

PHARMACY OWNER INFORMATION

Interpretation Guide

Approved August 2026

1. INTRODUCTION

- 1.1 In accordance with the *Pharmacy Act, 2024*, the *Pharmacy Regulations, 2024*, and the *CPNL Bylaws*, all pharmacy owners (including proposed pharmacy owners)¹ must provide information, documentation, and declarations to the College of Pharmacy of Newfoundland and Labrador (CPNL) to own a pharmacy. The required information, documentation, and declarations must be submitted:
- with an application to open a new pharmacy;
 - with an application for a change in ownership; or
 - as requested by CPNL for the purpose of verifying or obtaining the information for a pharmacy.
- 1.2 Unless otherwise specified or directed by CPNL, pharmacy owners must provide all required information, documentation, and declarations in the manner set out in this Interpretation Guide to the pharmacist-in-charge for submission to CPNL.

2. DEFINITIONS

- 2.1 In this document,
- a) “corporation” means a body corporate incorporated or continued under the Newfoundland and Labrador (NL) *Corporations Act*. It is an entity separate and distinct from its shareholders. Corporations may be non-publicly-traded, publicly-traded, or incorporated by legislation (e.g. hospital pharmacies).
 - b) “individual with significant control”:
 - for corporations, has the same meaning as “individual with significant control over a corporation” in section 45.1 of the *Corporations Act*; or

¹ References to “pharmacy owner(s)” through this document includes “proposed pharmacy owner(s)”.

- for partnerships, has the same meaning as an individual in section 2(5)(b) of the *Pharmacy Regulations, 2024*.
- c) “non-publicly traded corporation” means a corporation whose shares are privately held and not listed on a public stock exchange.
- d) “partnership” means the relationship that exists between persons carrying on a business in common with a view to make a profit, pursuant to the NL *Partnership Act*, but does not include the relation between members of a company or association that is registered as a company or incorporated under the *Corporations Act* or other legislation in NL.
- e) “pharmacy” means a business licensed by CPNL in accordance with section 31 of the *Pharmacy Act, 2024*.
- f) “pharmacy owner” means a corporation, partnership or individual that owns a pharmacy.
- g) “proposed pharmacy owner” means a corporation, partnership or individual that has applied to own a pharmacy.
- h) “publicly traded corporation” means a corporation that is listed on a stock exchange. Publicly traded corporations generally have a large number of shareholders, are registered with a provincial securities regulator, and file public securities documents and information on the System for Electronic Document Analysis and Retrieval.
- i) “shareholder” has the same meaning as “shareholder” in section 2 of the *Corporations Act*.
- j) “sole proprietor” means an individual who owns and runs an unincorporated business.

3. PHARMACY OWNER INFORMATION

- 3.1 For all pharmacy owners that are corporations, the following pharmacy owner information and documentation must be submitted:
- a) name of corporation;
 - b) operating name of corporation, if different;
 - c) whether the corporation is non-publicly traded, publicly-traded, or incorporated by legislation;
 - d) where the corporation is a non-publicly traded corporation:
 - a list of shareholders of the corporation; and

- if any of the shareholders are corporations or partnerships, a list of individuals with significant control over the pharmacy owner corporation; and
 - e) designated representative information.
- 3.2 For all pharmacy owners that are partnerships, the following pharmacy owner information and documentation must be submitted:
- a) name of partnership;
 - b) operating name of partnership, if different;
 - c) a list of partners, and if any of the partners are corporations or partnerships, a list of individuals with significant control over the pharmacy owner partnership; and
 - d) designated representative information.
- 3.3 For all pharmacy owners that are sole proprietors, the following pharmacy owner information and documentation must be submitted:
- a) name of sole proprietor; and
 - b) designated representative information.

4. DESIGNATED REPRESENTATIVE INFORMATION

- 4.1 The designated representative of a pharmacy owner is an individual authorized by the pharmacy owner to:
- a) accept delivery of correspondence and other notices or documents on behalf of the pharmacy owner;
 - b) make declarations on behalf of the pharmacy owner; and
 - c) act on behalf of the pharmacy owner in all dealings with CPNL.
- 4.2 All pharmacy owners that are corporations or partnerships must appoint a designated representative.
- 4.3 If the pharmacy owner is a sole proprietor, the sole proprietor is deemed the designated representative and must submit the information and documentation outlined in this Part, except where stated otherwise.
- 4.4 The designated representative must submit the following information and documentation:

- a) name;
 - b) address;
 - c) telephone number;
 - d) e-mail address;
 - e) where the pharmacy owner is a corporation or partnership, a description of the designated representative's relationship to the corporation or partnership (e.g., director, partner);
 - f) where the pharmacy owner is a corporation or partnership, written documentation that the designated representative is authorized to act, sign declarations, and accept correspondence on behalf of the corporation or partnership;
 - g) a current certificate of conduct in accordance with CPNL's [Certificate of Conduct Requirements](#);
 - h) where the pharmacy owner is a corporation or partnership, an undertaking of responsibility to deliver all correspondence, notices, or other documents issued to the attention of the corporation or partnership accurately and promptly upon receipt;
 - i) designated representative declarations; and
 - j) pharmacy owner declarations.
- 4.5 Written documentation from a corporation or partnership authorizing the designated representative to act, sign declarations, and accept correspondence on behalf of the corporation or partnership must:
- a) be on the letterhead of the corporation or partnership;
 - b) include a statement that: "[Designated Representative Name] is authorized to act on behalf of [Corporation/Partnership Name] in all dealings with the College of Pharmacy of Newfoundland and Labrador, to accept delivery of correspondence and other notices or documents on behalf of [Corporation/Partnership Name], and to sign declarations on behalf of [Corporation/Partnership Name];
 - c) where the pharmacy owner is a corporation, be signed by an individual with signing authority on behalf of the corporation; and
 - d) where the pharmacy owner is a partnership, be signed by all partners.

- 4.6 Where a pharmacy owner wishes to change the designated representative, the new designated representative must complete all the above requirements and provide all required documentation to the pharmacist-in-charge to use when submitting the appropriate application in the CPNL [Pharmacy Portal](#).
- 4.7 A change in designated representative is not effective until the application has been reviewed and CPNL has notified both the new and former designated representatives that the change has been approved.

5. SUBMISSION OF INFORMATION

Corporations or Partnerships

- 5.1 To submit the required pharmacy owner and designated representative information, pharmacy owners that are corporations or partnerships must complete the following forms and provide them to the pharmacist-in-charge for submission to CPNL:
 - a) *Pharmacy Owner Information Form: Corporation or Partnership*; and
 - b) *Designated Representative Information and Declarations Form: Corporation or Partnership*.
- 5.2 Where there is a change in the contact information of a shareholder, partner, or individual with significant control, the owner or pharmacist-in-charge must update the information within 14 days of the change by re-submitting the *Pharmacy Owner Information Form: Corporation or Partnership*.
- 5.3 Where a change to the list of shareholders, partners, or individuals with significant control is anticipated, other than a change in contact information, the pharmacy owner must follow the process and timelines established in CPNL's Interpretation Guide - [Change in Pharmacy Ownership](#) in advance of the change.
- 5.4 Where there is a change in the information, documentation, or declarations provided to CPNL with respect to the designated representative of a pharmacy licensed with CPNL, the owner or pharmacist-in-charge must update the information within 14 days of the change by re-submitting the *Designated Representative Information and Declarations Form: Corporation or Partnership*.

Sole Proprietors

- 5.5 To submit the required pharmacy owner and designated representative information, pharmacy owners that are sole proprietors must complete the *Designated Representative*

Information and Declarations Form: Sole Proprietor and provide it to the pharmacist-in-charge for submission to CPNL.

- 5.6 Where there is a change in the information, documentation, or declarations provided to CPNL with respect to the designated representative of a pharmacy licensed with CPNL, the owner or pharmacist-in-charge must update the information within 14 days of the change by re-submitting the *Designated Representative Information and Declarations Form: Sole Proprietor*.
- 5.7 Where a change in the sole proprietor is anticipated, the pharmacy owner must follow the process and timelines established in CPNL's Interpretation Guide - [Change in Pharmacy Ownership](#) in advance of the change.