



Proprietor form: Annual renewal

Updated March 2025

Proprietor's representative undertaking

(this undertaking must be completed by the proprietor's representative)

As the proprietor's representative, I hereby undertake to personally ensure that the proprietor fulfills the responsibilities and obligations of a proprietor under the Legislative Framework.¹

Without limiting the statement above, I undertake

- To ensure that both the proprietor and I comply with the *Pharmacy and Drug Act*, any order made under the *Pharmacy and Drug Act*, the Code of Ethics, and the Standards for the Operation of Licensed Pharmacies.
- To take reasonable steps to ensure that the licensee of the pharmacy is capable of
 - managing the practice of pharmacists and pharmacy technicians in that licensed pharmacy, and
 - ensuring compliance with the standards.
- To ensure that the proprietor provides the licensee with the support and resources necessary for the licensee to comply with the licensee's obligations in accordance with the Legislative Framework.
- To take reasonable steps to ensure that all required records are created and maintained in accordance with the *Pharmacy and Drug Act*.
- To ensure that neither the proprietor nor I directly or indirectly influence or attempt to direct or influence the management or operation of the licensed pharmacy in any way that contravenes or could result in the contravention of
 - the *Pharmacy and Drug Act*, any regulation made under it;
 - a condition imposed on the licence;
 - an order made under the *Pharmacy and Drug Act*; or
 - the Legislative Framework.
- To ensure that neither the proprietor nor I impose any condition on a licensee, regulated member, or other regulated health professional working in a licensed pharmacy that compromises the licensee's or other regulated health professional's professional independence, judgement, or integrity.
- To advise the registrar in writing if I know or have reason to believe a licensee is acting in contravention of the licensee's obligations under section 10 of the *Pharmacy and Drug Act*.
- To ensure the pharmacy closes if there is no licensee unless another pharmacist approved by the registrar continues to operate the pharmacy.
- To ensure the proprietor retains a pharmacist to carry out the obligations of the licensee set out in section 27(1) of the Pharmacy and Drug Regulation or give ACP notice and access to the pharmacy to carry out the obligations under section 27(1) of the Pharmacy and Drug Regulation if the pharmacy ceases to operate for any reason and the licensee does not carry out the obligations under section 27(1) of the Pharmacy and Drug Regulation.

Name of proprietor's representative

Signature of proprietor's representative

NOTE: Forms submitted without a signature will not be accepted and will result in delays.

Date

Pharmacy operating name

¹ The Legislative Framework includes, but is not limited to, the *Pharmacy and Drug Act* and its regulations, the *Health Professions Act* and the Pharmacist and Pharmacy Technician Regulation, Health Professions Restricted Activity Regulation, the Standards of Practice for Pharmacist and Pharmacy Technicians, the Standards for the Operation of Licensed Pharmacies, the Code of Ethics, the *Health Information Act* and any other legislation or regulation of Alberta or Canada relating to the compounding or dispensing, manufacturing, sale, supply, or distribution of drugs.

Proprietor's representative statutory declaration

CANADA)
 PROVINCE OF ALBERTA) In the matter of application for a pharmacy licence under the *Pharmacy and Drug Act*
 TO WIT:)

I, _____, a resident of _____, in the Province of _____
 do solemnly declare:

1.	I am aware that _____ <i>(name of clinical pharmacist applying for pharmacy licence)</i> for a pharmacy licence under the <i>Pharmacy and Drug Act</i> .	has applied
2.	The operating name of the pharmacy will be _____ <i>(pharmacy operating name)</i>	
3.	The pharmacy will be located at _____ <i>(physical address of the pharmacy)</i>	
4.	I am the legal owner of the pharmacy.	Yes No
5.	I am the individual designated by the legal owner to act on their behalf as the proprietor's representative.	Yes No
6.	I am affected by a physical or mental condition or disorder or aware of anything that impairs my capacity ² to ensure that the proprietor fulfills the responsibilities and obligations of a proprietor under the Legislative Framework.	Yes No
7.	I have pleaded guilty or been found guilty of a criminal offence in Canada or an offence of a similar nature in a jurisdiction outside Canada for which I was not pardoned.	Yes No
8.	I am currently the subject of a proceeding related to any criminal offence in Canada or a jurisdiction outside of Canada.	Yes No
9.	I have been the subject of a finding of negligence, professional or ethical misconduct, incompetence, or incapacity in relation to the practice of any regulated health profession in Canada or any jurisdiction outside of Canada.	Yes No
10.	I am currently the subject of a proceeding for professional or ethical misconduct, incompetence, or incapacity in relation to the practice of any regulated health profession in Canada or any jurisdiction outside of Canada.	Yes No

² *Health Professions Act*, Interpretation 1(1)(s) "incapacitated": means suffering from a physical, mental, or emotional condition or disorder or an addiction to alcohol or drugs as defined in the *Pharmacy and Drug Act* or other chemicals that impairs the ability to provide professional services in a safe and competent manner.

11. If I have answered "Yes" to any of sections 6 to 10, I have enclosed full particulars in relation to the sections that I have answered "Yes" to, including submitting a completed disclosure form.	Yes	N/A
12. I have made inquiries and satisfied myself that any corporations or individuals who own, manage, direct, or will direct the operation of the facility in which the pharmacy is located and exercise a significant degree of control over the management and policies or the conduct of the regulated members who are employed by the licensed pharmacy:		
a. Are financially able to fulfill the obligations of a proprietor and in particular is not bankrupt, has not taken the benefit of any legislation for bankrupt or insolvent debtors, is not in receivership or winding up proceedings.	Yes	No
b. Have not been charged with, pleaded guilty, or been found guilty of an indictable offence related to misconduct, fraud, or commercial matters within Canada or a similar offence outside of Canada.	Yes	No