



health

Department:  
Health  
REPUBLIC OF SOUTH AFRICA



# GUIDANCE FOR PERSONS SUBMITTING AN APPLICATION FOR A LICENCE FOR A PHARMACY PREMISES

## 1. Introduction

The following guidance for the issuing of licences for pharmacy premises in terms of the *Regulations relating the ownership and licensing of pharmacies* (the Regulations) published in terms of the Pharmacy Act 53 of 1974 (Pharmacy Act) is for use by persons submitting an application for a licence for pharmacy premises and in the evaluation of applications for licences. The document must be read in conjunction with the Pharmacy Act and the Regulations.

All applications for licences are evaluated by the Pharmacy Licensing Committee appointed by the Director-General of the National Department of Health (NDOH). This committee makes recommendations to the Director-General for the issuing of licences for pharmacy premises in terms of the applicable legislation.

## 2. Acronyms

GDP	Good Distribution Practice
CIPC	Companies and Intellectual Properties Commission
GIS	Geographical Information System
GMP	Good Manufacturing Practice
GPP	Good Pharmacy Practice
GPS	Global Positioning System
NDOH	National Department of Health
SAHPRA	South African Health Regulatory Products Authority
SAPC	South African Pharmacy Council
Stats SA	Statistics South Africa
WGS	World Geodetic System

## GUIDANCE FOR THE ISSUING OF LICENCES FOR PHARMACY PREMISES

### 3. Definitions

In this guidance document any word or expression defined in the Act, and not defined herein has the same meaning as in the Act or the Regulations unless the context otherwise indicates -

**“Change of ownership”** means any change in the owner of a pharmacy whether owned by a natural person or body corporate and in the case of a body corporate, includes a change in the shareholders, directors, trustees, or members of the body corporate;

**“District”** means a district municipality as defined in the Municipal Structures Act 117 of 1998 as a municipality that has municipal executive and legislative authority in an area that includes more than one municipality, and which is described in Section 155(1) of the Constitution as a category C municipality;

**“Large shopping centre”** means a shopping centre that contains 50 or more retail establishments and has customer parking facilities;

**“Metropolitan municipality”** means a municipality as defined in the Municipal Structures Act 117 of 1998 that has exclusive executive and legislative authority in its area, and which is described in section 155(1) of the Constitution as a category A municipality;

**“Place”** means a city, town or area in a metropolitan municipality used by Statistics South Africa (Stats SA) to provide population statistics;

**“Regulations”** means the Regulations relating to the ownership and licensing of pharmacies published in terms of the Act;

**“Retail establishment”** means premises in a shopping centre occupied by or likely to be occupied by a shop where goods, food or beverages are sold, a bar, café, restaurant or takeaway, or a business that provides services to customers, but excludes:

- (a) commercial office space;
- (b) a car wash or car parking facilities;
- (c) a library;

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- (d) a school; preschool; child care centre or child minding facility, unless the centre or facility is regularly available for use by customers of the shopping centre while the customers are at the shopping centre;
- (e) a storeroom or storage area;
- (f) a temporary selling point; or
- (g) an automatic teller machine or automatic dispensing machine;

**“Rural sub-district”** means a sub-district where the population is less than 80 people per km<sup>2</sup>;

**“Shopping centre”** means a group of retail establishments that is under single management and occupies a gross leasable area (excluding the parking facilities) of at least 5 000m<sup>2</sup>;

**“Single management”** for a shopping centre means management of the centre as a whole by one or more managers working cooperatively under an agreement to encourage the use of the centre as a single integrated facility and including management of security, pedestrian and vehicular access, cleaning, signage, trading hours, marketing, and maintenance of buildings, common areas and utilities;

**“Small shopping centre”** means a shopping centre that contains at least 15 but less than 50 retail establishments and has customer parking facilities; and

**“Sub-district”** means a local municipality as defined in the Municipal Structures Act 117 of 1998 as a municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls, and which is described in section 155(1) of the Constitution as a category B municipality.

### 4. Purpose

The purpose of this guidance document is to assist an applicant to submit an application for a licence for pharmacy premises and to understand the criteria used to evaluate applications.

### 5. General principles applicable to all applicants

#### 5.1 Issuing of pharmacy licences

5.1.1 Categories of pharmacies that must be licensed are:

5.1.1.1 Community pharmacies;

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- 5.1.1.2 Institutional pharmacies (in private and public health facilities);
- 5.1.1.3 Manufacturing pharmacies;
- 5.1.1.4 Wholesale pharmacies; and
- 5.1.1.5 Consultant pharmacies

5.1.2 Pharmacy premises licences may be issued for:

- 5.1.2.1 A new pharmacy;
- 5.1.2.2 Change of ownership of an existing pharmacy;
- 5.1.2.3 Relocation of an existing pharmacy;
- 5.1.2.4 Change of ownership and relocation of an existing pharmacy.

Note: Applications for change of ownership and/or relocation will only be processed for pharmacies that are operational as confirmed by an inspection conducted by the South African Pharmacy Council (SAPC).

5.1.3 Only one licence may be in existence for a single pharmacy premises.

5.1.4 All licences issued by the Director-General must be recorded with the SAPC within 30 days of the issuing of the licence. Operations may not commence until the pharmacy has been recorded.

5.1.5 A licence for a pharmacy premises may be issued subject to the condition that the pharmacy is operational within 120 days of the issuing of the licence. In a case where the applicant is able to provide reasons why it is not possible for the pharmacy to be operational within 120 days, this condition may be amended by the Director-General.

5.1.6 Where a new licence is issued as a result of changes to an existing pharmacy (e.g. change of ownership, relocation or change of ownership and relocation), the current licence is deemed to be cancelled on the issuing of the new licence.

5.1.7 The Director-General must be informed if a pharmacy is no longer in operation.

### 5.2 Compliance with standards of practice

5.2.1 Pharmacy premises licences are only issued once proof has been provided that the applicant is able to comply with standards of—

5.2.1.1 Good Pharmacy Practice (GPP), as contained in rules published in terms of Section 35A of the Pharmacy Act (for all categories of pharmacy), and;

5.2.1.2 In the case of Manufacturing and Wholesale Pharmacies, Good Manufacturing Practice (GMP) or Good Distribution Practice (GDP) as determined by the issuing

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of a licence in terms of Section 22C(1)(b) of the Medicines and Related Substances Act 101 of 1965 (the Medicines Act) by the South African Health Regulatory Products Authority (SAHPRA).

- 5.2.2 Compliance with GPP, GDP or GMP does not mean that a licence will automatically be issued.

### **5.3 Criteria for evaluation of applications for pharmacy premises licences for community pharmacies**

- 5.3.1 Applications are evaluated based on the population of the sub-district or place to be served by the proposed pharmacy and the distance between the proposed pharmacy premises and existing community pharmacies.
- 5.3.2 The population figures used are based on the latest available statistics provided by Stats SA.
- 5.3.3 In the case of applications for a pharmacy in a shopping centre, the number of retail establishments in the centre is considered.
- 5.3.4 In considering applications, the norm relating to the population to be served is considered first, followed by the norm relating to proximity to other community pharmacies. In the case of a pharmacy to be located in a shopping centre, the population and proximity to other community pharmacies is not taken into consideration.
- 5.3.5 Other factors which may be considered in the evaluation of applications include, but are not limited to the provision of services to patients with special needs or disabilities, the age of the population, as well as factors which may affect the number of people passing the premises.

### **5.4 Evaluation process**

- 5.4.1 Applications are dealt with in chronological order of receipt of a complete application.
- 5.4.2 An application for a licence for a pharmacy premises will be deemed to be complete when all documents required in terms of the relevant application form, including compliance with GPP and, where applicable, a licence issued in terms of Section 22C(1)(b) of the Medicines Act, have been received by the Director-General;
- 5.4.3 The applicant may be requested to provide additional information in support of an application.

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5.4.4 In the case of an application which is incomplete, any outstanding information or documentation must be received by the Director-General within 30 days of a request being made to the applicant. In cases where the requested information or documentation is not received by the Director-General within the required 30 days, the application will lapse. The applicant will have to submit a new application accompanied by the applicable fee.

### **6. Applications for pharmacy premises licences**

#### **6.1. Community Pharmacies**

##### **6.1.1. New Pharmacy Premise Licence Applications**

**The following norms are applied in the evaluation of applications for new pharmacy premises:**

- 6.1.1.1. There should be at least one community pharmacy in each sub-district or place;
- 6.1.1.2. Based on population, the ratio applied is one pharmacy per 5 000 population, except in rural sub-districts where the ratio is one pharmacy per 2 500 population. In rural sub-districts, exceptions to the population norm may be considered where the proposed pharmacy is more than 20 kilometres from an existing pharmacy;
- 6.1.1.3. In the case of an application for a licence for a new community pharmacy, such premises may not be located less than 500 metres from an existing community pharmacy. In rural sub-districts, exceptions to this norm may be considered based on the availability of premises for commercial purposes;
- 6.1.1.4. Distances are based on the shortest possible lawful route that can be followed on foot, from the entrance of an existing pharmacy premises to the entrance of the proposed pharmacy premises;
- 6.1.1.5. In the case of applications for the location of a pharmacy in a shopping centre, the number of retail establishments is considered. The norm is one pharmacy in a small shopping centre, two pharmacies in a large shopping centre with up to 100 retail establishments, three pharmacies in a large shopping centre with up to 150 retail establishments, with one additional pharmacy permissible for each additional 100 retail establishments thereafter.

A letter specifying the number of retail establishments in the shopping centre must be provided by the management of the shopping centre or the developer in

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the case of a new centre or an extension to an existing centre. Such letter must be on the official letter head of the management of the shopping centre or the developer (as applicable) and must include a signed declaration verifying the correctness of the information provided;

6.1.1.6. Compliance with GPP;

6.1.1.7. In the case of a community pharmacy where the only service provided is:

- a) conducting of clinical trials; or
- b) supply of veterinary medicines; or
- c) compounding of oncology products

and the service provided in the pharmacy is limited in the conditions of the licence to one or more of these services the norms provided in 6.1.1.1 to 6.1.1.5 are not applicable.

**The following information must be included in the application for a licence for a new pharmacy premises:**

6.1.1.8. A duly completed application form;

6.1.1.9. The name and contact details (address, telephone numbers, and email) of the applicant;

6.1.1.10. In the case where the prospective pharmacy is to be owned by more than one natural person or by a body corporate, proof that the person submitting the application is duly authorised to do so and has been designated as the contact person for any queries relating to the application in question;

6.1.1.11. Recently certified copies (not older than six months) of the identity documents of the prospective owner(s), in the case of natural persons;

6.1.1.12. Recently certified copies (not older than six months) of the identity documents of the prospective members, director(s) or trustees, in the case of a body corporate;

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- 6.1.1.13. Recently certified copies (not older than six months) of the registration documents issued by the Companies and Intellectual Properties Commission (CIPC), in the case of a company;
- 6.1.1.14. Details of the exact location of the proposed pharmacy premises, including the physical address, an accurate indication of the location of the premises on a street map and on a Geographical Information System (GIS) map;
- 6.1.1.15. The Global Positioning System (GPS) co-ordinates of the proposed location using the World Geodetic System (WGS) 84 form of GPS co-ordination;
- 6.1.1.16. The district and sub-district or metropolitan municipality and place where the proposed pharmacy premises will be located;
- 6.1.1.17. The location of the population to whom a pharmaceutical service will be provided;
- 6.1.1.18. The population of the sub-district or place that will be served by the proposed pharmacy, according to the latest available population statistics provided by Stats SA;
- 6.1.1.19. The nature and extent of the service that is envisaged to be provided by the proposed pharmacy;
- 6.1.1.20. Where applicable, any special care needs of the community to be served based on demographics and/or health status;
- 6.1.1.21. The extent of the provision of services to persons outside the sub-district or place in which the proposed pharmacy is to be situated (where applicable);
- 6.1.1.22. The relationship between the proposed pharmacy and the number and proximity of existing community pharmacies, including the distance between the proposed pharmacy and other community pharmacies;
- 6.1.1.23. A valid lease agreement or duly signed proof of an intention to lease the proposed premises, signed by the applicant and the prospective owner of the proposed new premises, except where the applicant is the owner of the premises;
- 6.1.1.24. In the case of a body corporate proof of directors and shareholders.



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### **6.1.2. Change of ownership of pharmacy premises**

**The following norms are applied in the evaluation of applications for change of ownership of pharmacies:**

- 6.1.2.1. The new owner of the pharmacy must be eligible to own a pharmacy, as provided in accordance with the Regulations relating to Ownership and Licensing of Pharmacies, which provides that the owner—
- a) is not prohibited by any legislation from owning or having any direct or indirect beneficial interest in a community pharmacy;
  - b) is not an authorised prescriber (a medical practitioner, dentist, veterinarian or any other person authorised to prescribe medicines in terms of the Medicines Act;
  - c) does not have any direct or indirect beneficial interest in or on behalf of a person contemplated in paragraphs (a) and (b); or
  - d) is not the owner or the holder of any direct or indirect beneficial interest in a manufacturing pharmacy.

#### **6.1.2.2. Compliance with GPP.**

**The following information must be included in the application for a licence due to a change of ownership of pharmacy premises:**

- 6.1.2.3. A duly completed application form;
- 6.1.2.4. The name and contact details (address, telephone numbers, and email) of the applicant;
- 6.1.2.5. In the case where the pharmacy is to be owned by more than one natural person or by a body corporate, proof that the person submitting the application is duly authorised to do so and has been designated as the contact person for any queries relating to the application;
- 6.1.2.6. The name and contact details (address, telephone numbers, and email) of the previous owner (seller) or the representative thereof;
- 6.1.2.7. The name and contact details (address, telephone numbers, and email) of the prospective owner (buyer) or the representative thereof;

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- 6.1.2.8. Recently certified copies (not older than six months) of the identity documents of the current owner(s) and the prospective owner(s) (as applicable), in the case of natural persons;
- 6.1.2.9. Recently certified copies (not older than six months) of the identity documents of the current members, director(s) or trustees and the prospective members, director(s) or trustees (as applicable), in the case of a body corporate;
- 6.1.2.10. Recently certified copies (not older than six months) of the registration documents issued by the CIPC, in the case of a body corporate;
- 6.1.2.11. A copy of the pharmacy licence in the case of pharmacies licensed in terms of the Regulations, as well as a copy of the certificate of recording of the pharmacy with the SAPC;
- 6.1.2.12. In the case of a body corporate, the latest (not older than three months) certificate of registration proving change of ownership obtained from the CIPC;
- 6.1.2.13. Where applicable, a sale agreement between the buyer and seller, or other valid proof of change of ownership signed by all parties, or a duly authorised agent of such party;
- 6.1.2.14. Where the change of ownership is related only to changes in the founding statement of a close corporation or the directors of a company, valid documentary proof of the change;
- 6.1.2.15. A valid lease agreement or proof of an intention to lease the current pharmacy premises, signed by the applicant and the prospective owner, except where the applicant is the owner of the premises.

### **6.1.3. Relocation of existing pharmacy premises**

**The following norms are applied in the evaluation of applications for the relocation of existing pharmacies:**

- 6.1.3.1. A licence may be granted if the proposed new premises are within 250 metres, by the shortest possible lawful route that can be followed on foot, from the entrance of the current pharmacy premises to the entrance of the proposed pharmacy premises.

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- 6.1.3.2. If a pharmacy is to be relocated to new premises which are more than 250 metres by the shortest possible lawful route that can be followed on foot, from the entrance of the current pharmacy premises to the entrance of the proposed pharmacy premise, the norms relating to population, proximity and location will be considered in the evaluation of the application –
- a) Based on population, the ratio applied is one pharmacy per 5 000 population, except in rural sub-districts where the ratio is one pharmacy per 2 500. In rural sub-districts, exceptions to the population norm may be considered where the proposed pharmacy is more than twenty kilometres from an existing pharmacy;
  - b) Such premises may not be located less than 500 metres from an existing community pharmacy. In rural sub-districts, exceptions to this norm may be considered based on the availability of premises for commercial purposes;
- 6.1.3.3. Where a pharmacy relocates into or within a shopping centre, the number of retail establishments is considered. The norm is one pharmacy in a small shopping centre, two pharmacies in a large shopping centre with up to 100 retail establishments, three pharmacies in a large shopping centre with up to 150 retail establishments, with one additional pharmacy permissible for each additional 100 retail establishments thereafter.
- A letter specifying the number of retail establishments in the shopping centre must be provided by the management of the shopping centre or the developer in the case of a new centre or an extension to an existing centre. Such letter must be on the official letter head of the management of the shopping centre or the developer (as applicable) and must include a signed declaration verifying the correctness of the information provided;
- 6.1.3.4. In the case of an application for the relocation of a pharmacy within the **same sub-district or place** only the norms relating to proximity will be considered;
- 6.1.3.5. In the case of an application for the relocation of a pharmacy to a **different sub-district or place** norms relating population and proximity will be considered.
- 6.1.3.6. Norms relating to distance are not applicable in the case of the relocation of an institutional pharmacy in a public health facility or private health facility where the pharmacy is relocating within the institution in which the pharmacy is located.

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**The following information must be included in the application for a licence due to the relocation of a pharmacy premises:**

- 6.1.3.7. The name and contact details (address, telephone numbers, fax and email) of the owner of the pharmacy;
- 6.1.3.8. In the case where the pharmacy is owned by more than one natural person or by a body corporate, proof that the person submitting the application is duly authorised to do so and has been designated as the contact person for any queries relating to the application in question;
- 6.1.3.9. Details of the exact location of the current premises of the pharmacy to be relocated, including the physical address, an accurate indication of the location of the premises on a street map and/or GIS map;
- 6.1.3.10. Details of the exact location of the proposed location to which the pharmacy will be relocated, including the physical address, an accurate indication of the location of the premises on a street map and/or on a GIS map;
- 6.1.3.11. The GPS co-ordinates of the proposed new location using the WGS84 form of GPS co-ordination;
- 6.1.3.12. The district and sub-district or metropolitan municipality and place to which the pharmacy premises will be relocated;
- 6.1.3.13. A valid lease agreement or proof of an intention to lease between the applicant and the owner of the proposed new premises, except where the applicant is the owner of the premises;
- 6.1.3.14. The distance between the current and proposed location of the pharmacy premises. Distances are based on the shortest possible lawful route that can be followed on foot, from the entrance of the current pharmacy premises to the entrance of the proposed pharmacy premises;
- 6.1.3.15. In the case where the proposed new premises is more than 250 metres from the current pharmacy premises, the applicant must provide the population of the sub-district or place that will be served by the pharmacy according to the latest available population statistics provided by Stats SA.

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6.1.3.16. The relationship between the proposed pharmacy and the number and proximity of the proposed pharmacy and other community pharmacies.

### **6.1.4. Change of ownership and relocation of pharmacy premises**

**The following norms are applied in the evaluation of applications for the change of ownership and relocation of existing pharmacies:**

6.1.4.1. In the case where a change of ownership of a pharmacy is to be accompanied by a relocation of the premises, one application for change of ownership and relocation must be submitted to the Director-General.

6.1.4.2. The application must comply with both—

- a) norms for change of ownership of pharmacies as referred to in 6.1.2. and
- b) norms for relocation of existing pharmacies as referred to in 6.1.3.

**The following information must be included in the application for a licence due to a change of ownership and relocation of pharmacy premises:**

- 6.1.4.3. A duly completed application form;
- 6.1.4.4. The name and contact details (address, telephone numbers, and email) of the applicant;
- 6.1.4.5. In the case where the pharmacy is to be owned by more than one natural person or by a body corporate, proof that the person submitting the application is duly authorised to do so and has been designated as the contact person for any queries relating to the application;
- 6.1.4.6. The name and contact details (address, telephone numbers and email) of the previous owner (seller) or the representative thereof;
- 6.1.4.7. The name and contact details (address, telephone numbers and email) of the prospective owner (buyer) or the representative thereof;
- 6.1.4.8. Recently certified copies (not older than six months) of the identity documents of the current owner(s) and the prospective owner(s) (as applicable) in the case of natural persons;

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- 6.1.4.9. Recently certified copies (not older than six months) of the identity documents of the current members, director(s) or trustees and the prospective members, director(s) or trustees (as applicable), in the case of a body corporate;
- 6.1.4.10. Recently certified copies (not older than six months) of the registration documents issued by the CIPC, in the case of a body corporate;
- 6.1.4.11. A copy of the pharmacy licence in the case of pharmacies licensed in terms of the Regulations, as well as a copy of the certificate of recording of the pharmacy with the SAPC;
- 6.1.4.12. In the case of a body corporate, the latest (not older than three months) certificate of registration proving change of ownership obtained from the CIPC;
- 6.1.4.13. Where applicable, a sale agreement between the buyer and seller, or other valid proof of change of ownership signed by all parties, or a duly authorised agent of such party;
- 6.1.4.14. Where the change of ownership is related only to changes in the founding statement of a close corporation or the directors of a company, valid documentary proof of the change;
- 6.1.4.15. Details of the exact location of the current premises of the pharmacy, including the physical address, an accurate indication of the location of the premises on a street map and/or GIS map;
- 6.1.4.16. Details of the exact location of the proposed location to which the pharmacy will be relocated, including the physical address, an accurate indication of the location of the premises on a street map and/or on a GIS map;
- 6.1.4.17. The GPS co-ordinates of the proposed new location using the WGS84 form of GPS co-ordination;
- 6.1.4.18. The district and sub-district or metropolitan municipality and place to which the pharmacy premises will be relocated;
- 6.1.4.19. A valid lease agreement or proof of intention to lease between the applicant and the owner of the proposed new premises, except where the applicant is the owner of the premises;

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- 6.1.4.20. The distance between the current and proposed location of the pharmacy premises. Distances are based on the shortest possible lawful route that can be followed on foot, from the entrance of the current pharmacy premises to the entrance of the proposed pharmacy premises;
- 6.1.4.21. In the case where the proposed new premises is more than 250 metres from the current pharmacy premises, the applicant must provide the population of the sub-district or place that will be served by the pharmacy according to the latest available population statistics provided by Stats SA.
- 6.1.4.22. The relationship between the proposed pharmacy and the number and proximity of the proposed pharmacy and other community pharmacies;

### **6.2. Institutional Pharmacies**

#### **6.2.1. Applications for New, Change of Ownership and Relocation of Pharmacy Premises**

**The following norms are applied in the evaluation of applications for new pharmacy premises:**

- 6.2.1.1. Compliance with GPP;
- 6.2.1.2. A valid hospital licence issued by the Provincial Department of Health, issued in terms of Regulations governing private hospitals and Unattached Theatre Units.

#### **6.2.2. The following information must be included in the application for a licence for an institutional pharmacy premises (new, change of ownership and relocation):**

- 6.2.2.1. A duly completed application form;
- 6.2.2.2. The name and contact details (address, telephone numbers, and email) of the applicant;
- 6.2.2.3. In the case where the prospective pharmacy is to be owned by more than one natural person or by a body corporate, proof that the person submitting the application is duly authorised to do so and has been designated as the contact person for any queries relating to the application in question;
- 6.2.2.4. Recently certified copies (not older than six months) of the identity documents of the prospective owner(s), in the case of natural persons;

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- 6.2.2.5. Recently certified copies (not older than six months) of the identity documents of the prospective members, director(s) or trustees, in the case of a body corporate;
- 6.2.2.6. Recently certified copies (not older than six months) of the registration documents issued by the CIPC, in the case of a company;
- 6.2.2.7. Details of the exact location of the proposed pharmacy premises, including the physical address, an accurate indication of the location of the premises on a street map and on a GIS map;
- 6.2.2.8. The GPS co-ordinates of the proposed location using the WGS 84 form of GPS co-ordination;
- 6.2.2.9. A valid lease agreement or duly signed proof of an intention to lease the proposed premises, signed by the applicant and the prospective owner of the proposed new premises, except where the applicant is the owner of the premises;
- 6.2.2.10. Proof of directors and shareholders;

### **6.3. Manufacturing and Wholesale Pharmacies**

#### **6.3.1. Applications for New, Change of Ownership and Relocation of Pharmacy Premises**

**The following norms are applied in the evaluation of applications for new pharmacy premises:**

- 6.3.1.1. Compliance with GPP;
  - 6.3.1.2. A licence issued in terms of Section 22C(1)(b) of the Medicines Act by the South African Health Products Regulatory Authority (SAHPRA).
- 6.3.2. The following information must be included in the application for a licence for an institutional pharmacy premises (new, change of ownership and relocation):**
- 6.3.2.1. A duly completed application form;
  - 6.3.2.2. The name and contact details (address, telephone numbers, and email) of the applicant;




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- 6.3.2.3. In the case where the prospective pharmacy is to be owned by more than one natural person or by a body corporate, proof that the person submitting the application is duly authorised to do so and has been designated as the contact person for any queries relating to the application in question;
- 6.3.2.4. Recently certified copies (not older than six months) of the identity documents of the prospective owner(s), in the case of natural persons;
- 6.3.2.5. Recently certified copies (not older than six months) of the identity documents of the prospective members, director(s) or trustees, in the case of a body corporate;
- 6.3.2.6. Recently certified copies (not older than six months) of the registration documents issued by the CIPC, in the case of a company;
- 6.3.2.7. Details of the exact location of the proposed pharmacy premises, including the physical address, an accurate indication of the location of the premises on a street map and on a GIS map;
- 6.3.2.8. The GPS co-ordinates of the proposed location using the WGS 84 form of GPS co-ordination;
- 6.3.2.9. A valid lease agreement or duly signed proof of an intention to lease the proposed premises, signed by the applicant and the prospective owner of the proposed new premises, except where the applicant is the owner of the premises;
- 6.3.2.10. Proof of directors and shareholders;
- 6.3.2.11. A copy of the Site Master File.

### 6. Title

This document is called Guidance for persons submitting an application for a licences for a pharmacy premises.



DR N.G. CRISP

ACTING DIRECTOR-GENERAL: HEALTH

DATE: 07/10/2021