



# A Guide for Pharmacy Owners on Continued Registration of two or more Pharmacies (Bulk Continued Registration)

Version 1

September 2021

## Introduction

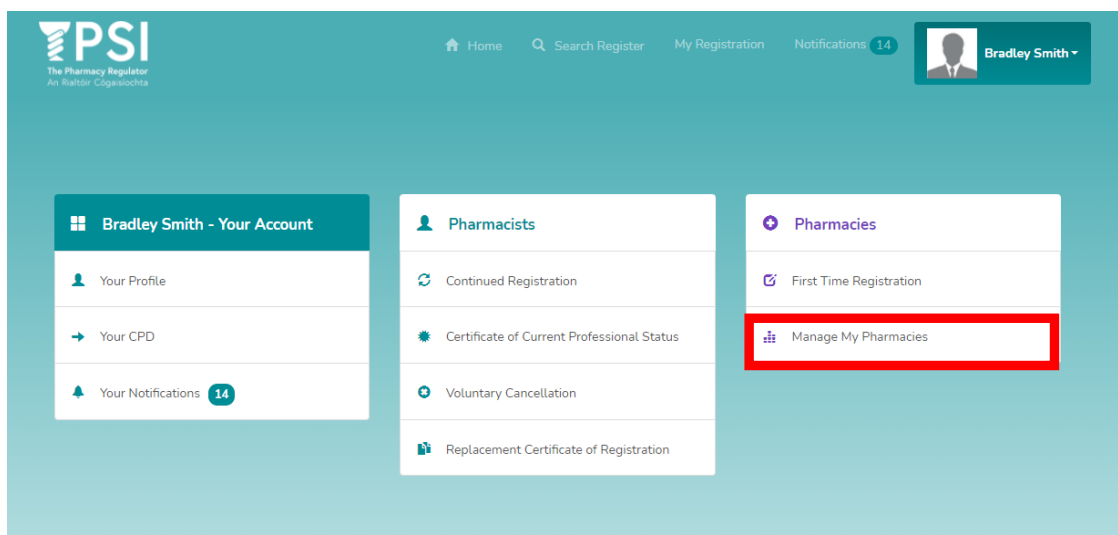
This guide outlines the steps involved in completing Continued Registration of multiple Retail Pharmacy Businesses under the same ownership and sharing the same registration expiry date in the PSI Registration Portal by a pharmacy owner.

If you need to complete Continued Registration for one pharmacy only, then you should refer to the guide: **Continued Registration for a Single Pharmacy**.

## Process

- **Step 1:** Notification to complete Continued Registration for the pharmacies is sent by the PSI via email and as a message in the Registration Portal. Login to your PSI portal by clicking on the link in the email. You will need your email address and password, along with the phone you used to set up your account – a unique code will be sent to your phone as a text message each time you log into the portal as part of the system security checks. Once you are logged in, navigate to **Manage My Pharmacies > Bulk Continued Registration**.

Continued Registration reminders are sent based on your pharmacies' registration expiry dates.



Home > RBP Applications > Manage My Pharmacies

My Pharmacies Search for a pharmacy

**Bulk Continued Registration**

**Lifeline pharma 1**  
32 The Granby Centre 9/10 Granby Row Dublin 1, Co. Dublin D12 EHH7

Edit Pharmacy Registration  
Material Changes

**Lifeline pharma 2**  
11 Devoy Quarter John Devoy Road Naas, Co. Kildare K12 EHH7

Edit Pharmacy Registration  
Material Changes

**My Pharma**  
PSI House Fenian Street Dublin 02 Dublin, Dublin D02TD72

Edit Pharmacy Registration  
Material Changes

- Step 2:** It is important that the details held on the PSI register about you and the pharmacy are kept up to date. Before you progress with Continued Registration, you should review your profile and the pharmacy's details and amend anything that requires an update, such as services provided by the pharmacies and their opening hours. Once you are happy to proceed, click on **Create** to start a new application.

You can update these details at any time during the year in the Registration Portal

PSI The Pharmacy Regulator An Rialtóir Cógaisíochta

Home Search Register My Registration Notifications 13 Bradley Smith

Home > RBP Applications > Bulk Continued Registration

Make a Continued Registration application for multiple RPBs at once through a single Bulk Continued Registration application.

**Create**

Application Number ↓	RPB	Pharmacist	Application Type	Application Status	Created On
There are no records to display.					

- **Step 3:** Click + **Add an RPB** to link two or more Retail Pharmacy Businesses to the bulk Continued Registration Application.

Only pharmacies sharing the same registration expiry date can have their Continued Registration completed at the same time.

PSI The Pharmacy Regulator An tAitheir Cigearochta

Home Search Register My Registration Notifications 13 Bradley Smith

Home > RBP Applications > Bulk Continued Registration > Application Details

You are about to perform continued registration for the pharmacies included below in your capacity as the pharmacy owner or a person legally authorised to act on behalf of the pharmacy owner. You are required to ensure that the relevant information in respect of each pharmacy on the list below is correct. The declarations you will be required to provide in the section which follows will be taken to apply to each of the pharmacies selected below. By submitting these declarations you will be considered to have provided your electronic signature.

**Note:** If you are aware of any inaccuracies or are unsure that the information is correct in respect of any of these pharmacies you must deselect them from the list and make any required changes in the pharmacy's profile.

**Note:**

1. Application submission by the company secretary or CEO of a company can be completed online in full through this portal.
2. Application submission by a director of a company requires the signature of two directors.
3. Application submission by a director of a company requires the signature of two directors.

For options 2 or 3 above, please download and complete this document, and return it to the PSI by post. Download: [Signature Page \(To be posted to PSI\)](#)

RETAIL PHARMACY BUSINESSES

**Add an RPB**

Trading Name ↑	Registration Number ↑	Address	Main Phone	Pharmacy Owner	Superintendent Pharmacist	Supervising Pharmacist
There are no records to display.						

Pharmacies to be added can be searched here

Lookup records

Search

✓ Trading Name ↑	Registration Number ↑	Address 1	Main Phone	RPB Owner	Superintendent Pharmacist	Supervising Pharmacist
Lifeline pharma 1	10000572	32 The Granby Centre 9/10 Granby Row Dublin 1, Co. Dublin D12 EH7	0899867131	Bradley Smith		
Lifeline pharma 2	10000573	11 Devoy	0899253441	Bradley Smith		

Selected records

Lifeline pharma 1 ✕ Lifeline pharma 2 ✕

Add Cancel

Selected Pharmacies will be listed here

- **Step 4:** Review and complete all the declarations and proceed with the application by clicking on **Next**.

Completing the declarations has the effect of completing them for each of the pharmacies selected.

**DECLARATIONS**

I / we do solemnly and sincerely declare as follows:

I make these declarations in respect of the application for continued registration for the Retail Pharmacy Business(es) selected above, in my capacity as the person who is duly authorised to provide declarations on behalf of the pharmacy ownership.

No  Yes

To the best of my knowledge and belief, all particulars provided in this application are correct.

No  Yes

I as pharmacy owner fully understand my legal responsibilities under the Pharmacy Act 2007 (as amended), its Regulations and Statutory Rules and I undertake to ensure full compliance therewith, and with any PSI Codes of Conduct and professional guidance as may from time to time be issued thereunder.

No  Yes

The Retail Pharmacy Business(es) to which this application relates, will be conducted in compliance with the provisions of the Pharmacy Act 2007 and the Regulation of Retail Pharmacy Businesses Regulations 2008 (S.I. No. 488 of 2008), which are the regulations governing the conduct of retail pharmacy businesses.

No  Yes

I am satisfied as to the identity, current registration status and compliance of all pharmacists and pharmaceutical assistants employed and engaged by the Retail Pharmacy Business(es) to which this application relates, and appropriate procedures are in place to verify the same in respect of future registered employees.

No  Yes

I understand that any change in the ownership of a Retail Pharmacy Business (as defined in section 179) of the Pharmacy Act 2007 (as amended) will have the effect of cancelling the registration and I undertake to immediately notify the PSI in the event of any such change in the retail pharmacy business(es) to which this application relates.

No  Yes

I am aware of the requirement for the pharmacy to have in place an appointed Superintendent and Supervising Pharmacist and that any change in the Superintendent or Supervising Pharmacist or of a Registered Pharmacist(s) should be notified immediately to the PSI and I undertake to do so. And where a Superintendent or Supervising Pharmacist position becomes temporarily unfilled I will provide details to the PSI of the steps taken to promptly recruit a suitable replacement.

No  Yes

I am aware that it is my responsibility as Pharmacy Owner to notify the PSI of all changes of Registered Pharmacist(s) working in this Retail Pharmacy Business and any material changes to the pharmacy registration.

No  Yes

The sale and supply of all medicinal products at the Retail Pharmacy Business(es) to which this application relates, will be conducted by or under the personal supervision of a registered pharmacist at all times.

No  Yes

I have made arrangements to ensure that all registered pharmacists employed or engaged in the Retail Pharmacy Business(es) to which this application relates may obtain and maintain appropriate experience in the practice of pharmacy, and are enabled to adequately engage with the Irish Institute of Pharmacy in his or her undertaking of appropriate Continued Professional Development (CPD) activities as required by PSI CPD Rules.

No  Yes

Arrangements are in place at the Retail Pharmacy Business(es) to which this application relates in respect of the segregation, storage and disposal of any medicinal products, including veterinary medicinal products, that may have expired or that may have been accepted as a return under Regulation 8(2) of the Regulation of Retail Pharmacy Businesses Regulations.

No  Yes

Appropriate professional indemnity and insurance arrangements are in place at the retail pharmacy business(es) to which this application relates and the cover is in keeping with the current professional services offered in each case. Such indemnity and insurance arrangements will be maintained on a continuous and ongoing basis.

No  Yes

I understand that by submitting these declarations I am providing an electronic signature in my capacity as the person authorised to sign on behalf of the pharmacy owner of the retail pharmacy business(es) to which this application relates, and in accordance with Rule 4(2) of the PSI Retail Pharmacy Businesses Registration Rules.

No  Yes

I understand that fees paid in relation to valid applications for continued registration as a retail pharmacy business are non-refundable in accordance with Rule 5 of the PSI Fees Rules.

No  Yes

**NEXT**

- **Step 5:** Submit the application by completing payment – you can choose one of two payment options:
  - Pay by Credit or Debit card
  - Pay by Electronic Funds Transfer

You will receive an email and notification in the Registration Portal confirming that your application has been received by the PSI. Please note that payment by cheque is not possible

The screenshot displays the 'Fee Payment' section of the PSI Registration Portal. At the top, the PSI logo and navigation links are visible. The breadcrumb trail reads: Home > RBP Applications > Bulk Continued Registration > Application Details. The 'Fee Payment' section includes a message: 'You must pay the outstanding application fee in order for your application to be processed.' Below this, there are input fields for 'Payer email address' (bradleys@gmail.com), 'Payer mobile number' (Ireland (+353) 0899299441), and a search field for 'Search address or Eircode'. A green notification bar states 'Eircode Found, address populated below'. The billing address fields are: Billing address line 1 (Apartment D32), Billing address line 2 (The Granby Centre), Billing address line 3 (9/10 Granby Row), Billing address town (Dublin 1), Billing address country (Ireland), and Billing address postcode (D01AY05). At the bottom, there are 'Pay now' and 'or pay later' buttons.

- **Step 6:** Following review of the application by PSI, you will receive a confirmation email and portal notification approving your application and confirming registration for your pharmacies for a further 12 months.

It may be necessary in some circumstances for the PSI to request further information from you at this stage before continued registration can be confirmed.

- Step 7:** Once Continued Registration has been confirmed, a digital Registration Certificates for each pharmacy will be made available immediately in the portal (**Pharmacies > Manage My Pharmacies > (Pharmacy name) > Registration**). The official Registration Certificates which must be displayed will be printed and posted to each pharmacy.

