


	<b>Title: Guideline for Change of Business Ownership</b>	
<b>Rev No: 02</b>	<b>Doc No: PBSL/GL/007</b>	Version no. 03
<b>Issue date: 15 May 2024</b>	<b>Effective date: 17 May 2024</b>	Approved by: Registrar

<b>Adopted By PBSL</b>	
<b>Start of public Consultation</b>	
<b>End of public Consultation</b>	
<b>Agreed by QMS committee</b>	
<b>Approved by Board</b>	



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

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### Table of Content

#### Contents

1.0 INTRODUCTION.....	3
2.0 OBJECTIVE.....	3
3.0 SCOPE.....	3
4.0 Specific Requirement .....	3
5.0 ABBREVIATION.....	4
6.0 REFERENCE AND INFORMATION SOURCES .....	4
7.0 APPENDICE .....	4

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## **1.0 INTRODUCTION**

The Pharmacy Board is a body corporate established by an act of parliament in 1988 – “The Pharmacy and Drug Act”. Currently the mandate of the board is drawn from the Pharmacy and Drug Act 2001. This Act makes better provision for the control of the profession of pharmacy and the trade in drugs and poisons.

## **2.0 OBJECTIVE**

- To define the process for carrying out change of ownership for all registered pharmaceutical outlets with the Pharmacy Board of Sierra Leone



## **3.0 SCOPE**

This guideline will cover the change of Business ownership of all pharmaceutical

Premises registered with the Pharmacy Board of Sierra Leone

## **4.0 SPECIFIC REQUIREMENT**

- Application for a change of ownership should be submitted to the Registrar ,Pharmacy Board of Sierra Leone
- Upon receipt of the application, a letter of reply to the applicant is done acknowledging receipt of the application letter and further informing the applicant to submit the requisite documents (transfer of ownership document) to the Board and the payment of prescribed fees to effect the change

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- The Policy Standards and Practice Department (PSPD) of the Board shall assess all documents submitted by the applicant. The intending New Business Owner **MUST** meet the criteria set by the Board for ownership of the category of pharmaceutical business
- Based on recommendations made by the PSPD after the assessment of the application documents, the Registrar shall write to the applicant conveying the Board's final response (Ownership change GRANTED or REJECTED).
- The change of Business Ownership shall be communicated to other relevant departments (DCI,FO,FIIC) of the Board.
- Copies of all communications and other documents shall be kept in the applicant's file and the PSPD.

## 5.0 ABBREVIATION

NONE

## 6.0 REFERENCE AND INFORMATION SOURCES

NONE



## 7.0 APPENDICE

NONE

***Prepared by***

***Reviewed by***

***Approved by***

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