



Pharmacy Trade Name Change Requirements

To assist with the procedures for applying to amend the proprietary pharmacy permit for a change of the **pharmacy trade name**, please review the following. Under authority of *The Pharmacy and Pharmacy Disciplines Act, SS 1996, c P-9.1* (the “Act”) and SCPP Regulatory Bylaws, **every proprietary pharmacy permit is to contain:**

- name of the proprietor of the pharmacy;
- **trade name of the pharmacy;**
- address of the pharmacy; and
- name of the licensed pharmacist who is the manager of the pharmacy for which the permit is issued.

Requirements:

- Email to SCPP an official notice of proposed trade name change, which includes:
 - current pharmacy trade name and SCPP permit number
 - proposed new pharmacy trade name
 - pharmacy location and mailing addresses
 - pharmacy manager name and SCPP Member D-number
 - contact information
- Submit the **online Pharmacy Permit Amendment Application form**
 - Link available in Pharmacy Manager Portal
- Pay the fee for permit amendment
 - if during permit Renewal, pay the permit renewal fee(s)
 - fees are subject to change April 1 of the year (please refer to the [fee schedule](#))
- Fax an updated Data Sharing Agreement (DSA) to the Institute for Safe Medication Practices Canada (ISMP) amending the trade name
 - a link to the DSA form is available in the Pharmacy Manager Portal
- Update and submit “de-identified” samples of the following (Regulatory Bylaws, Section 13 of Part J):
 - Prescription label: including trade name, full street address with postal code; and phone number with area code; and other required items per legislation
 - Patient profile
- Submit samples of signage (exterior and interior, hours signage, etc.)
- Update phone messages, website pages, and fax headers to reflect new trade name

- Notify customers, third party payors, eHealth/PIP, Drug Plan & Extended Benefits Branch, etc.

Upon receipt and approval of ALL requirements, an amended pharmacy permit will be issued, and the pharmacy manager will be notified. The official amended proprietary permit and receipt will be mailed within 7-10 business days.

Note: A new “permit failure to file fee” is effective April 1, 2019.