


	Title: Guideline for Application for pharmacy business	
Rev No: 02	Doc No: PBSL/GL/008	Version no. 03
Issue date: 15 May 2024	Effective date: 17 May 2024	Approved by: Registrar



Adopted By PBSL	
Start of public Consultation	
End of public Consultation	
Agreed by QMS committee	
Approved by Board	

Pharmacy Board of Sierra Leone
PMB 322
Central Medical Stores Compound
New England Ville
Freetown

	Title: Guideline for Application for pharmacy business	
Rev No: 02	Doc No: PBSL/GL/008	Version no. 03
Issue date: 15 May 2024	Effective date: 17 May 2024	Approved by: Registrar

Contents

1.0 INTRODUCTION	3
2.0 OBJECTIVE	3
3.0 SCOPE	3
4.0 SPECIFIC REQUIREMENT.....	3
5.0 ABBREVIATION	5
6.0 REFERENCE AND INFORMATION SOURCES	5
7.0 ANNEXES	5
LIST OF SERVICE FEES	5
ALGORITHM FOR APPLICATION FOR LICENCES AT THE PHARMACY BOARD OF SIERRA LEONE.....	7

	Title: Guideline for Application for pharmacy business	
Rev No: 02	Doc No: PBSL/GL/008	Version no. 03
Issue date: 15 May 2024	Effective date: 17 May 2024	Approved by: Registrar

1.0 INTRODUCTION

The Pharmacy Board of Sierra Leone is the National Medicines regulatory body that is charged with the responsibility to regulate pharmacy business. It ensures that premises and individuals are licensed in accordance with laid down regulation

2.0 OBJECTIVE

To ensure that premises and individuals are licensed in accordance with laid down regulation and also to enforce decisions of Pharmacy Board through proper screening of applications/applicants and timely communication of Pharmacy Board decisions to the affected applicants/individuals.



3.0 SCOPE

This guideline will cover all premises and individuals that want to register and license with the Pharmacy Board of Sierra Leone.

4.0 SPECIFIC REQUIREMENT

An individual/a Pharmacist or body corporate that has employed a Pharmacist may apply to the Pharmacy Board Offices in Freetown, Bo, Kenema, Kono and Makeni to establish a Pharmacy Business.

On submission of the application, the Board will then reply individual applicant with attached eligibility criteria for the category of premise applied for.

	<p>Title: Guideline for Application for pharmacy business</p>	
<p>Rev No: 02</p>	<p>Doc No: PBSL/GL/008</p>	<p>Version no. 03</p>
<p>Issue date: 15 May 2024</p>	<p>Effective date: 17 May 2024</p>	<p>Approved by: Registrar</p>

Applicant(s) must submit receipt of payment of a non-refundable application and location clearance inspection fees as prescribed below by the Board where applicable together with copies of all relevant documents as stated in the eligibility criteria five(5) working days before the date of the interview to any of the Pharmacy Board's Offices.

The distance of the premises from other existing registered pharmaceutical premises must not be less than 300 metres in radius, to avoid unhealthy competition among pharmacy professionals.

The premises must not be located in an open market place, motor park, on clustered area in order to preserve the dignity of the pharmacy profession.



A location clearance inspection shall be conducted after the payment of the prescribed fee for the premise applied for and report submitted to the interview committee.

An interview will then be conducted for all applicants (including Pharmacy Professionals where applicable) by a sub-committee of the Quality Assurance committee of the Board, once every month and the date will be communicated when appropriate.

After the interview, letters shall be written to approved candidates to book an appointment at the **Distribution Chain Inspection/Factory Inspectorate and Import Control department** for suitability inspection after payment of the prescribed fee.

A suitability inspection will be conducted at the premise by the Board's inspection team and a report submitted to the Registrar.

In the case wherein the premises failed suitability, the applicant(s) shall be duly notified in writing and allowed three (3) months to prepare the premises for the final inspection. A final inspection will be done by the Board's inspection team after payment a re-inspection fee.

	Title: Guideline for Application for pharmacy business	
Rev No: 02	Doc No: PBSL/GL/008	Version no. 03
Issue date: 15 May 2024	Effective date: 17 May 2024	Approved by: Registrar

Based on the outcome of the interview and the final inspection report, the Registrar may then issue a certificate of suitability and Pharmacy Board license.

The final report will then be forwarded to the Drug and Quality Assurance Committee and the Board for ratification.

Note: Licensing of retail pharmacies and drug stores are only restricted to Pharmacy professionals or in partnership with non-pharmacy professionals

5.0 ABBREVIATION

NONE



6.0 REFERENCE AND INFORMATION SOURCES

NONE

7.0 ANNEXES



LIST OF SERVICE FEES

NO	DESCRIPTION	AMOUNT (LE)
	Application fee for Drugstore	2,000,000.00
	Application fee for Pharmacy Retail	3,00,000.00
	Application fee for Pharmacy Wholesale	7,000,000.00
	Application fee for Pharmacy Importation	6,000,000.00
	Application fee for Patent Retail(Urban)	1,500,000.00
	Application fee for Patent Retail(Rural)	750,000.00



	Title: Guideline for Application for pharmacy business	
Rev No: 02	Doc No: PBSL/GL/008	Version no. 03
Issue date: 15 May 2024	Effective date: 17 May 2024	Approved by: Registrar

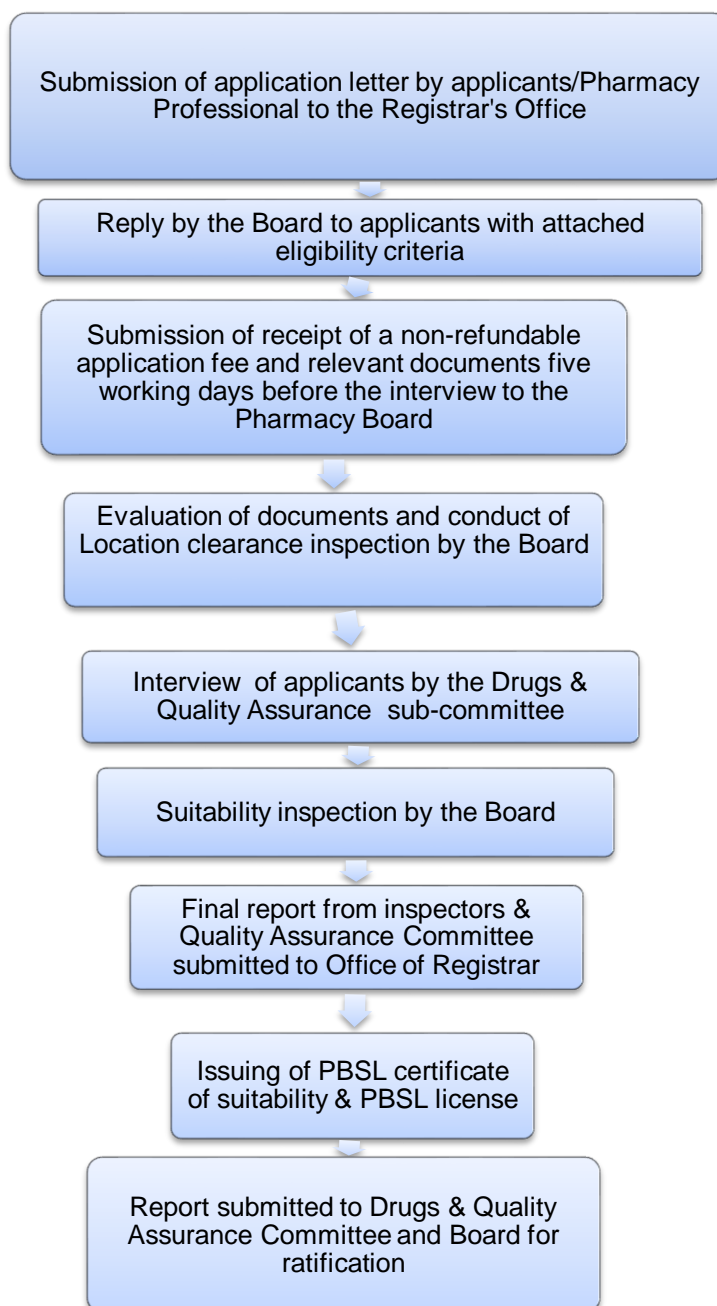
NO	DESCRIPTION	AMOUNT (LE)
	Application fee for Cosmetic Importation	2,000,000.00
	Application fee for Cosmetic Wholesale	1,500,000.00
	Application fee for Cosmetic Retail (Urban)	500,000.00
	Application fee for Cosmetic Retail (Rural)	250,000.00
	Application Fee for Patent Import & Wholesale	13,000,000
	Suitability fee (Urban)	250,000.00
	Suitability fee (Rural)	100,000.00
	Re-inspection fee (Urban)	200,000.00
	Re-inspection fee (Rural)	100,000.00
	Location clearance inspection	250,000.00



ANNEX 2

	<p>Title: Guideline for Application for pharmacy business</p>	
<p>Rev No: 02</p>	<p>Doc No: PBSL/GL/008</p>	<p>Version no. 03</p>
<p>Issue date: 15 May 2024</p>	<p>Effective date: 17 May 2024</p>	<p>Approved by: Registrar</p>

**ALGORITHM FOR APPLICATION FOR LICENCES AT THE PHARMACY
BOARD OF SIERRA LEONE**

	<p>Title: Guideline for Application for pharmacy business</p>	
<p>Rev No: 02</p>	<p>Doc No: PBSL/GL/008</p>	<p>Version no. 03</p>
<p>Issue date: 15 May 2024</p>	<p>Effective date: 17 May 2024</p>	<p>Approved by: Registrar</p>



	<p>Title: Guideline for Application for pharmacy business</p>	
<p>Rev No: 02</p>	<p>Doc No: PBSL/GL/008</p>	<p>Version no. 03</p>
<p>Issue date: 15 May 2024</p>	<p>Effective date: 17 May 2024</p>	<p>Approved by: Registrar</p>

Prepared by

Reviewed by

Approved by

Head of PSPD

Head, Quality Assurance

Registrar

Dr Nuhu Bah

Dr Michael Lahai

Dr James P.Komeh