



Pharmacy Share Purchase Guidelines

A share purchase occurs when:

- **the shares of the current corporation are sold and/or purchased by new and/or existing shareholders,**
or
- **the shares are redistributed among existing shareholders**

There is no change to the current corporation name on the permit during a share purchase.

If the current corporation name on the permit is also changing, please see the [Ownership Change](#) and [Proprietor Name Change](#) sections for additional information. You may apply for a Share Purchase and a Proprietor Name Change at the same time, however an Ownership Change will need to be a separate application.

*Please note: the College should be notified of the pharmacy share purchase **at least five (5) to 10 business days prior to the date of the change.***

Requirements are pursuant to *The Pharmacy and Pharmacy Disciplines Act* and the SPP Regulatory Bylaws, which can be found in the [Legislation](#) section of our website.

In this document, **Vendor** refers to the current pharmacy manager, who is the representative of whomever is selling their shares. **Purchaser** refers to either the incoming pharmacy manager (if changing) or the current pharmacy manager (if not changing), who is the representative of whomever is purchasing the shares.

REQUIREMENTS PRIOR TO DATE OF CHANGE

When a share purchase is set to occur, the following will be required to be submitted **prior to the date of the change.**

To be submitted by the *Vendor* by email to info@saskpharm.ca:

- A [Notice of Intent to Sell Shares](#)
 - Contains information on the proposed share purchase and any other changes occurring at the same time

To be submitted by the *Purchaser* by email to info@saskpharm.ca:

- A [Notice of Intent to Purchase Shares](#)
 - Contains information on the proposed share purchase and any other changes occurring at the same time

Once **both** the [Notice of Intent to Sell Shares](#) and [Notice of Intent to Purchase Shares](#) have been submitted and accepted by the College, the *Purchaser* will be provided with a list of additional requirements and instructions on how to submit those requirements.

The following will be required to be submitted **after the submission and acceptance of the Notices but prior to the date of the change**.

To be submitted by the *Purchaser*:

- One of the following:
 - An ISC Notice of Shareholders and a current ISC Corporate Registry Profile Report (dated within six (6) weeks of the date of the change)
 - An updated ISC Corporate Registry Profile Report showing the updated Shareholder information (dated within six (6) weeks of the date of the change)
 - A solicitor's letter outlining the changes that will occur along with the date they will be effective and a current ISC Corporate Registry Profile Report (dated within six (6) weeks of the date of the change)
- An online Pharmacy Permit Amendment Application
- Payment of the Permit Amendment fee (see the [Fee Schedule](#) for fee amount)

After the submission of the above requirements, the application is then reviewed by a member of the Pharmacy Permits team and then sent for final approval to the Deputy Registrar.

Please note: The College will not review or approve the application until legislated requirements have been met and the above-described requirements have been submitted to the College. Delays in meeting and/or submitting the requirements could result in delays to the approval of the application and delay the subsequent issuance and effective date of the amended proprietary pharmacy permit.

Pursuant to *The Pharmacy and Pharmacy Disciplines Act*:

Permits

20(4) Every proprietor to whom a proprietary pharmacy permit is issued shall comply with the terms and conditions contained in the permit.

ADDITIONAL REQUIREMENTS PRIOR TO DATE OF CHANGE

There are additional requirements that will need to be completed **prior to the date of the change** but are **not required to be submitted to the College**:

To be completed by the *Purchaser*:

- eHealth and Third-Party Insurers Requirement
 - Contact the following:
 - e-Health Saskatchewan

- Pharmacy Information Program (PIP)
- ADAPT
- Non-Insured Health Benefits (NIHB)
- SK Blue Cross
- RCMP
- DVA
- Private third-party payors that may be used in the community.
- Saskatchewan Health, Drug Plan and Extended Benefits Requirement
 - Contact DPEBB regarding the Drug Plan contract:
 - *Rhonda Cowan, Financial Assistant*
 Government of Saskatchewan
 Saskatchewan Ministry of Health
 DP&EBB Financial Unit
 2nd Floor - 3475 Albert Street
 Regina, SK S4S6X6
 - Phone: 306-787-8304
 - Fax: 306-787-8679
 - Email: rhonda.cowan@health.gov.sk.ca

REQUIREMENTS AFTER THE DATE OF CHANGE

The following will be required to be submitted **after the approval of the application** by the College.

To be submitted by the *Vendor*:

- Submit the [Pharmacy Share Purchase Vendor Requirements](#) form **no later than 10 days after** the date change
- Return the current pharmacy permit to the College **no later than 10 days after** date of change

To be submitted by the *Purchaser*:

- Post-approval, email an updated Data Sharing Agreement (DSA) to ISMP Canada
- Submit an MSSA at least once every two (2) years

LEGISLATIVE INFORMATION

When submitting a pharmacy share purchase application, the corporate director requirements must be met pursuant to *The Pharmacy and Pharmacy Disciplines Act*:

Application for permit

19(1) *The council may issue a permit to operate a proprietary pharmacy to an applicant who meets the requirements of subsection (2) and who produces evidence establishing to the satisfaction of the council that the applicant:*

(a) is a member;

(b) is a corporation, the majority of the directors of which are members, and that one of those directors is the manager of the pharmacy;

(c) is a co-operative incorporated, continued or registered pursuant to The Co-operatives Act, 1996; or

(d) Repealed. 2014, c.17, s.9.

When submitting a pharmacy share purchase application, application requirements must be met pursuant to *The Pharmacy and Pharmacy Disciplines Act*:

Application for permit

19(2) *An applicant for a permit must:*

(a) submit an application on the form prescribed by the council;

(b) pay the application fee; and

(c) provide any further information or material requested by the council.

ADDITIONAL RESOURCES

- [Share Purchase](#) section of the SCPP website
- [Notice of Intent to Sell Shares](#)
- [Notice of Intent to Purchase Shares](#)
- [Pharmacy Share Purchase Vendor Requirements](#)
- [Pharmacy Manager Responsibilities](#)
- [Suggested List of Reference Manual Documents for Pharmacy Managers](#)
- [Directors' Duties and Responsibilities](#)
- [Legislation](#) section of the SCPP website

Questions?

info@saskpharm.ca