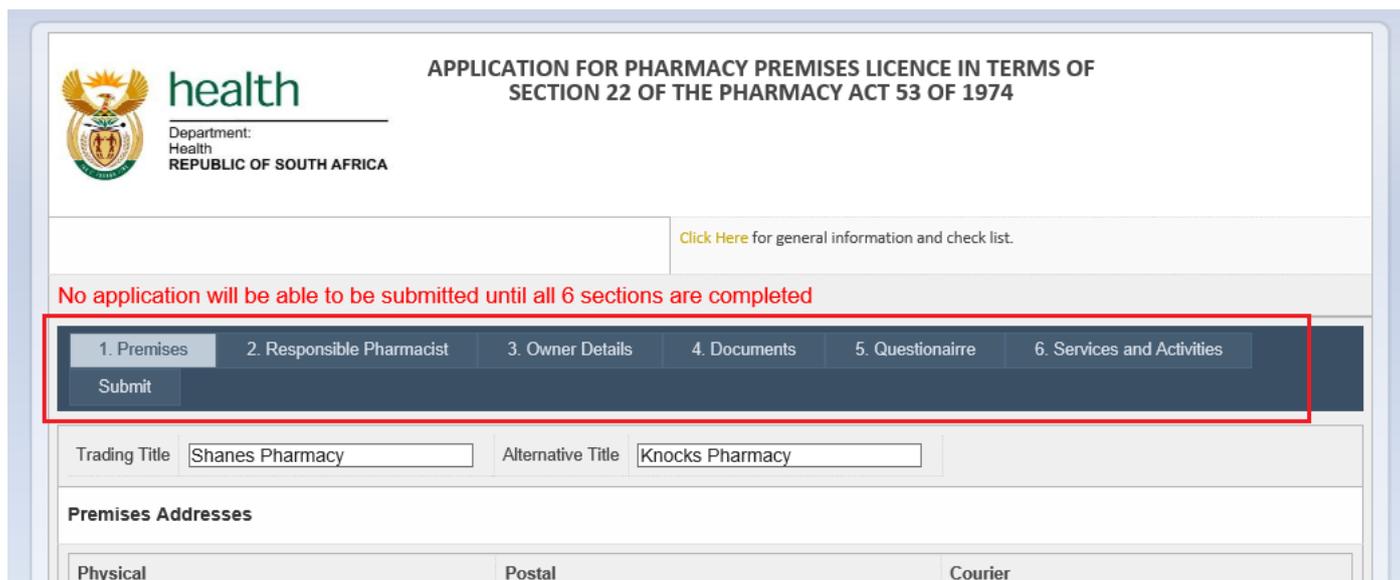


Fig.2.5



## I. Premises

**NB: No other section of the application can be completed until the [Premises] information has been entered and saved.**

Enter all required fields under the [Premises] tab and click the [Save] button on the bottom right hand side of the screen (fig.3.1). A message will be displayed once successfully saved (fig.3.2). At this point the system can be exited and the rest of the application completed at a later stage. To continue with an application- Under [My Pharmacies] tab- locate the [NDOH Pharmacy License Applications] and click the [My License Application List] link (fig2.4). A list of all un-submitted application will be displayed. Clicking the [Select] link on the grid will redirect to the license application information page (fig.2.5).

Fig.3.1

Trading Title	<input type="text" value="Shanes Pharmacy"/>	Alternative Title	<input type="text" value="Knocks Pharmacy"/>
---------------	--	-------------------	--

### Premises Addresses

Physical	Postal	Courier
<input type="text" value="18 Minute Road"/>	<input type="text" value="BOX 47"/>	<input type="text" value="18 Minute Road"/>
<input type="text" value="Hillcrest"/>	<input type="text" value="Hillcrest"/>	<input type="text" value="Hillcrest"/>
<input type="text" value="Cape Town"/>	<input type="text" value="Cape Town"/>	<input type="text" value="Cape Town"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="1700"/>	<input type="text" value="1700"/>	<input type="text" value="1700"/>

### GPS Coordinates

[Click Here](#) to go Google maps.

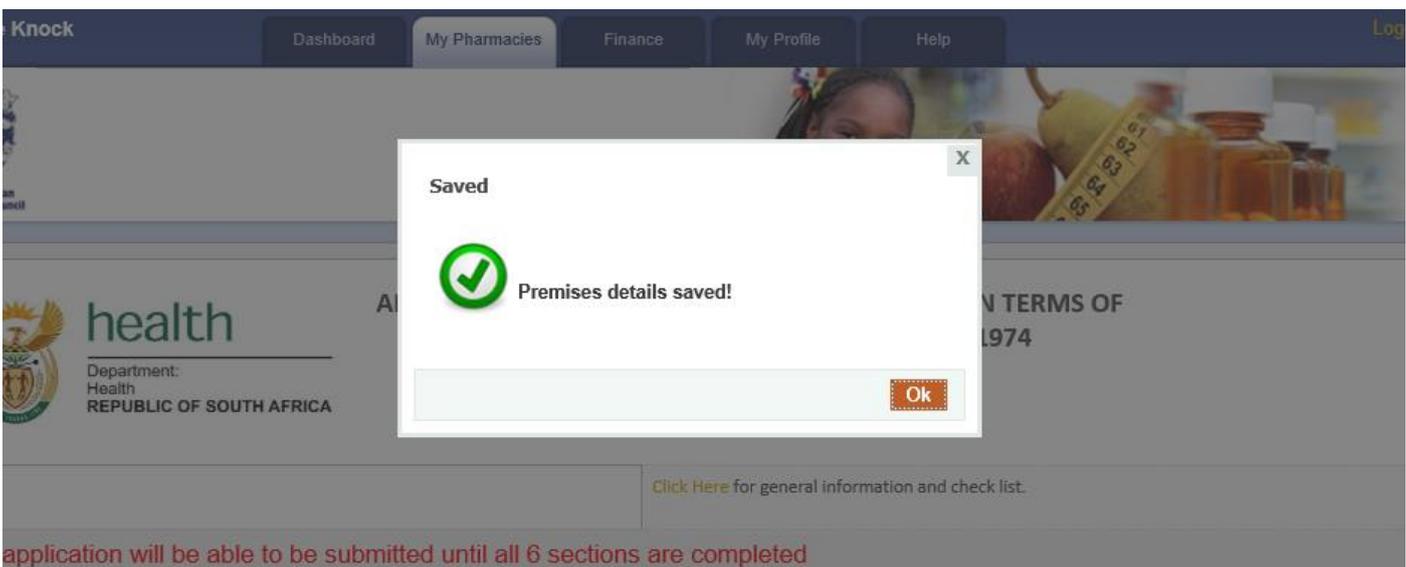
E	<input type="text" value="123"/>	Degrees	45	Minutes	55	Seconds
W	<input type="text" value="123"/>	Degrees	45	Minutes	55	Seconds

### Classification/Category of Pharmacy

Classification/Category	<input type="text" value="Community Pharmacy"/>
-------------------------	---

**Save**

Fig.3.2



## II. Responsible Pharmacist (RP)

Search the appointed RP using their “P” number registered with the SAPC. Enter the “P” number in the search text box provided and click the [**Search**] button. A summary of the RP details will appear under the [**Search Results**] section. Click the [**Add RP**] button to save the RP information. On a successful addition the RP information will appear under the [**Responsible Pharmacist Details**] section of the screen. If the “P” number is unknown/not found- Use the “Click Here” link to search the SAPC register (Fig.4.1).

Fig.4.1

The screenshot shows a web interface with a navigation bar at the top containing tabs: 1. Premises, 2. Responsible Pharmacist (selected), 3. Owner Details, 4. Documents, 5. Questionnaire, and 6. Services and Activities. Below the navigation bar is a 'Submit' button. The main content area has a note: 'NB: Using a "P" number ,search only Registered-Active Pharmacist/Community Service Pharmacist or [Click Here](#) to search the SAPC register.' Below this is a search section with a text box containing 'P99998' and a 'Search' button. Underneath is a 'Search Results' section with a table showing: P Number : P99998, Name : Mr. E2 Solutions TEST, and Role Type : Pharmacist. Below the table is an 'Add RP' button. At the bottom is a 'Responsible Pharmacist Details' section with a table showing: P Number : P99998 and Name : Mr. E2 Solutions TEST.

Responsible Pharmacist Details	
P Number	P99998
Name	Mr. E2 Solutions TEST

## III. Owner Details

In some cases, the owner information might already exist on the SAPC register. In this circumstance- search the owner information by entering the CK (company no.)/National ID number (Sole Trader) in the text box provided and click the [**Search**] button. If the owner is found- information will automatically populate- enter all missing information and click the [**Save**] button at the bottom right of the screen. A message will be displayed on a successful save (fig.4.2). The owner details will be displayed on the owner list (fig4.4).

Fig.4.2

The screenshot shows a web interface with a navigation bar at the top containing tabs: 1. Premises, 2. Responsible Pharmacist, 3. Owner Details (selected), 4. Documents, 5. Questionnaire, and 6. Services and Activities. Below the navigation bar is a 'Submit' button. The main content area has a note: 'If details of the Close Corporation or Limited Company already exist with the SAPC, please use the [Textbox] below to search and select. Search using CK number , National ID number for sole Proprietor or select an [Owner Type] to add new owner details.' Below this is an 'Owner Search' section with a text box containing '2014/181513/000' and a green 'Search' button. Below the search section is a message: 'No owner listed !'. Underneath is a section for adding new members with a dropdown for 'Owner Type' set to 'Company'. Below this are text boxes for 'Name of Company / Close Corporation' containing 'Mpanda Multipurpose PTY' and 'Certificate of Incorporation No.' containing '2014/181513/07'. At the bottom is an 'Addresses' section.

Owner Details	
Owner Type	Company
Name of Company / Close Corporation	Mpanda Multipurpose PTY
Certificate of Incorporation No.	2014/181513/07

To enter new owner information, select the **[Owner Type]** from the dropdown list provided and complete the required fields on the form (fig.4.3). Click the **[Save]** button at the bottom right of the screen. A message will be displayed on a successful save. The owner details will be displayed on the owner list (fig4.4).

Fig.4.3

In order to add more members please select an owner type below.

Owner Type

Name of Company / Close Corporation

Certificate of Incorporation No.

**Addresses**

Physical	Postal	Domicilium citandi et exuctandi <sup>?</sup>
<input type="text" value="1788 Section"/>	<input type="text" value="1788 Section"/>	<input type="text" value="1788 Section"/>
<input type="text" value="Botshabelo"/>	<input type="text" value="Botshabelo"/>	<input type="text" value="Botshabelo"/>
<input type="text" value="Free State"/>	<input type="text" value="Free State"/>	<input type="text" value="Free State"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text" value="1230"/>	<input type="text" value="1230"/>	<input type="text" value="1230"/>

Fig.4.4

1. Premises   2. Responsible Pharmacist   **3. Owner Details**   4. Documents   5. Questionnaire   6. Services and Activities

Submit

If details of the Close Corporation or Limited Company already exist with the SAPC, please use the **[Textbox]** below to search and select. Search using CK number , National ID number for sole Proprietor or select an **[Owner Type]** to add new owner details.

Owner Search :

Name	Type	Postal Address	Domicilium citandi et exuctandi Address	
Mpanda Multipurpose PTY	Company	1788 Section, Botshabelo, Free State, 1230	1788 Section, Botshabelo, Free State, 1230	Delete

In order to add more members please select an owner type below.

Owner Type

#### IV. Documents

To upload supporting documentation- Browse to the file on your computer, select the document type from the [**Outstanding Documents**] dropdown list and click the [**Upload**] button. A message will be displayed on a successful upload and the document will appear on the [**Document List**] grid. To update an already uploaded document, simply delete the document using the [**Delete**] link on the [**Document List**] grid and upload the updated version (fig.4.5)

Fig.4.5

1. Premises 2. Responsible Pharmacist 3. Owner Details 4. Documents 5. Questionnaire 6. Services and Activities

Submit

NB : Complete all sections of the online application form, select pre-populated forms PL01 and PL04 (signature + Commissioner of oaths), PL02 and PL03 only signature required. Upload only once signed and stamped.

Signature Documents PLO 1 PLO 2 PLO 3 PLO 4

Outstanding Documents : Certified Identity Document of the Applicant(s) F:\MyDocs\Angle.pdf Browse... Upload

Document	User	Date	View	Delete
Certificate of Confirmation of Incorporation (Company Certificate of Registration) with Company and Intellectual Property Commission (CIPC) with clear information on Directorship	shane.knock	15/07/2016	View	Delete

#### PL01, PL02, PL03 and PL04

Complete all sections of the online application form, select pre-populated forms **PL01 and PL04 (signature + Commissioner of oaths)**, **PL02 and PL03 only signature required**. Upload only once signed and stamped (fig.4.6).

Fig.4.6

health Department: Health

APPLICATION FOR PHARMACY PREMISES LICENCE IN TERMS OF SECTION 22 OF THE PHARMACY ACT 53 OF 1974

http://pharma.mm3.co.za/Templates/1PL01.pdf

Amazon.co.uk - Online S... Booking.com TripAdvisor

health Department: Health REPUBLIC OF SOUTH AFRICA

Application to licence a pharmacy premises Section 22 of the Pharmacy Act, 1974 (Act 53 of 1974)

**A. Premises to be Licensed**

- Trading Title: Shanes Pharmacy  
Alternative Title: Knocks Pharmacy
- Premises Address: 18 Minute Road, Hillcrest, Cape Town, 1700
- GPS Coordinates: E 123° 45' 55" W 123° 45' 55"

**B. Classification of Pharmacy**  
Community Pharmacy (Statutory Requirement : NO )

Services and Activities

PLO 1 PLO 2 PLO 3 PLO 4

Upload

## V. Questionnaire

To complete the questionnaire section- Answer all questions using the “Complies/Does not comply” dropdown options. Once all questions have been answered, click the **[Next]** button at the bottom right hand side of the screen. This will load the next set of questions (fig.4.7), **[General]** being the final section (fig.4.8).

**NB: All questions need to be answered “Complies” in order for the [Questionnaire] to comply.**

Fig.4.7

**SUPPORTING DOCUMENTATION**

The following information must be submitted to Council as proof of compliance with Good Pharmacy Practice for purposes of recommendations made by Council to the National Department of Health for the issuing of a license by the Director-General for a premises wherein or from which the business of a pharmacy shall be carried out in terms of the Pharmacy Act 53 of 1974 as amended:

1. A letter of appointment for the responsible pharmacists; NB. No pharmacist may be a responsible pharmacy for more than one pharmacy	Complies
2. A letter of acceptance of the above appointment	-- Select --
3. Copy of the site plan of the building indicating the location of the pharmacy premises in relation to adjoining or surrounding businesses and access to and from the premises	Complies Does not comply
4. Copy of the professionally drawn floor plan indicating the actual layout of the pharmacy premises drawn to scale with exact measurements	-- Select --
5. Signed affidavit regarding eligibility, ownership and compliance with standards (must be signed by sole proprietor, all partners of the partnership, all members of the Close Corporation, all shareholders of a Private Company and all Directors of a Public Company)	-- Select --
6. In case of a Close Corporation the latest CK2 (as approved)	-- Select --
7. In case of a company a copy of the Certificate of Incorporation (Change of name if applicable) and the latest CM29	-- Select --
8. If applicable, schedules from the auditors certifying the names of the directors and shareholders	-- Select --
9. A bank guaranteed cheque or proof of payment of the license application fee made payable to the SAPC	-- Select --

**Back** **Next**

Fig.4.8

**INFORMATION RELATING TO COMPLIANCE WITH GOOD PHARMACY PRACTICE TO BE SUBMITTED IN SUPPORT OF AN APPLICATION FOR A LICENSE FOR A PHARMACY PREMISES TO BE ISSUED IN TERMS OF THE REGULATIONS RELATING TO THE OWNERSHIP AND LICENSING OF PHARMACIES PUBLISHED IN TERMS OF THE PHARMACY ACT 53 OF 1974 AS AMENDED**

**GENERAL**

The application must be signed and sworn in the presence of a commissioner of oath.

10. The application must be signed and sworn in the presence of a commissioner of oath. **Complies**

**Back** **Next**

## VI. Services and Activities

Enter answers in the text boxes provided and click the **[Save]** button at the bottom right hand side of the screen. Not all answers need to be completed in order to save, but all question need to be answered in order for the section to be complete (Fig.4.9).

Fig.4.9

1. Premises 2. Responsible Pharmacist 3. Owner Details 4. Documents 5. Questionnaire 6. Services and Activities

Submit

6. The benefit to members of the specific community which the pharmacy intends serving

The benefit to members of the specific community which the pharmacy intends serving

7. The extent of the provision of services to persons outside the service area and the extent and nature of the availability of pharmaceutical services in the nearby areas

The extent of the provision of services to persons outside the service area and the extent and nature of the availability of pharmaceutical services in the nearby areas

Save

## VII. Submit

All sections need to be complete in order to submit the application both to the NDOH and the SAPC. The **[Submit]** section highlights any incomplete or non-compliant sections (fig.4.9). These will all need to be Complete/Compliant in order to have the **[Proceed to payment]** option (fig.4.9.1).

Fig.4.9

1. Premises 2. Responsible Pharmacist 3. Owner Details 4. Documents 5. Questionnaire 6. Services and Activities

Submit

**Application Progress**

Section	Status
1. Premises	Complete
2. Responsible Pharmacist	Complete
3. Owner Details	Incomplete
4. Documents	Incomplete
5. Questionnaire	Non Compliant
6. Services and Activities	Incomplete

Fig.4.9.1

1. Premises	2. Responsible Pharmacist	3. Owner Details	4. Documents	5. Questionnaire	6. Services and Activities
-------------	---------------------------	------------------	--------------	------------------	----------------------------

Submit

### Application Progress

Section	Status
1. Premises	Complete
2. Responsible Pharmacist	Complete
3. Owner Details	Complete
4. Documents	Complete
5. Questionnaire	Compliant
6. Services and Activities	Complete

[Proceed to payment](#)

## Submit Application

**[Proceed to payment]** – This will redirect to the online application payment page (Fig.5). Choose a payment type from the options provided and click the **[Next]** button at the bottom right hand side of the screen.

Fig.5

Application Cost (VAT inclusive) : R 1000.00

Payment Options	Premise Details								
 <input type="radio"/> Credit Card / Payment Gateway Please note that no approval will be granted until payment confirmation is received from the financial institution.	<table border="1"> <tr> <td>Trading Title</td> <td>Shanes Pharmacy</td> </tr> <tr> <td>Alternate Trading Title</td> <td>Knocks Pharmacy</td> </tr> <tr> <td>Category/Classification</td> <td>Community Pharmacy</td> </tr> <tr> <td>Physical Address</td> <td>18 Minute Road, Hillcrest, Cape Town, 1700</td> </tr> </table>	Trading Title	Shanes Pharmacy	Alternate Trading Title	Knocks Pharmacy	Category/Classification	Community Pharmacy	Physical Address	18 Minute Road, Hillcrest, Cape Town, 1700
Trading Title	Shanes Pharmacy								
Alternate Trading Title	Knocks Pharmacy								
Category/Classification	Community Pharmacy								
Physical Address	18 Minute Road, Hillcrest, Cape Town, 1700								
 <input type="radio"/> EFT / Bank deposit Please note that by paying via EFT or by Direct Deposit, the application cannot be completed unless proof of payment has been uploaded. There may be a lead time of up to 14 days for the final processing of the application in order to complete all processes. Kindly ensure that you use the Y/P number as the beneficiary reference on such deposit or transfer. An Application will not be processed until funds have been cleared.	<table border="1"> <tr> <td>Name :</td> <td>Shane Knock</td> </tr> <tr> <td>Cell Number :</td> <td>0737855512</td> </tr> <tr> <td>Business Number :</td> <td>0437411306</td> </tr> <tr> <td>Email Address :</td> <td>shane.knock@yahoo.com</td> </tr> </table> <p><a href="#">Click Here</a> to update contact information.</p>	Name :	Shane Knock	Cell Number :	0737855512	Business Number :	0437411306	Email Address :	shane.knock@yahoo.com
Name :	Shane Knock								
Cell Number :	0737855512								
Business Number :	0437411306								
Email Address :	shane.knock@yahoo.com								
 <input type="radio"/> SID Instant EFT SA's most trusted alternative payment method to credit card. Pay via your trusted Internet Banking facility									

[Next >](#)

In this example we have chosen the [EFT] payment option. With this option it is necessary to upload proof of payment before submitting the application. Once proof of payment has been uploaded, click the [Save] button at the bottom right hand side of the screen(fig5.1). A message will be displayed on a successful submission (fig.5.2).

Fig 5.1

**EFT / Bank Deposit Payment**

**Summary**

Application : Pharmacy Premises Application for Licensing  
Cost : R 1000.00

Please note that by paying via EFT or by Direct Deposit, the application cannot be completed unless proof of payment has been uploaded. There may be a lead time of up to 14 days for the final processing of the application in order to complete all processes. Kindly ensure that you use the Y number as the beneficiary reference on such deposit or transfer. An Application will not be processed until funds have been cleared.

**Proof Of Payment**

Proof of payment is not compulsory at this stage. However no case will be created until proof of payment has been uploaded using the pending/history application page.

F:\MyDocs\Angle.pdf

Fig.5.2

**Application submitted successfully !**

**Summary**

Application : Pharmacy Premises Application for Licensing  
Cost : R 1000.00

Your application has been submitted successfully! A SMS will be sent to **0737855512** confirming your application case number.  
Thank you.  
SAPC

[Click here](#) to view history/pending application.

Developed/Reviewed/Approved		
Name and Designation	Date	Version
Vuyo Mokoena: Senior Manager Professional Affairs - Practice	September 2016	Version 1
Signature	Date	