



## PHARMACY PERMIT AMENDMENTS - TRADE NAME CHANGE

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

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

### Requirements:

- Email to SCPP an official notice of proposed trade name change, which includes:
  - current pharmacy trade name and SCPP permit #
  - proposed new pharmacy trade name
  - pharmacy location and mailing addresses
  - pharmacy manager name and SCPP Member D#
  - contact information
- Submit the **online Pharmacy Permit Amendment Application** form
  - Link available in Pharmacy Manager Portal
- Pay the fee for permit amendment
  - if during permit Renewal, pay the permit renewal fee(s)
  - fees are subject to change April 1, 2019 (see [fee schedule](#) on SCPP website)
- Fax an updated Data Sharing Agreement (DSA) to ISMP amending the trade name
  - a link to the DSA form is available in the Pharmacy Manager Portal
- Update and submit “de-identified” samples of the following (Reg. Bylaws 13, Part J):
  - Prescription label: including trade name, full street address with postal code; and phone number with area code; and other required items per legislation
  - Patient profile
- Submit samples of signage (exterior and interior, hours signage, etc.)
- Update phone messages, website pages, and fax headers to reflect new trade name
- Notify customers, third party payors, eHealth/PIP, Drug Plan & Extended Benefits Branch, etc.

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

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

Questions?  
Email: [info@saskpharm.ca](mailto:info@saskpharm.ca)

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