

# Pharmacy Ownership Portal

## Quick guide – Declaring Notifications

### Declaring notifications

Like signing paper-based forms, notifications submitted through the Pharmacy Ownership Portal (Portal) need to be *declared*. The declaration acknowledges that the notifier believes the information contained in the notification is true and correct.

A declaration can only be made by the person making the notification (i.e. the pharmacy owner), **not a representative**. This is because the notifier is legally responsible for the notification, regardless of who has prepared it.

### Accessing the Pharmacy Ownership Portal

You can only declare notifications if you have access to the portal. For more information on accessing the portal and registering as a user, please view the relevant Quick guide [Registering as a new user](#).

### When to declare a notification

#### When you have prepared the notification yourself

A notifier may prepare and submit their own notification without the use of a representative.

If you are the notifier and there are no other pharmacy owners involved (or if individual notifications are required), you will be able to declare and submit the notification to Queensland Health at the end of the notification drafting process.

#### When a notification has been prepared by someone else

##### Prepared by another pharmacy owner of the same pharmacy business

Notifications relating to the **closure of a pharmacy business** (Form 1E) or **change of pharmacy business particulars** (Form 2) can be submitted by multiple pharmacy owners (notifiers) at the same time, on the same notification. However, this does not preclude one or many notifiers from choosing to submit a single notification.

The originating notifier (the person that drafts the notification) can simply notify at the last step of the notification drafting. Once they submit the notification, an email will be sent to the other notifiers mentioned in the notification. The email requests them to login to the Portal and declare the notification.

Once all notifiers have declared, the notification will then be submitted to Queensland Health.

### Prepared by a representative

A representative can draft a **closure of a pharmacy business** (Form 1E) or **change of pharmacy business particulars** (Form 2) on behalf of multiple pharmacy owners at the same time, on the same notification. However, this does not preclude a representative from drafting a Form 1E or Form 2 notification for one or many notifiers.

Once a representative 'submits' a notification, an email will be sent to all the notifiers mentioned in the notification. The email requests them to login to the Portal and declare the notification.

Once all notifiers have declared, the notification will then be submitted to Queensland Health.

## Legislated time frames

The *Pharmacy Business Ownership Act 2001* (the Act) prescribes that notifications must be made within 21 days of the change occurring. It is acknowledged that some prefer to lodge prior to the change, which is acceptable. Should the change not eventuate, **the notifier must notify Queensland Health** to ensure the notification is withdrawn.

**Please note:** A notification will be 'submitted' (and therefore considered a notification made under the Act) when **all notifiers have declared the notification**.

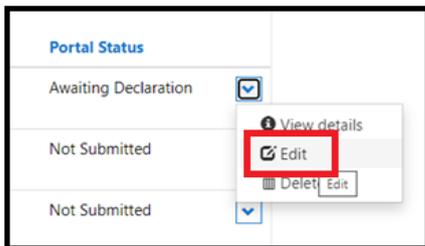
In the interest of clarity, a notification will not be considered as being made under the Act for a notifier who has declared a notification whilst awaiting the declaration of another notifier on the same notification. The date of submission will be the date the last notifier declares the notification.

# How to declare a notification

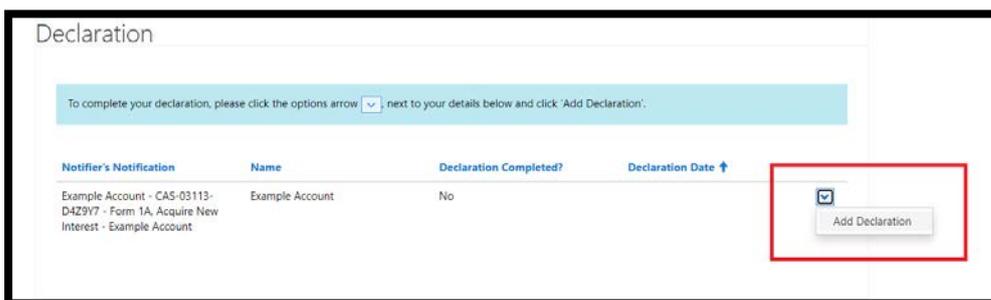
1. Log into the portal, you will see a list of all the notifications that are relevant to you. Navigate to the notification containing the portal status of 'Awaiting Declaration'



2. Click the down arrow beside the notification and select 'Edit'



3. Navigate through the notification, reviewing all the information prepared by the originating notifier, or by your representative, to ensure it is correct.
4. When on the Declaration tab, click the down arrow beside the declaration and select 'Add Declaration'

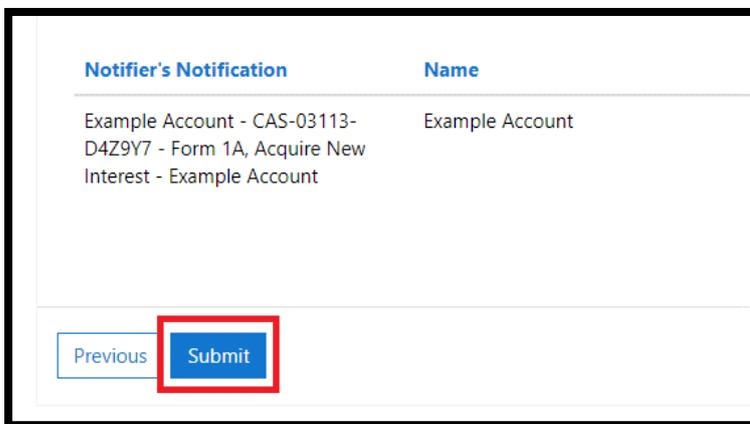


5. Review and ensure you understand the declaration then update the Declared filed to 'Yes', and then click 'Confirm'



The screenshot shows a form with two main sections. The first section is titled 'Declared' and contains two radio buttons: 'No' and 'Yes'. The 'Yes' radio button is selected. The second section is titled 'Declaration Date \*' and contains a text input field with the date '09/07/2021' and a calendar icon to its right. Below these sections is a blue button labeled 'Confirm'.

6. **Do not forget this step!** Finally, click 'Submit' on the Declaration page. This ensures your Declaration is recorded and the notification is progressed to the next stage



The screenshot shows a table with two columns: 'Notifier's Notification' and 'Name'. The table contains one row of data. Below the table are two buttons: 'Previous' and 'Submit'. The 'Submit' button is highlighted with a red box.

Notifier's Notification	Name
Example Account - CAS-03113-D4Z9Y7 - Form 1A, Acquire New Interest - Example Account	Example Account

7. Notification Saved  
You will see a message indicating whether the notification has been submitted to Queensland Health, or not. Below are the messages and further information related to each.

**Notification has been submitted to Queensland Health**

This means that the Notification was submitted successfully, and no further action is required.

As part of assessing the notification, Queensland Health may contact you for further information or documents.

(Continued on next page...)

**This Notification has not been submitted to Queensland Health. Further action is required.**

This message means that another notifier is required to declare the notification for it to be submitted to Queensland Health.

To check who is required to declare the notification, open the notification in the Portal and navigate to the 'Declaring Notifiers' screen. You will see who has declared and who hasn't.

Form 1E - Closure of Pharmacy Business

Pharmacy Details ✓ Representative Details ✓ Date of Closure ✓ Declaring Notifiers Declaration

Declaring Notifiers

If you are also submitting this Notification on behalf of other relevant persons, please also include their names and email addresses

Add

Notifier Full Name ↑	Email	Declared	
Another Example Account		No	▼
Online Services Test		Yes	▼

Previous Next