

Application for Renewal of a Licence to Supply by Wholesale Poisons and/or Restricted Substances for Therapeutic Use

(Poisons and Therapeutic Goods Act 1966 and Poisons and Therapeutic Goods Regulation 2008)



SECTION A

Applicant details		
Full name of applicant company or corporation:		
Postal address:		
Suburb:	State:	Postcode:
Details of the contact person (contact person on behalf of the applicant and in what capacity)		
Full name:		Position:
Address:		
Suburb:	State:	Postcode:
Phone:	Fax:	Email:

SECTION B

Details of premises that will be used for supply by wholesale, poisons and/or restricted substances for therapeutic use		
Premises name (or trading name):		
Address:		
Suburb:	State:	Postcode:

If there are no changes to the Licence since last year only complete sections A, B and D.

SECTION C

Documents and information to include with this application
1. If any change to the current directors or other office holders of the corporation in the last 12 months a full company extract (certificate of incorporation) obtained from the Australian Securities and Investment Commission (ASIC) is required that shows the following: <ul style="list-style-type: none">a. the address of the registered office of the corporation; andb. the full name, date and place of birth, residential address and position of:<ul style="list-style-type: none">i. each current director of the corporation,ii. the principal executive officer of the corporation,iii. the secretary or, if there is more than one, each secretary of the corporation.
2. If the applicant is a charitable institution a copy of written evidence from the Australian Taxation Office.
3. Provide details if the licensee is a public institution.
4. Statutory Declaration Form completed by each person who is a new director or other office holder of the organisation (as defined under the Corporations Act 2001) for this licence. Please ensure that all sections of the Form are completed. Strike out and initial where not applicable.

5. Fitness and Probity Check Form completed by each person who is a new director or other office holder of the organisation (as defined under the Corporations Act 2001) for this licence.
6. National Criminal Record Check (NCRC) in the form of a National Police Certificate (NPC) for each person who is a new director or other office holder of the organisation (as defined under the Corporations Act 2001) for this licence. An NPC issued within the last three years must be provided <u>together with</u> a declaration signed by the person stating that they have not been charged or convicted of any offences since the date of the NPC. An NPC can be obtained through: a. CrimTrac if you do more than 500 checks per three years (www.crimtrac.gov.au), or b. NSW Business Link, or c. NSW Police if you do more than 150 checks per annum, or d. Any other accredited agencies or private brokers, which you can find by searching the internet or referring to CrimTrac's list of accredited brokers at: www.crimtrac.gov.au/documents/AccreditedAgenciesListforCrimTracwebsite.pdf Individuals can also apply through NSW Police, other state police services or the Australian Federal Police for an NPC.
7. If there is any change to the business name or address, a copy of the certificate of registration of business name.
8. The licensee is to provide details of any change to the licence conditions.
9. Provide details of any change to the address of the licensed premises.

SECTION D

Declaration by applicant or agent on behalf of applicant	
If signing on behalf of the applicant please state in what capacity.	
I declare that all the information I have given on this application form is true to the best of my knowledge and belief.	
I enclose the prescribed annual fee to supply by wholesale poisons and restricted substances for therapeutic use.	
Print Name:	Position:
Signature:	Date:

The prescribed annual licence fee to supply by wholesale poisons and restricted substances for therapeutic use is \$16 for charitable institutions, \$70 for public institutions and \$468 for all other applicants. Payment can be made by EFT, see EFT form for details, or cheque made payable to NSW Ministry of Health.

Please return the completed form together with any required documents as listed in Section C to the address as below. If paying by EFT on date of payment please send email as requested on EFT form. Cheques should be included with the completed form.

**Private Health Care Unit
Legal and Regulatory
Services NSW Ministry of
Health Locked Mail Bag 961
NORTH SYDNEY NSW 2059**