

1.0 INTRODUCTION

The Pharmacy Council under Section 94 of the Health Professionals Regulatory Bodies Act, 2013 (Act 857) grants the Over –the- Counter Medicines Seller’s Licence

The Over –the- Counter Medicines Seller’s Licence authorises a person to engage in the retail supply of **ONLY** over the counter drugs (i.e. class C or OTCM drugs)

The ***Over the Counter Medicines Practitioner’s Licence Limited in nature*** because it confers the following restrictions on the licence: -

- i) Use by the holder of the licence only.
- ii) Specified location/premises from which the business is to be carried out.
- iii) Only class C/OTCM drugs are permitted to be sold or supplied by the Over the Counter Medicines Seller.
- iv) The sale of class C/OTCM drugs by retail only.

The licence is therefore meant for holders to provide some level of pharmaceutical services in deprived areas.

2.0 APPLICANT TO NOTE

- Any false declaration renders the application invalid and will be rejected on that basis.
- Information provided will be treated as confidential, but in the cases of wrong information or impersonation, it may be tendered in court as evidence against you.
- Submission of this form with the necessary documents does not constitute approval of your application.
- Incomplete applications shall be rejected.

The Pharmacy Council Reserves the right to amend these guidelines without any prior notice

3.0 THE APPLICANT:

- i) Shall be a citizen of Ghana
- ii) Shall be of good character
- iii) Shall be medically and mentally fit
- iv) Shall have at least GCE O' Level, SSS certificate or its equivalent

The Council **reserves the right to reject the application** if, in its opinion, the applicant is not fit to carry on the business of supplying class C/OTC drugs by retail.

4.0 APPLICATION:

An application shall be made on-line by duly filling and submitting the prescribed application form comprising the following

- a. Uploads of Ghana card (Front and back) showing clearly the facial features of the applicant.
- b. Application and Personal Data Information
- c. Proposed Location Information - including digital address picked live from the proposed location

The completed application forms shall be submitted (on-line) to the offices of the Pharmacy Council in the region where applicant intends to operate.

The following documents shall be uploaded with the application.

- i) **A STATUTORY DECLARATION** indicating nationality, age, place of birth, names of parents, residential address, qualification, work experience and evidence that the applicant has no criminal record relating to drugs.
- ii) **REFEREE'S DECLARATION** Form
- iii) **CERTIFIED TRUE COPIES OF CERTIFICATES** of educational qualification.

5.0 LOCATION CLEARANCE

Upon receipt of application the proposed location SHALL BE INSPECTED and its suitability or otherwise for grant of licence shall depend, but not limited to the following:

- a) Areas which are sufficiently served by existing pharmaceutical facilities shall not be granted, especially in the city of ACCRA and other Regional Capitals
- b) District centres and other towns where facilities are inadequate, proposed location should not be less than 1 km (by radius) from the nearest pharmacy or Over-the Counter Medicines Practitioner's facility.
- c) In villages and rural areas, other factors may be considered in determining the suitability of the proposed location.
- d) The proposed location must be accessible to the public.
- e) Should the proposed location be within a storey building, it should preferably be on the ground floor.

6.0 EXAMINATION /INTERVIEW

Shortlisted applicants shall be invited for an examination/ interview.

7. DECISION ON APPLICATION

Decision on the application shall be made by the Pharmacy Council and successful (as well as the unsuccessful) applicants shall be duly notified in writing.