



A Guide for Pharmacy Owners to Continued Registration of a Pharmacy

Introduction

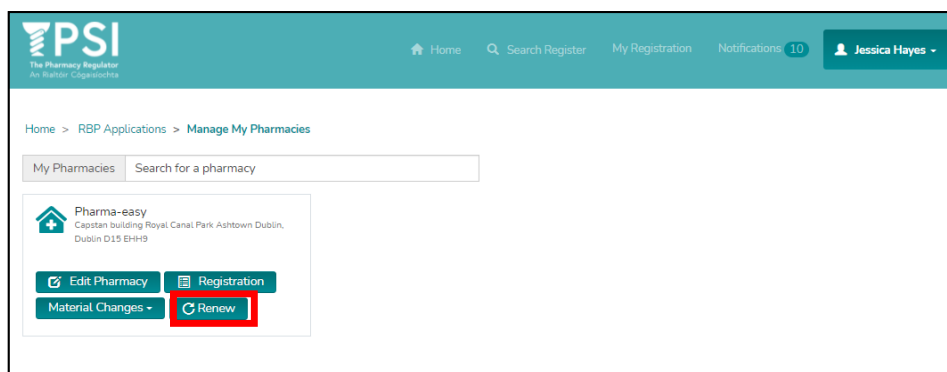
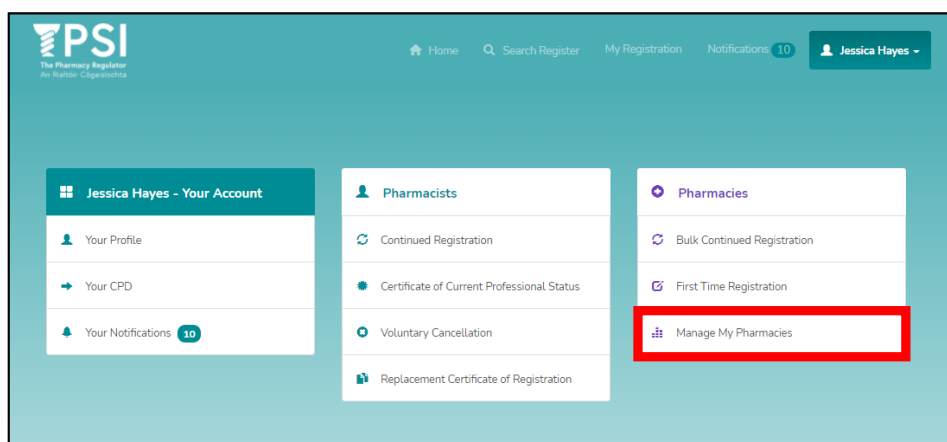
This guide outlines the steps involved in completing Continued Registration for a Retail Pharmacy Business in the PSI Registration Portal by a pharmacy owner.

If you need to complete Continued Registration for more than one pharmacy at the same time, then you should refer to the guide for **Bulk Continued Registration for Two or More Pharmacies**.

Process

- **Step 1:** A notification to complete Continued Registration for the pharmacy is sent by the PSI via email and as a message in the Registration Portal 60 days before your registration certificate expires. 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 **Pharmacies > Manage my pharmacies > Renew**.

Continued Registration reminders are sent based on your pharmacy's registration expiry date.



- **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 pharmacy and opening hours.

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

- **Step 3:** Review and complete all the declarations and proceed with the application by clicking **Save & Continue**.

PSI
The Pharmacy Regulator
An Authorised Corporation

Home Search Register My Registration Notifications 10 Jessica Hayes

Home > RBP Applications > Continued Registration > Application Details

Note: Application Submissions by Directors of a Company or by Partners in a Partnership require the signatures of two Directors or Partners. Please download this document, complete and return to PSI.
[Download: Signature Page \(To be posted in to PSI\)](#)

If you are unable to complete any part of the declaration below, please contact the Registration Unit of the PSI.

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 competence 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 17(6) 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

- **Step 4:** 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 (bank transfer)

You will receive an email and a 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 shows the PSI Registration Portal interface. At the top, there is a navigation bar with the PSI logo, a home icon, a search icon, and links for 'Home', 'Search Register', 'My Registration', and 'Notifications 10'. The user's name 'Jessica Hayes' is displayed in the top right corner. Below the navigation bar, the breadcrumb trail reads 'Home > RBP Applications > Continued Registration > Application Details'. The main heading is 'Fee Payment'. A message states: 'You must pay the outstanding application fee in order for your application to be processed.' The form includes fields for 'Payer email address' (jessica.hayes@gmail.com), 'Payer mobile number' (Ireland (+353) 0899732901), and a search field for the billing address. A green notification bar indicates 'Eircode Found, address populated below'. The billing address fields are: 'Billing address line 1' (Apartment 32), 'Billing address line 2' (Capstan Building), 'Billing address line 3' (Royal Canal Park), 'Billing address town' (Dublin 15), 'Billing address country' (Ireland), and 'Billing address postcode' (D15EH19). At the bottom of the form, there are buttons for 'Pay now' and 'or pay later'.

- **Step 5:** Following review of the application by the PSI, you will receive a confirmation email and a portal notification approving your application and confirming your pharmacy's registration 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 the pharmacy's registration can be confirmed.

- **Step 6:** Once your pharmacy's Continued Registration has been confirmed, a digital Registration Certificate will be made available immediately in the portal (**Pharmacies > Manage My Pharmacies > (Pharmacy name) > Registration**). The official Registration Certificate which must be displayed will be printed and posted to the pharmacy.

PSI The Pharmacy Regulator An Rialtóir Cógaisíochta

Home Search Register My Registration Notifications 10 Jessica Hayes

Jessica Hayes - Your Account

- Your Profile
- Your CPD
- Your Notifications 10

Pharmacists

- Continued Registration
- Certificate of Current Professional Status
- Voluntary Cancellation
- Replacement Certificate of Registration

Pharmacies

- Bulk Continued Registration
- First Time Registration
- Manage My Pharmacies**

PSI The Pharmacy Regulator An Rialtóir Cógaisíochta

Home Search Register My Registration Notifications 10 Jessica Hayes

Home > RBP Applications > Manage My Pharmacies

My Pharmacies Search for a pharmacy

Pharma-easy
Capstan building Royal Canal Park Ashtown Dublin,
Dublin D15 EHH9

Edit Pharmacy Registration Material Changes

PSI The Pharmacy Regulator An Rialtóir Cógaisíochta

Home Search Register My Registration Notifications 10 Jessica Hayes

Home > RBP Applications > Manage My Pharmacies > Pharmacy Registration

SUMMARY

Registration Number	Certificate Issued Date	Registration Status
10000578	26/08/2021	Registered
Pharmacy	Expiry Date	Registration Type
Pharma-easy (10000578)	24/10/2022	RPB

REGISTRATION CERTIFICATE

Name ↑	Modified
Registration_Certificate_N9Z231263N6P.pdf (1506 KB)	30 minutes ago
Registration_Certificate_Z8R231262C3V.pdf (1506 KB)	25/08/2021 10:24 AM