

## Council phases out submission of manual application forms

The Office of the Registrar will from 6 Jan 2014 phase out the submission of manual applications e.g. application forms that are posted, couriered, faxed, scanned or e-mailed as per the dates indicated in tables 1,2 and 3

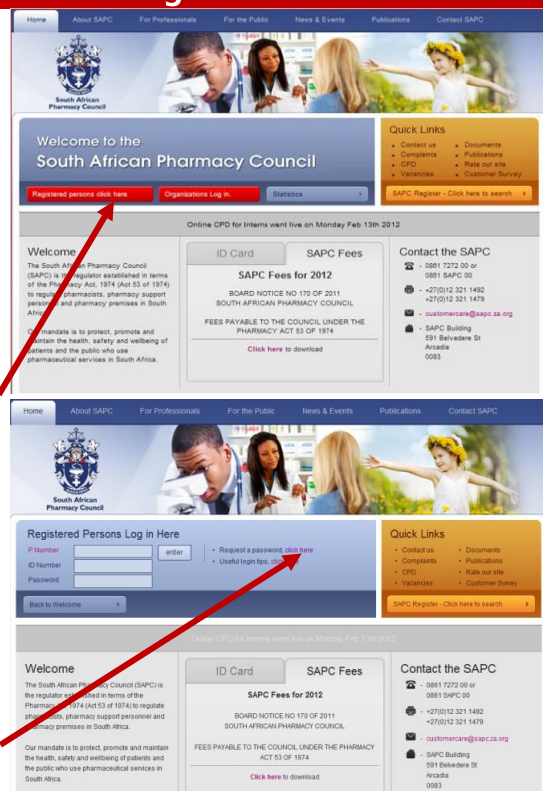
Council has developed online application forms to improve service delivery by reducing turnaround times. Some of the online processes, for example the submission of tutors' progress reports (interns and pharmacist's assistants), and the registration and resignation as a responsible pharmacist, are already in use but are not being used to their maximum capacity.

A reduction in time is achieved through the:

- elimination of time delays and risk of loss of posted or faxed forms
- elimination of errors in data capturing
- immediate updating of the register system.

To complete and submit their applications online members of the profession are requested to logon to the secure site.

## How to login on the secure site

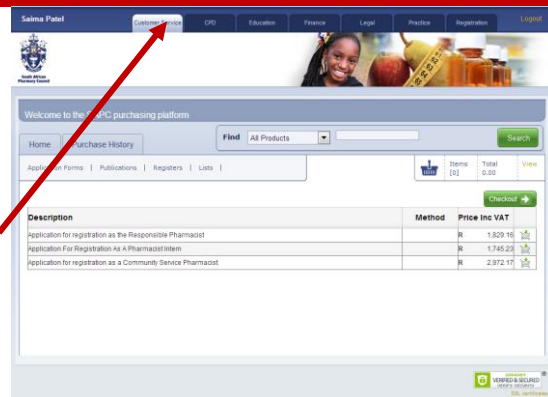


To login on the secure site you will need to request a password to be sent to you, via sms or e-mail. **Please note if your e-mail address or cell phone number is not updated with Council you will not be able to use this automated function.** Kindly send an e-mail with your P-number in the subject line to the Customer Care Contact Centre (see details below). Click on **Registered person** login.

**CONGRATULATIONS!** If you see the screen below, you are logged in on the secure side of the website



## How to submit an application on the secure site



Click on **Customer Services** and select the application of your choice. The tables 1,2 and 3 below contains a list of application forms and online implementation dates.

Prior to these implementation dates you can still submit the applications manually (on hardcopy).

**Table 1: Implementation date 1 December 2013**

No	Application type
1	Pharmacist's assistant learner (basic or post-basic) registration
2	Pharmacist's assistant basic and post-basic registration
3	Pharmacist's assistant submission of progress report (4, 8 and 12 months)
4	Student Registration (B.Pharm, PTA and PT)
5	Pharmacist Intern registration
6	Pharmacist Intern application to write pre-reg exam
7	Pharmacist Intern submission of progress report
8	Pharmacist registration of community pharmacist (CSP)
9	Pharmacist – completion of community service
10	Pharmacist – Voluntary removal from register
11	Responsible pharmacist - Resignation
12	Tutor - Resignation

Table 2: Implementation date 1 July 2014	
No	Application type
1	Appeal for registration
2	Assessors or moderators
3	Duplicate registration certificate
4	Pharmacist's assistant change of sector/ facility/tutor or provider
5	Pharmacist's assistant orphan learner
6	Provider registration
7	Purchasing of lists
8	Recording new facility/relocation/change of ownership
9	Restoration to the register of Council
10	Supplementary training PCDT and family planning
11	Tutor approval
12	Premises approval

Table 3: Implementation date 1 December 2014	
No	Application type
1	Application to write professional examination
2	Pharmacist intern
3	Pharmacist specialist – registration and restoration
4	Pharmacy – closure
5	Pharmacy – conversion
6	Primary healthcare clinic
7	Satellite pharmacy



**It is as easy as** Click on the **Finance** tab and follow the prompts.

### Online credit and debit card payments

Council recommends members pay their fees through the safe credit and debit card payment method anywhere anytime. An added advantage is receiving instant confirmation that the payment has been received and being able to print proof of payment.

### Other payment methods

Fees may also be paid into Council's Standard Bank Account\* through: • Electronic funds transfer (EFT) • Direct deposit (DD) • Credit/debit card at Council's offices.

*When paying fees through the EFT or DD method, please reference your payment correctly using your account number with Council as reference for your payment; P-number for persons and Y-number for organisations.*

*When paying by direct bank deposit, proof of successful transmission/ payment/deposit should be sent to the SAPC via e-mail or fax. Please note that postal orders and cheques are not accepted and should not be posted to Council.*

### \*Bank details

Bank: Standard Bank of South Africa  
Name of beneficiary: South African Pharmacy Council  
Bank account number: 011885866  
Branch code: 010145

Payment/ beneficiary reference: Your account number with council\* • **your account number is alpha-numeric:**  
**Persons P**number (P followed by a 5-digit number)  
**Pharmacy Y**number (Y followed by a 5-digit number)  
**Provider R** number (R followed by a 5-digit number)

For additional information please contact the  
SAPC Customer Care Centre on:  
E-mail: [customercare@sapc.za.org](mailto:customercare@sapc.za.org)  
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Fax: +27(0) 12 321 1479/1492