

Guidance Note

Applying for a pharmacy business licence – Natural persons and/or corporation

- *Form 1A*



For more information contact:

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Introduction

Purpose

This Guidance Note has been developed to help applicants complete *Form 1A: Application for a pharmacy business licence – Natural person and/or corporation* and applicable annexures.

Using this Guidance Note

This Guidance Note is general in nature and should not be relied on as an exhaustive statement of the relevant law. It is based on requirements outlined in the [Pharmacy Business Ownership Act 2024](#) (PBO Act) and [Pharmacy Business Ownership Regulation 2025](#) (PBO Regulation). However, this Guidance Note does not override or vary the requirements of these laws. To the extent there is any inconsistency, the relevant law will prevail.

Applicants should carefully consider how the PBO Act and PBO Regulation apply to their business and obtain independent legal advice if needed.

If applicants require further assistance with the application process, please contact the Queensland Pharmacy Business Ownership Council (Council) on phone number (07) 3325 6200 or email enquiries@pboc.qld.gov.au.

For further general information about the Council or the PBO Act go to the [Queensland Pharmacy Business Ownership Council's website](#).

Glossary

Term	Meaning
2001 PBO Act	<i>Pharmacy Business Ownership Act 2001</i> This was the law under which pharmacy business ownership was regulated in Queensland prior to 1 November 2025. It was repealed in full on 1 November 2025 and is no longer in force.
Adult	An individual who is 18 years old or older.
Ahpra	Australian Health Practitioner Regulation Agency
Authorised premises	Premises are authorised premises if the premises: <ol style="list-style-type: none"> are not located in, or directly accessible from, a supermarket; and meet the standards prescribed by regulation (Premises Standards).
Close adult relative, of a practising pharmacist	A spouse or child of the practising pharmacist who is an adult – see schedule 1 of the PBO Act. 'Spouse' includes a person who is one of the following: <ul style="list-style-type: none"> married a de facto partner who has been living with the other person on a genuine domestic basis for 2 years or more (see section 32DA of the Acts Interpretation Act 1954) a registered partner (under the <i>Civil Partnerships Act 2011</i>) 'Child' is taken to include biological, adopted and stepchildren.
Eligible non-practising pharmacist	A person who immediately before 1 November 2025 (i.e. 31 October 2025): <ol style="list-style-type: none"> held non-practising registration in the pharmacy profession under the <i>Health Practitioner Regulation National Law</i> (National Law); and owned or held an interest in an existing pharmacy business under the 2001 PBO Act.
Eligible person	An eligible person is: <ol style="list-style-type: none"> a practising pharmacist; a corporation whose directors and shareholders are all practising pharmacists; a corporation whose directors and shareholders are a combination of practising pharmacists and close adult relatives of practising pharmacists, and in which the majority of shares, and all voting shares, are held by practising pharmacists;

Term	Meaning
	<ul style="list-style-type: none"> d. a friendly society that, on 29 April 2005, carried on a pharmacy business in Queensland or another Australian state or territory; e. a friendly society that is an amalgamation of two or more friendly societies mentioned in paragraph d above; or f. Mater Misericordiae Ltd ACN 096 708 922.
Existing pharmacy business	A pharmacy business carried on under the 2001 PBO Act immediately before 1 November 2025 (i.e. 31 October 2025).
Friendly society	<p>A corporation:</p> <ul style="list-style-type: none"> a. that is registered under the <i>Corporations Act 2001</i> (Cth) under a name that includes the words 'friendly society'; and b. that is not carrying on business for the dominant purpose of securing a profit or pecuniary gain for its members; and c. for which any object or intention of providing a dividend to its members is a limited, and not dominant, purpose; and d. that applies its property and income towards the objects of the corporation.
Material interest holder	<p>A person who is:</p> <ul style="list-style-type: none"> a. a shareholder of a corporation that owns the business; or b. a beneficiary of a trust, where the owner or a shareholder of the owner is a trustee of the trust; or c. not a pharmacy business owner, but who has another interest in the business that entitles them to receive some form of consideration that varies according to the profits or takings of the business.
MP Act 2019	<p><i>Medicines and Poisons Act 2019</i></p> <p>This is the main law under which medicines, poisons, prohibited substances, fumigants and pesticides (collectively known as regulated substances) are regulated in Queensland.</p>
National Law	<p><i>Health Practitioner Regulation National Law</i></p> <p>This law is the basis for a national registration and accreditation scheme for registered health practitioners across Australia, including pharmacists.</p>
Natural person	An individual (not a corporation or a trust).
PBO Act	<p><i>Pharmacy Business Ownership Act 2024</i></p> <p>This is the law under which pharmacy business ownership is regulated in Queensland from 1 November 2025.</p>

Term	Meaning
PBO Regulation	<p><i>Pharmacy Business Ownership Regulation 2025</i></p> <p>The PBO Regulation prescribes the standards that pharmacy premises must meet to be considered authorised premises and the fees payable under the PBO Act.</p>
Person	<p>For the purpose of the PBO Act, a person means an individual or a corporation.</p>
Practising pharmacist	<p>A person who is registered under the National Law to practise in the pharmacy profession with general registration.</p>
Supermarket	<p>A premises used primarily for selling a range of food, beverages, groceries and other domestic goods.</p>
Third party	<p>A person other than an owner or employee of a licensed pharmacy business.</p>

How to apply for a pharmacy business licence

Applicants should visit the [‘apply for a licence’ webpage](#) on the Council’s website to access application forms, guidance notes and to register to securely upload their application.

An applicant that is a friendly society or the Mater Misericordiae Pty Ltd must use Form 1B to apply for a pharmacy business licence.

1. Download Form 1A and applicable annexures

A person (applicant), other than a friendly society or the Mater Misericordiae Pty Ltd, will need to apply for a pharmacy business licence using Form 1A if:

- they own an existing pharmacy business in Queensland, and are applying for a pharmacy business licence for the first time; or
- the ownership of an existing pharmacy business in Queensland is changing (e.g. a person is purchasing an ownership interest in an existing pharmacy business); or
- they are establishing a new pharmacy business in Queensland.

If the applicant is a corporation, an executive officer of the corporation with authority to act on behalf of the corporation must complete Form 1A.

If the pharmacy business has more than one owner, all owners must apply jointly for a licence. That is, the owners must submit a single Form 1A for all owners of the pharmacy business, whether corporations or natural persons.

Parts of Form 1A will direct the applicant to complete certain annexures and provide supporting documentation applicable to their circumstances. Some annexures may need to be completed by persons other than the applicant such as material interest holders (e.g. beneficiaries of trusts, shareholders of corporate applicants). To see who is required to complete each form go to [Summary of forms and annexures to be completed](#).

Applicants may authorise a representative (e.g. one of the applicants, a legal or accounting representative) to provide personal information and submit the application on their behalf, provided consent is given in Part F of Form 1A.

2. Review this Guidance Note

This Guidance Note provides instructions on how to complete each section of the forms and outlines what supporting documentation is required.

3. Prepare the application

Complete Form 1A and applicable annexures. Gather supporting documentation.

4. Register to securely upload application

All applications to the Council must be submitted through Kiteworks, the designated secure file transfer portal.

Complete the online registration in Kiteworks to receive a unique secure upload link. Once registered, the link will be sent to the nominated email address, typically within one to three business days. If the email is not received, please check junk or spam folders.

5. Upload the application

Open the secure link and upload the application including the relevant forms, annexures and supporting documents. To support efficient assessment and processing, applicants should upload their complete application to Kiteworks in a single upload (as one folder of documents), rather than uploading documents individually or in stages.

Providing the full set of documents helps avoid delays, reduces the risk of missing information, and allows the Council to progress applications efficiently.

After submitting the application, the applicant will receive an acknowledgement of receipt from the Council, which will contain an application number.

6. Pay the application fee advised by the Council

The Council will conduct an initial review of the application and advise the application fee to be paid. Council staff may contact the applicant or their representative to clarify details or ask for additional information. Once the necessary information is received, an invoice will be issued.

Application fees for pharmacy business licences vary based on the complexity of the pharmacy business ownership structure.

Submit payment of the application fee using BPOINT. Ensure a copy of the receipt is retained.

7. Respond to the Council's requests and await decision

An application will only be valid once all the necessary information has been provided and the application fee has been paid.

In some cases, an inspection of the pharmacy premises may be required. Further information about premises requirements and inspections is available at [Authorised Premises](#).

Each application is then assessed against the requirements of the PBO Act. As application complexity varies, it is not possible to provide a fixed timeframe for completion. The Council is aware of the impact the application process may have on settlement processes and is committed to timely consideration of all applications. However, the time taken will depend on the complexity of the application, the timely receipt of all necessary information and payment of the application fee.

Register of pharmacy business licences

The Council will maintain a publicly available [register of pharmacy business licences](#) on its website. The register will contain the following information:

- the business name stated on the licence;
- the name of licence holder/s (natural person and/or corporation);
- the address of the licensed premises stated on the licence;
- the licence number;
- when the licence is valid until;
- any current temporary closures of a pharmacy business (for a period of more than one week);
- any current suspension periods; and
- any cancellations of a licence (within the last two years).

Instructions to complete Form 1A

The PBO Act requires that an application for a pharmacy business licence must be in the approved form. For an application to be in the approved form, it must be made on this application form and include the applicable annexures.

There are 8 parts to Form 1A:

- A. Pharmacy business details
- B. Eligibility requirements
- C. Applicant details - Natural person
- D. Applicant details - Corporation
- E. Other material interest holders in the pharmacy business
- F. Details of authorised representative
- G. Consent and declaration
- H. Document checklist.

All parts must be completed so far as they are relevant to your application.

It is recommended you work through all parts in order. Each part may direct you or another person (e.g. material interest holder) to complete an annexure, provide supporting documents or skip a part if not relevant to your circumstances.

There are five annexures:

- Confirmation of identity
- Fit and proper person details – Individual
- Fit and proper person details – Corporation
- Beneficiary details
- Material interest holder details.

Part A – Pharmacy business details

Part A collects information to identify the pharmacy business, its contact details, premises and the pharmacy services provided. Information provided on pharmacy services will inform the Council's processes such as inspection and audit.

Item	Information required
Category of pharmacy business	
Existing business (application by existing owners)	Select this option if the pharmacy is an existing business and the ownership is not changing.
Existing business (application by new owner/s)	Select this option if the pharmacy is an existing business and an ownership interest is being purchased by new owner/s. The application must be submitted by the new owner/s prior to the anticipated settlement date.
New business (greenfield site)	Select this option if the pharmacy is a new business being established. The application must be submitted prior to the commencement of trading, and the pharmacy must not commence trading until the licence has been approved.
Pharmacy business details	
Pharmacy name or registered business name	Provide the name of the pharmacy if the business operates under its owner's name (e.g. ABC Pty Ltd or Jane Smith). If the business does not operate under its owner's name (e.g. ABC Pty Ltd or Jane Smith), the registered business name must be provided. This name will appear on the Australian Business Register (ABR) linked to the Australian Business Number (ABN).
Australian Business Number (ABN)	The ABN of the business can be found by searching by the business name on the ABR .
Business phone number	This is the best contact phone number for the business (for example, the phone number used by customers).
Business email address	This is the best contact email address for the business (for example, the email address used by customers). The Council will use this email address to distribute general communications, including communiques and newsletters.
Premises details	
Address	The address must be for the premises at which the pharmacy business is, or is to be, carried on and must be a physical address (not a PO Box). The address provided must match the address listed in the lease agreement or title document for the premises.

Supermarket	A pharmacy business cannot be located in, or directly accessible from, a supermarket. The only exception is where the business was operating at a premises that is located in, or directly accessible from, a supermarket on 28 March 2024. The exception applies only for as long as the business is continually carried on by the same owner. The exception will not apply, for example, if the business changes ownership or relocates to different premises.
Premises Standards	<p>The standards that pharmacy premises must meet to be considered authorised premises (Premises Standards) are prescribed in the PBO Regulation.</p> <p>The <i>Guidance Note – Standards for premises</i> is available on the Council's website and will assist applicants to determine whether the premises meet the Premises Standards.</p> <p>Premises may be inspected as part of the application process to assess compliance with the Premises Standards. If this is required, the applicant will be notified in writing, and they will need to pay a fee for the inspection.</p>
<p>Pharmacy services provided, or to be provided, at the premises Select all that apply</p>	
Pharmaceutical Benefits Scheme (PBS) approval number	<p>Where the applicant is a PBS approved supplier under the <i>National Health Act 1953</i> (Cwlth), provide the unique PBS Pharmacy Approval Number for the approved premises.</p> <p>For further information about PBS approved suppliers, go to the Department of Health, Disability and Ageing's website.</p>
Dispensing	<p>Indicate whether the pharmacy business dispenses medicines to members of the public, by or under the supervision of a practising pharmacist. Please also specify if the pharmacy business dispenses therapeutic nicotine, medicinal cannabis or provides an opioid treatment program.</p> <p>Dispense is defined in section 25 of the Medicines and Poisons Act 2019. Therapeutic nicotine means nicotine in a therapeutic vaping good as defined in the schedule 22 of the Medicines and Poisons Act 2019.</p>
Compounding	<p>Indicate whether the pharmacy business compounds medicines for sale to members of the public. Please also specify the types of compounding provided (e.g. simple, complex, sterile or medicinal cannabis).</p> <p>Simple and complex compounding are defined in the Pharmacy Board of Australia's Guideline on compounding of medicines.</p> <p>Compound is defined in schedule 22 of the Medicines and Poisons (Medicines) Regulation 2021.</p>
Selling	Indicate whether the pharmacy business sells medicines to the public other than on prescription. Please also specify if the

	<p>pharmacy business sells therapeutic nicotine or provides the Urinary Tract Infection Community Pharmacy Service.</p> <p>Sell is defined in section 25 of the Medicines and Poisons Act 2019, and schedule 9 of the Medicines and Poisons (Medicines) Regulation 2021 and the Extended Practice Authority 'Pharmacists' outlines the requirements for a pharmacist to sell a medicine. Therapeutic nicotine means nicotine in a therapeutic vaping good as defined in the schedule 22 of the Medicines and Poisons Act 2019.</p>
Administration	<p>Indicate whether the pharmacy business administers medicines. Please also specify if the pharmacy business administers medicines, immunisation medicines (e.g. vaccines), opioid treatment program medicines (e.g. long-acting injectable buprenorphine) or provides the Fluoride Community Pharmacy Service.</p> <p>Administer is defined in section 26 of the Medicines and Poisons Act 2019, and schedule 9 of the Medicines and Poisons (Medicines) Regulation 2021 and the Extended Practice Authority 'Pharmacists' outlines the requirements for a pharmacist to administer a medicine.</p>
Prescribing	<p>Indicate whether the pharmacy business prescribes medicines for persons. Please also specify if the pharmacy business provides General Health Community Pharmacy Services, the Hormonal Contraception Community Pharmacy Service or the Community Pharmacy Chronic Conditions Management Pilot.</p> <p>Prescribe is defined in schedule 1 of the Medicines and Poisons Act 2019, and schedule 9 of the Medicines and Poisons (Medicines) Regulation 2021 and Extended Practice Authority 'Pharmacists' outlines the requirements for a pharmacist to prescribe a medicine.</p>
Medicines supplied by post or courier (indirect supply)	<p>Indicate whether the pharmacy business provides a medicine delivery service through a third-party carrier.</p>
Repackaging	<p>Indicate whether the pharmacy business repackages medicines for supply (e.g. dose administration aids). Please also specify if the pharmacy business repackages at the premises or uses a third-party packing service.</p> <p>Repackage is defined in schedule 22 of the Medicines and Poisons (Medicines) Regulation 2021.</p>
Wholesaling	<p>Indicate whether the pharmacy business supplies medicines by wholesale.</p> <p>A wholesale licence is defined in section 64 of the Medicines and Poisons Act 2019</p>

Other	<p>Indicate whether the pharmacy business provides any other services relevant to this application (e.g. pharmacy services that are new, emerging or unique with the pharmacy sector).</p> <p>It is not necessary to include services that are routinely offered by pharmacy businesses.</p>
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Part B – Eligibility requirements

Part B collects information to identify the types of eligible persons who are applying, if there are any material interest holders, and the types of business structures and arrangements for the pharmacy business.

Material interest holders

The PBO Act introduces the concept of a material interest holder which is distinct from an ownership interest. A person will hold a material interest in a pharmacy business if they are:

- a shareholder of a corporate owner of the business; or
- a beneficiary of a trust, where the owner, or a shareholder of an owner, of the business is a trustee of the trust; or
- not an owner but have another interest in the business that entitles them to received consideration that varies according to the profits or takings of the business.

A person can only hold a material interest in a pharmacy business if they are:

- a practising pharmacist (or eligible non-practising pharmacist); or
- a close adult relative of a practising pharmacist (or eligible non-practising pharmacist) who holds an interest in that particular pharmacy business.

Pharmacists with non-practising registration who hold a material interest in an existing pharmacy business will be considered an eligible non-practising pharmacist for the purposes of the application. Council may grant a licence even though the pharmacist has non-practising registration provided there is compliance with all other requirements of the PBO Act. This applies for two years from the commencement of licensing only. By 1 November 2027, all pharmacist material interest holders must hold general registration. It is important to note this is for the purposes of the PBO Act only. It does not have any effect on the pharmacist's registration under the National Law.

Section 22 –Third-party control of a pharmacy business

The PBO Act prohibits third-party control of a pharmacy business. Specifically, a third party cannot do, or purport to do, any of the following in relation to a pharmacy business:

- control how pharmacy services involving medicines are provided to the public;
- restrict the types of medicines or health services the business may provide to the public;
- require medicine for the business to be bought from a particular supplier; or
- impose a sales target for the business in relation to a particular medicine.

Section 22 does not apply to an employee of the business. Section 22 also makes clear the types of legitimate activities that are not prohibited, particularly requirements about:

- opening hours;
- advertising, branding, product displays or other marketing activities;
- information technology systems;
- staff training;
- staff uniforms.

If a pharmacy business has a contract, agreement or arrangement giving inappropriate control to a third party, the provision in the contract, agreement or arrangement is void. A party to the contract, agreement or arrangement (other than the owner), may commit an offence with a maximum penalty of 200 penalty units.

When deciding if a person is a fit and proper person to own a pharmacy business, the Council must have regard to whether the person is a party to a contract, agreement or arrangement which gives a third-party inappropriate control. This means that the Council may decide not to grant a pharmacy business licence to a person, if the person is party to an agreement giving a third-party inappropriate control over the pharmacy business.

The Council may also arrange for an appropriately qualified person to review documents and to prepare a report for the Council. In this case, the applicant will be required to pay a fee to the Council for the review and report.

Eligible persons

Only eligible persons may apply for a pharmacy business licence.

An eligible person is:

- a practising pharmacist
- a corporation whose directors and shareholders are all practising pharmacists
- a corporation:
 - whose directors and shareholders are a combination of practising pharmacists and close adult relatives (spouses or adult children) of practising pharmacists, and
 - in which a majority of shares, and all voting shares, are held by practising pharmacists
- a friendly society that, on 29 April 2005, carried on a pharmacy business in Queensland or another State
- a friendly society that is an amalgamation of two or more friendly societies, where both friendly societies carried on businesses in Queensland or another State on 29 April 2005
- the Mater Misericordiae Ltd.

Practising pharmacist

If a pharmacist is registered under the National Law to practise as a pharmacist with general registration, they are a practising pharmacist under the PBO Act. Registration type can be confirmed by viewing [Ahpra's public health practitioner register](#).

Eligible non-practising pharmacist

Pharmacists with non-practising registration who own an existing pharmacy business will be considered an eligible non-practising pharmacist when they apply for a licence. Council may grant a licence even though the pharmacist has non-practising registration provided there is compliance with all other requirements of the PBO Act.

This applies for two years from the commencement of licensing only. By 1 November 2027, all pharmacist owners must hold general registration.

It is important to note this is for the purposes of the PBO Act only. It does not have any effect on the pharmacist's registration under the National Law.

Close adult relatives

These are the spouse or children who are adults (over 18 years of age) of the pharmacist who owns or has an interest in the business.

Spouse includes a person who is one of the following:

- married;
- a de facto partner who has been living with the other person on a genuine domestic basis for 2 years or more;
- a registered civil partner.

Children are taken to include biological, adopted and stepchildren.

Item	Information required
Select all relevant categories that describe the applicant/s. For a sole applicant, select which of the categories describes the applicant. If a joint application is being made, select all relevant categories that apply to the applicants.	
Natural persons	
A natural person who is a: <ul style="list-style-type: none"> • practising pharmacist; or an • eligible non-practising pharmacist. 	Select this option if the applicant owns the pharmacy business as a sole trader or in a partnership with another individual. <u>Do not</u> select this option if the applicant is a corporation or as a director of a corporation.
Number of natural persons making this application	Specify the total number of natural persons making this application. For example: <ul style="list-style-type: none"> • If two natural persons own the pharmacy business, specify '2'. • If a natural person and a corporation own the pharmacy business, specify '1' in this section, and specify '1' to the equivalent question in the 'Corporation' section below.
Number of natural person applicants that own the business as trustee of a trust	Specify the total number of natural person applicants that own the pharmacy business as a trustee of a trust.
Corporations	
A corporation whose directors and shareholders are all practising pharmacists (or eligible non-practising pharmacists).	These options apply where the applicant is a corporation. Select which option/s applies.
A corporation: <ul style="list-style-type: none"> • whose directors and shareholders are a combination of: 	

<ul style="list-style-type: none"> ○ practising pharmacists (or eligible non-practising pharmacists); ○ and close adult relatives of practising pharmacists (or of eligible non-practising pharmacists); and ● in which the majority of shares, and all voting shares, are held by practising pharmacists (or eligible non-practising pharmacists). 	
<p>Number of corporations making this application</p>	<p>Specify the total number of corporations making this application.</p> <p>For example:</p> <ul style="list-style-type: none"> ● If two corporations own the pharmacy business, specify '2'. ● If a natural person and a corporation own the pharmacy business, specify '1' in this section, and specify '1' to the equivalent question in the 'Natural person' section above.
<p>Number of corporations that own the business as trustee of a trust</p>	<p>Specify the total number of corporate applicants that own the pharmacy business as a trustee of a trust.</p>

Part C – Applicant details – Natural person

Part C collects information about each applicant who is a natural person.

Item	Information required
Who must complete Part C	<p>Part C must be completed by all applicants who are natural persons.</p> <p>The form has sufficient space to provide the details up to two natural persons. If a joint application is being made that includes more than two natural persons, each additional natural person applicant must complete a separate Part C. Applicant details – Natural person form. This form can be downloaded from https://www.pboqld.gov.au/licences/apply-for-a-licence .</p> <p><u>Example scenario:</u></p> <p>If a pharmacy business is owned by three practising pharmacists operating in partnership, the third pharmacist must complete a Part C. Applicant details – Natural person form.</p> <p>Each natural person applicant must also complete the Confirmation of identity and Fit and proper person details – Individual annexures.</p>
Name and date of birth	Your surname, given names and date of birth should be as they appear on official documents (e.g. drivers licence, birth certificate).
Contact details	<p>Provide a personal postal address, phone number and email and not those of the pharmacy business.</p> <p>The Council will distribute general communications, including communiques and newsletters, to applicants.</p>
Eligibility statements and Ahpra registration details	<p>Select which eligibility statement applies to you and provide your Ahpra registration number.</p> <p>Practising pharmacist</p> <p>If a pharmacist is registered under the National Law to practise as a pharmacist with general registration, they are a practising pharmacist under the PBO Act. Registration type can be confirmed by viewing Ahpra’s public health practitioner register.</p> <p>Eligible non-practising pharmacist</p> <p>Pharmacists with non-practising registration who own an existing pharmacy business will be considered an eligible non-practising pharmacist when they apply for a licence. The Council may grant a licence even though the pharmacist has non-practising registration provided there is compliance with all other requirements of the PBO Act.</p> <p>This applies for two years from the commencement of licensing only. By 1 November 2027, all pharmacist owners must hold general registration.</p>

	It is important to note this is for the purposes of the PBO Act only. It does not have any effect on the pharmacist's registration under the National Law.
Ownership interest or material interests in other pharmacy businesses	Indicate whether you hold an ownership or material interest in any other pharmacy businesses in addition to the pharmacy business this application relates to. If yes, list the business name and the address of the other pharmacy businesses.
Applicant is an owner as trustee of a trust	Indicate whether you are, or are to be, an owner of the pharmacy business as trustee of a trust. If yes, answer the specific questions regarding the trust and its beneficiaries.
Name of trust	Provide name of the trust as specified on trust deed.
Australian Business Number (ABN)	The ABN can be found by searching the ABR .
Trust beneficiaries	Specify the number of beneficiaries of the trust. If the trust specifies a 'class' of beneficiaries, include all persons who would be considered members of the class. Each beneficiary must also complete the Confirmation of identity and Beneficiary details annexures.

Part D – Applicant details - Corporation

Part D collects detailed information about each applicant corporation and its directors and shareholders.

Item	Information required
Who must complete Part D	<p>Part D must be completed where relevant by:</p> <ul style="list-style-type: none"> • an executive officer of the applicant corporation with authority to act on behalf of the corporation, and • each director and shareholder of the corporation. <p><u>Note:</u> If a director is also a shareholder of the corporation, they need only to complete the director details section.</p> <p>Form 1A has sufficient space to record the details of up to two corporations (each with up to two directors and two shareholders). If a joint application is being made that includes more than two corporations, directors or shareholders each additional corporation, director or shareholder must complete the applicable Part D. Applicant details – Corporation, Part D. Director or Part D. Shareholder form. These forms can be downloaded from https://www.pboc.qld.gov.au/licences/apply-for-a-licence .</p> <p>Further guidance is provided in the example scenario below:</p> <p><u>Example scenario:</u></p> <p>A joint application is being made that involves three corporations. Corporation ‘1’ has two directors who are the only shareholders. Corporation ‘2’ has two directors and three shareholders (the two directors plus an additional shareholder). Corporation ‘3’ has one director and three shareholders (the director and two additional shareholders). Part D would be completed as follows:</p> <ul style="list-style-type: none"> • <u>Corporation ‘1’</u>: the corporation details and details of the two directors can be provided in the space allocated on Form 1A. The directors need only provide their details once under the ‘director details’ section (i.e. they do not need to also complete the shareholder details section). • <u>Corporation ‘2’</u>: the corporation details and details of the two directors can be provided in the space allocated on Form 1A. The directors need only provide their details once under the ‘director details’ section (i.e. they do not need to also complete the shareholder details section). The third shareholder must complete a separate Part D. Shareholder form. • <u>Corporation ‘3’</u>: as there is insufficient space on Form 1A, all details relating to Corporation ‘3’ (incl. its directors and shareholders), must be provided on the applicable Part D. Applicant details – Corporation, Part D. Director or Part D. Shareholder forms. The authorised executive officer must

	<p>complete a Part D. Applicant details – Corporation form. The director needs only to complete a Part D. Director form. The other two shareholders must each complete a Part D. Shareholder form.</p>
<p>Corporation details</p> <p>This section must be completed by an executive officer of the applicant corporation with authority to act on behalf of the corporation.</p> <p>The executive officer must also complete the Fit and proper person details – Corporation annexure on behalf of the corporation.</p>	
Company name and Australian Company Number (ACN)	These details can be found by searching ASIC Registers .
Ownership interest or material interests in other pharmacy businesses	Indicate whether the corporation holds an ownership or material interest in any other pharmacy businesses in addition to the pharmacy business this application relates to. If yes, the application should list the business name and the address of the other pharmacy businesses.
Eligibility statements	<p>Indicate whether all directors and shareholder of the corporation are practising pharmacists or eligible non-practising pharmacists. If no, indicate whether the corporation satisfies the specified eligibility criteria relating to the (i) the mix of directors and shareholders and (ii) majority share holdings and voting rights.</p> <p>Practising pharmacist</p> <p>A person registered under the National Law to practise in as a pharmacist with general registration is a practising pharmacist under the PBO Act. Registration type can be confirmed by viewing Ahpra’s public health practitioner register.</p> <p>Eligible non-practising pharmacist</p> <p>A pharmacist with non-practising registration who has an ownership or material interest in an existing pharmacy business, will be considered an eligible non-practising pharmacist for the purposes of the application. The Council may grant a licence even though the pharmacist has non-practising registration provided they comply with all the other requirements of the PBO Act.</p> <p>This applies for two years from the commencement of licensing only. By 1 November 2027, all pharmacist owners and pharmacist material interest holders must hold general registration.</p> <p>It is important to note this is for the purposes of the PBO Act only. It does not have any effect on a non-practising pharmacist’s registration under the National Law.</p> <p>Close adult relatives</p> <p>A spouse or children who are adults (over 18 years of age).</p> <p>Spouse includes a person who is one of the following:</p>

	<ul style="list-style-type: none"> • married; • a de facto partner who has been living with the other person on a genuine domestic basis for 2 years or more; • a registered civil partner. <p>Children are taken to include biological, adopted and stepchildren.</p>
Applicant corporation is an owner as trustee of a trust	Indicate whether the applicant corporation is, or is to be, an owner of the pharmacy business as trustee of a trust. If yes, answer the specific questions regarding the trust and its beneficiaries.
Name of trust	Provide name of the trust as specified on trust deed.
Australian Business Number (ABN)	The ABN can be found by searching the ABR .
Trust beneficiaries	Specify the number of beneficiaries of the trust. If the trust specifies a 'class' of beneficiaries, include all persons who would be considered members of the class. Each beneficiary must also complete the Confirmation of identity and Beneficiary details annexures.
<p>Director details</p> <p>This section must be completed by each director of the applicant corporation.</p> <p>Each director must also complete the Confirmation of Identity and Fit and proper person details – Individual annexures.</p>	
Name and date of birth	Your surname, given names and date of birth should be as they appear on official documents (e.g. drivers licence, birth certificate).
Contact details	Provide a personal postal address, phone number and email and not those of the pharmacy business. The Council will distribute general communications, including communiques and newsletters, to directors.
Eligibility statements and Ahpra registration details	Indicate which of the eligibility statements applies to you and provide the requested Ahpra registration details applicable to your circumstances.
Director is also a shareholder	Indicate whether you are also a shareholder of the applicant corporation.
Shareholder owns shares as trustee of a trust	Indicate whether you own your shares in the applicant corporation as trustee of a trust. If yes, answer the specific questions regarding the trust and its beneficiaries.
Name of trust	Provide name of the trust as specified on trust deed.
Australian Business Number (ABN)	The ABN can be found by searching the ABR .
Trust beneficiaries	Specify the number of beneficiaries of the trust. If the trust specifies a 'class' of beneficiaries, include all persons who would be considered members of the class.

	Each beneficiary must also complete the Confirmation of identity and Beneficiary details annexures.
Shareholder owns shares 'non-beneficially'	Indicate whether you own your shares in the applicant corporation 'non-beneficially' other than as a trustee of a trust. If yes, provide additional information that explains how you hold the shares (e.g. as a nominee, or on behalf of another person) <u>Note:</u> Shares are held 'non-beneficially' when the shareholder holds the shares for the benefit of someone else.
Ownership interest or material interests in other pharmacy businesses	Indicate whether you hold an ownership or material interest in any other pharmacy businesses in addition to the pharmacy business this application relates to. If yes, the application should list the business name and the address of the other pharmacy businesses.
<p>Shareholder details</p> <p>This section must be completed by each shareholder in the corporation (where the shareholder is not also a director of the corporation).</p> <p>Each shareholder must also complete the Confirmation of Identity and Fit and proper person details - Individual annexures.</p>	
Name and date of birth	Your surname, given names and date of birth should be as they appear on official documents (e.g. drivers licence, birth certificate).
Contact details	Provide a personal postal address, phone number and email and not those of the pharmacy business. The Council will not distribute general communications, including communiques and newsletters, to shareholders (unless they subscribe to receive communications).
Ownership interest or material interests in other pharmacy businesses	Indicate whether you hold an ownership or material interest in any other pharmacy businesses in addition to the pharmacy business this application relates to. If yes, the application should list the business name and the address of the other pharmacy businesses.
Eligibility statements and Ahpra registration details	Indicate which of the eligibility statements applies to you and provide the requested Ahpra registration details applicable to your circumstances.
Shareholder owns shares as trustee of a trust	Indicate whether you own your shares in the applicant corporation as trustee of a trust. If yes, answer the specific questions regarding the trust and its beneficiaries.
Name of trust	Provide name of the trust as specified on trust deed.
Australian Business Number (ABN)	The ABN can be found by searching the ABR .
Trust beneficiaries	Specify the number of beneficiaries of the trust. If the trust specifies a 'class' of beneficiaries, include all persons who would be considered members of the class.

	Each beneficiary must also complete the Confirmation of identity and Beneficiary details annexures.
Shareholder owns shares 'non-beneficially'	<p>Indicate whether you own your shares in the applicant corporation 'non-beneficially' other than as a trustee of a trust. If yes, provide additional information that explains how you hold the shares (e.g. as a nominee, or on behalf of another person)</p> <p><u>Note</u>: Shares are held 'non-beneficially' when the shareholder holds the shares for the benefit of someone else.</p>

Part E – Other material interest holders in the pharmacy business

Part E collects information to identify any other material interest holders in the pharmacy business who have not already been disclosed elsewhere in this application.

Specifically, Part E captures information about persons who have another interest in the pharmacy business that entitles them to receive consideration that varies according to the profits or takings of the business.

Item	Information required
Other material interest holders in the pharmacy business	<p>Indicate whether there are any other material interest holders in the pharmacy business that have not been previously disclosed elsewhere in this application form. If yes, specify the total number of other material interest holders there are.</p> <p>Do not repeat information about shareholders and beneficiaries already provided in previous parts of the application form.</p> <p>Each material interest holder must also complete the Confirmation of identity and Material interest holder details annexures.</p>

Part F – Details of authorised representative

Part F collects information to identify the person who will be the primary point of contact for the application, and enables applicants to authorise the person to provide information, receive correspondence and/or act on their behalf in relation to this licence application.

Item	Information required
Details of authorised representative	<p>Provide the authorised representative's contact details.</p> <p>To enable the authorised representative to receive correspondence from the Council for this licence application, indicate yes.</p> <p>To enable the authorised representative to act on behalf of the applicant(s) for this licence application, indicate yes.</p> <p>The Council will distribute general communications, including communiques and newsletters, to authorised representatives.</p>

Part G – Consent and declaration

Part G details particular consents, acknowledgements and declarations that applicants are required to make when submitting their application.

Item	Information required
Who must complete Part G	<p>Part G must be completed by all applicants.</p> <p>If a joint application is being made (i.e. by two or more applicants), each applicant must complete Part G.</p> <p>If an applicant is a corporation, an executive officer with authority to act on behalf of the corporation must complete Part G on behalf of the corporation.</p> <p>Form 1A has sufficient space to record the consent and declaration for up to four applicants. If a joint application is being made that includes more than four applicants, each additional applicant must complete a separate Part G. Applicant consent and declaration form. This form can be downloaded from https://www.pbc.qld.gov.au/licences/apply-for-a-licence .</p>

Part H – Document checklist

Part H is a document checklist that details the annexures and supporting documents required for each part of the application.

Complete the document checklist to ensure all required documentation is submitted with the application. This will reduce the risk of delays in the application process.

Instructions to complete the annexures

Confirmation of identity

This annexure provides information about the documents and the process required to verify a person’s identity and/or their relationship to a practising pharmacist (or eligible non-practising pharmacist).

Confirmation of identity by an approved certifier is required to accompany an application for a new pharmacy business licence or an application or notification relating to an existing licence.

Item	Information required
<p>Who must complete the Confirmation of Identity annexure</p>	<p>The annexure must be completed by a person who is required to provide confirmation of their identity and/or their relationship to a practising pharmacist (or eligible non-practising pharmacist).</p> <p>You must complete this annexure if you are:</p> <ul style="list-style-type: none"> • an applicant who is a natural person, or • a director of an applicant corporation, or • a shareholder of an applicant corporation, or • a beneficiary of a trust, or • another material interest holder. <p>An approved certifier must complete part 3 of this annexure.</p>
<p>Pharmacy business</p>	
<p>Pharmacy business name</p>	<p>Provide the name of the pharmacy business for which the licence application is being submitted. This enables the Council to identify which supporting documents correspond to each application.</p>
<p>Details of person confirming their identity</p>	
<p>Name and date of birth</p>	<p>Your surname, given names and date of birth should be as they appear on official documents (e.g. drivers licence, birth certificate).</p>
<p>Confirmation of identity documents</p>	
<p>Documents</p>	<p>This section outlines the types of documentation required to be sighted by an approved certifier to confirm your identity, evidence a name change (if applicable), or (if required) evidence your spousal or parent/child relationship with a practising pharmacist (or eligible non-practising pharmacist).</p> <p>Select yes for each identity document you have shown an approved certifier.</p>

	<p>Original identity documents must be shown to an approved certifier. Electronic documents may be shown to the approved certifier if the original documents are in electronic form.</p> <p><i>Do not submit identity documents or copies of identity documents with your application.</i></p>
<p>Approved certifiers</p>	<p>The following people are approved certifiers:</p> <ul style="list-style-type: none"> • justices of the peace (with registration number provided); • notaries public; • commissioners for declarations; • legal practitioners (solicitor or barrister); • police officers (certifying officer to include their name, rank and name of their police station); • teachers (certifying individual to include their name and teacher registration number); • Ahpra registered health practitioners (certifying individual to include name and Ahpra registration number). <p>Certifiers must not be the applicant or have a familial relationship with the person.</p>
<p>Statutory Declaration</p>	<p>Where you are providing evidence of your identity and/or relationship to a practising pharmacist and no document exists, for example, as evidence of a de facto relationship, you will need to make a statutory declaration.</p> <p>A statutory declaration must comply with the requirements of the <i>Oaths Act 1867</i>. The Queensland Government's statutory declaration website provides more information about the requirements and has a statutory declaration form available for download.</p> <p>This Queensland Government Fact Sheet provides information on who can witness a statutory declaration in Queensland.</p> <p>Where the approved certifier is also authorised to witness statutory declarations, the same individual may perform both roles, witnessing the statutory declaration and sighting the relevant documents.</p>

Fit and proper person details

This section provides guidance on how to complete the following annexures:

- *Fit and proper person details – Individual*
- *Fit and proper person details - Corporation*

While most of the information sought in the annexures is common to both, a small number of questions are specific to only one annexure. In this Guidance Note, where a question is specific to only one annexure it will be flagged accordingly in the table below as ***Fit and proper person details – Individual only*** or ***Fit and proper person details – Corporation only***

Fit and proper person assessment

When reviewing an application for a pharmacy business licence, the Council must assess whether the natural person or corporation applying for the licence is a 'fit and proper person' to own a pharmacy business. The information collected in these annexures assists the Council to do this.

The Council may also obtain a criminal history report for any applicant, or any director or shareholder of an applicant, to assist in making its assessment.

The Council makes its assessment according to the following criteria outlined in section 72 of the PBO Act:

- whether the eligible person, or a director or shareholder of the person, holds or has previously held, a pharmacy business licence, and if so, whether the licence was cancelled, suspended or otherwise subject to conditions;
- whether the eligible person is a party to a contract, agreement or arrangement relating to a pharmacy business that contains a provision that enables inappropriate third-party control of the business;
- whether the eligible person, or a director or shareholder of the person, has been convicted of an indictable offence;
- whether the eligible person, or a director or shareholder of the person, has contravened the PBO Act, the *Pharmacy Business Ownership Act 2001* (2001 PBO Act), the Health Practitioner Regulation National Law (National Law) or the *Medicines and Poisons Act 2019* (MP Act), regardless of whether they have been convicted of an offence for the contravention;
- if the person is an individual – whether the person is, or has been:
 - an insolvent under administration; or
 - disqualified from managing corporations under the *Corporations Act 2001* (Cth) (Corporations Act);
- if the person is a corporation – whether the person is, or has been:
 - placed into administration, receivership or liquidation; or
 - wound up or deregistered under the Corporations Act;
- any condition, undertaking, suspension or cancellation that applies, or has applied under the National Law in relation to the person's registration (or the registration of a director or

shareholder of the person) under the National Law to practice as a pharmacist with general registration; and

- any other matter the Council considers relevant in deciding whether the person is a fit and proper person to own a pharmacy business.

Item	Information required
Who must complete the <i>Fit and proper person details – Individual</i> annexure	<p>The following persons must complete the <i>Fit and proper person details - Individual</i> annexure:</p> <ul style="list-style-type: none"> • each natural person applying for a pharmacy business licence, and • each director and shareholder of a corporation applying for a pharmacy business licence. <p>If you are an individual who is both a director and shareholder of an applicant corporation, you only need to complete the form as a director (i.e. you only need to complete the form once).</p>
Who must complete the <i>Fit and proper person details – Corporation</i> annexure	<p>The <i>Fit and proper person details – Corporation</i> annexure must be completed by an appropriately authorised executive officer on behalf of the applicant corporation.</p> <p>When completing this annexure, all references in the form to ‘you’ should be read as references to the corporation.</p>
Pharmacy business	
Pharmacy business name	Provide the name of the pharmacy business for which this application is being submitted. This enables the Council to identify which supporting documents correspond to each application.
Personal details	
Name and date of birth	Your surname, given names and date of birth should be as they appear on official documents (e.g. drivers licence, birth certificate).
<i>Fit and proper person details – Individual only</i> Is the form being completed by a director or shareholder of the corporation	<i>Fit and proper person details – Individual only</i> Indicate whether you are completing this annexure in your capacity as a shareholder or director of a corporation. If yes, complete the requested company details.
Company details	Provide the Company Name, Australian Company Number (ACN) and your role in the corporation (i.e. executive officer, shareholder or director).
Fit and proper person details	
Pharmacy business licence	
Current pharmacy business licence	Indicate whether you currently hold a Queensland pharmacy business licence. If yes, provide the licence number.

Previous pharmacy business licence	Indicate whether you have previously held a Queensland pharmacy business licence. If yes, provide the previous licence number(s).
Suspended or cancelled pharmacy business licence	Indicate whether you currently hold, or have previously ever held, a Queensland pharmacy business licence that was suspended or cancelled. If yes, provide details.
Pharmacy business licence subject to conditions	Indicate whether you currently hold, or have previously ever held, a Queensland pharmacy business licence that was subject to any conditions. If yes, provide details.
Section 22 – Third-party control of a pharmacy business	
A provision that controls how pharmacy services involving medicines are provided to the public	Indicate whether you are a party to a contract, agreement or arrangement containing a provision that purports to authorise or permit a person (other than the owner of a licensed pharmacy business) to control how pharmacy medicines are provided to the public by the pharmacy business. If yes, provide details and a provide a copy of the relevant contract agreement or arrangement with the application.
A provision restricting the types of medicine or health service the business may provide to the public	Indicate whether you are a party to a contract, agreement or arrangement containing a provision that purports to authorise or permit a person (other than the owner of a licensed pharmacy business) to restrict the types of medicine or health service the pharmacy business may provide to the public. If yes, provide details and a provide a copy of the relevant contract agreement or arrangement with the application.
A provision requiring medicine for the business to be bought from a particular supplier	Indicate whether you are a party to a contract, agreement or arrangement containing a provision that purports to authorise or permit a person (other than the owner of a licensed pharmacy business) to require medicine for the pharmacy business to be bought from a particular supplier. If yes, provide details and a provide a copy of the relevant contract agreement or arrangement with the application.
A provision imposing a sales target for the business in relation to a particular medicine	Indicate whether you are a party to a contract, agreement or arrangement containing a provision that purports to authorise or permit a person (other than the owner of a licensed pharmacy business) to impose a sales target for the pharmacy business in relation to a particular medicine. If yes, provide details and a provide a copy of the relevant contract agreement or arrangement with the application.
Indictable offence conviction	
Conviction for an indictable offence	Indicate whether they have ever been convicted of an indictable offence outside Queensland, that would be an indictable offence if it were committed in Queensland.

	<p>If yes, provide details.</p> <p>In Queensland, indictable offences are offences categorised as crimes or misdemeanours under the Criminal Code Act 1899. Examples of offences that are crimes or misdemeanours include (but are not limited to) murder, manslaughter, sexual offences, assault, break and enter, drug offences, hooning, shoplifting, stealing, fraud and burglary, coercive control, distributing intimate images without consent, making a false declaration, serious animal cruelty, and dangerous operation of a vehicle.</p> <p>If you have been convicted of an offence outside Queensland but are unsure as to whether it would be an indictable offence in Queensland, you should disclose the conviction on the annexure as a precaution, and/or seek legal advice.</p>
Legislative contraventions and convictions	
Contraventions of the PBO Act, 2001 PBO Act, National Law or MP Act	<p>Indicate whether you have ever contravened the PBO Act, 2001 PBO Act, National Law or the MP Act (irrespective of whether they were convicted of an offence or not).</p> <p>If yes, provide details.</p>
Convictions for an offence under the PBO Act, 2001 PBO Act, National Law or MP Act	<p>Indicate whether you have ever been convicted of an offence under the PBO Act, 2001 PBO Act, National Law or the MP Act.</p> <p>If yes, provide details.</p>
Suspension or cancellation of a licence	<p>Indicate whether you have ever held a licence under the PBO Act or the MP Act that was suspended or cancelled.</p> <p>If yes, provide details.</p>
Refusal of a licence	<p>Indicate whether you have ever been refused a licence under the PBO Act or the MP Act.</p> <p>If yes, provide details.</p>
<p><i>Fit and proper person details – Individual only</i></p> <p>Insolvent under administration, or disqualification from managing corporations under the Corporations Act</p>	<p><i>Fit and proper person details – Individual only</i></p> <p>Indicate whether you are currently, or have ever been an insolvent under administration, or disqualified from managing corporations under the Corporations Act.</p> <p>If yes, provide details.</p>
<p><i>Fit and proper person details – Corporation only</i></p> <p>Placed into administration,</p>	<p><i>Fit and proper person details – Corporation only</i></p> <p>Indicate whether the corporation is currently, or has ever been, placed into administration, receivership or liquidation; or wound up under the Corporations Act.</p>

receivership or liquidation, or wound up or deregistered under the Corporations Act	If yes, provide details.
<i>Fit and proper person details – Individual only</i> Current registration to practise as a pharmacist under the National Law	<i>Fit and proper person details – Individual only</i> Indicate whether you are currently registered to practise (or currently hold non-practising registration) as a pharmacist under the National Law. If yes, provide the relevant Ahpra registration number.
<i>Fit and proper person details – Individual only</i> Previous registration to practice as a pharmacist under the National Law	<i>Fit and proper person details – Individual only</i> Indicate whether you have previously ever been registered to practise (or held non-practising registration) as a pharmacist under the National Law. If yes, provide the person's Ahpra registration number.
<i>Fit and proper person details – Individual only</i> Condition, undertaking, suspension or cancellation relating to registration to practise as a pharmacist under the National Law	<i>Fit and proper person details – Individual only</i> Indicate whether you have ever had any condition, undertaking, suspension or cancellation applied under the National Law to your registration to practise (or non-practising registration) as a pharmacist. If yes, provide details.
Ownership of a pharmacy business in a State or Territory other than Queensland	Indicate whether you have ever owned a pharmacy business in a State or Territory other than Queensland. If yes: <ul style="list-style-type: none"> • indicate whether the business has ever been subject to regulatory action, including but not limited to, suspension, cancellation, or other revocation, imposition of conditions or other restrictions; and • provide details, including the relevant licence number, registration number or other reference number.
Other relevant matters	Indicate whether there are any other matters you consider are relevant to whether you are a fit and proper person to own a pharmacy business. If yes, provide details.

Beneficiary details

This annexure collects detailed information on the beneficiaries of trusts.

Item	Information required
Who must complete the Beneficiary details annexure	<p>You must complete this annexure if you are:</p> <ul style="list-style-type: none"> the beneficiary of a trust where the trustee is an owner of the pharmacy business; the beneficiary of a trust where the trustee is a shareholder of an owner corporation. <p>Note: If the trust specifies a 'class' of beneficiaries, all persons who are members of the class must complete this annexure.</p>
Pharmacy business name	Provide the name of the pharmacy business for which this licence application is being submitted. This enables the Council to identify which supporting documents correspond to each application.
Applicant details	
Name of applicant	Provide the name of the applicant making the application.
Trustee	Provide the name of the trustee and specify if the trustee is the owner of the pharmacy business or the trustee is a shareholder of the owner corporation.
Beneficiary details	
Name and date of birth	Your surname, given names and date of birth should be as they appear on official documents (e.g. drivers licence, birth certificate).
Contact details	<p>Provide a personal postal address, phone number and email and not those of the pharmacy business.</p> <p>The Council will not distribute general communications, including communiques and newsletters, to beneficiaries (unless they subscribe to receive communications).</p>
Ownership interest or material interests in other pharmacy businesses	Indicate whether you hold an ownership or material interest in any other pharmacy businesses in addition to the pharmacy business this application relates to. If yes, list the business name and the address of the other pharmacy businesses.
Eligibility statement and Ahpra registration details	Indicate which of the eligibility statements applies to you and provide the requested Ahpra registration details applicable to your circumstances.
Conditions set out in section 218 of the PBO Act	<p>Section 218 applies to a person who immediately before commencement, held an interest in a pharmacy business as beneficiary of a discretionary trust. Provided that the trustee who owns the pharmacy business remains the same as it was immediately prior to commencement (i.e. on 31 October 2025):</p> <ul style="list-style-type: none"> the beneficiary does not commit an offence if they are not eligible to hold a material interest; and

- if the beneficiary is a practising pharmacist, eligible non-practising pharmacist or close adult relative, their interest as a beneficiary under the discretionary trust does not count for the purposes of limit on the number of interests allowed under the PBO Act.

See section 218 for information on when this transitional provision will cease to apply.

Documents must be provided that show evidence the owner owned as trustee of a discretionary trust immediately before commencement and that the same owner has continued to own and carry on the business.

This provision only applies to beneficiaries of discretionary trusts.

Material interest holder details

This annexure collects detailed information on any material interest holders not previously disclosed elsewhere in the application form.

Item	Information required
Who must complete the Material interest holder details annexure	<p>You must complete this annexure if you are a material interest holder in the pharmacy business and your interest has not previously been disclosed in this application form (i.e. in parts C or D of Form 1A).</p> <p>For the purpose of this annexure, 'material interest holder' refers to a person who is not the owner but who holds another interest in the business that entitles them to receive consideration that varies according to the profits or takings of the business.</p> <p><u>Example scenario:</u></p> <p>A pharmacy business is owned by Tim Jones. Sarah McDonald gives Tim \$500,000 to establish the business and Tim agrees to repay Sarah at a rate of 5% of the pharmacy's profits. Sarah McDonald holds a material interest in the business.</p>
Pharmacy business	
Pharmacy business name	Provide the name of the pharmacy business for which this application is being submitted. This enables the Council to identify which supporting documents correspond to each application.
Material interest holder details	
Nature of the material interest held	Describe the nature of the consideration/benefit you receive from the pharmacy business.
Name and date of birth	Your surname, given names and date of birth should be as they appear on official documents (e.g. drivers licence, birth certificate).
Contact details	<p>Provide a personal postal address, phone number and email and not those of the pharmacy business.</p> <p>The Council will not distribute general communications, including communiques and newsletters, to material interest holders (unless they subscribe to receive communications).</p>
Ownership interest or material interests in other pharmacy businesses	Indicate whether you hold an ownership or material interest in any other pharmacy businesses in addition to the pharmacy business this application relates to. If yes, list the business name and the address of the other pharmacy businesses.
Eligibility statements and Ahpra registration details	<p>Indicate which of the eligibility statements applies to you and provide the requested Ahpra registration details applicable to your circumstances.</p> <p>Practising pharmacist</p> <p>A person registered under the National Law to practise as a pharmacist with general registration is a practising pharmacist</p>

under the PBO Act. Registration type can be confirmed by viewing [Ahpra's public health practitioner register](#).

Eligible non-practising pharmacist

A pharmacist with non-practising registration who has an ownership or material interest in an existing pharmacy business, will be considered an eligible non-practising pharmacist for the purposes of the application. The Council may grant a licence even though the pharmacist has non-practising registration provided they comply with all the other requirements of the PBO Act.

This applies for two years from the commencement of licensing only. By 1 November 2027, all pharmacist owners and pharmacist material interest holders must hold general registration.

It is important to note this is for the purposes of the PBO Act only. It does not have any effect on a non-practising pharmacist's registration under the National Law.

Close adult relatives

A spouse or children who are adults (over 18 years of age).

Spouse includes a person who is one of the following:

- married;
- a de facto partner who has been living with the other person on a genuine domestic basis for 2 years or more;
- a registered civil partner.

Children are taken to include biological, adopted and stepchildren.

Summary of forms and annexures to be completed

PERSON	FORM 1A	FORM 1B	ANNEXURE Confirmation of Identity	ANNEXURE Fit and Proper Person details- Individual	ANNEXURE Fit and Proper Person details- Corporation	ANNEXURE Beneficiary Details	ANNEXURE Material interest holder details
Applicant (natural person)	✓		✓	✓			
Applicant (corporation)	✓ (EO)				✓ (EO)		
Applicant (the Mater or a friendly society)		✓ (EO)			✓ (EO)		
Director of corporate applicant	Relevant section of Form 1A		✓	✓			
Shareholder of a corporate applicant	Relevant sections of Form 1A		✓	✓			
Director (the Mater or a friendly society)	Relevant section of Form 1B		✓	✓			
Beneficiary of a trust			✓			✓	
Other material interest holder			✓				✓

EO – Executive officer of the corporation with authority to act on behalf of the corporation

Version control

Version	Date	Comments
V1.0	5 February 2026	Approved by Chief Executive Officer