

# GUIDELINE ON COMPLETING THE DETAILS UPDATE FORM FOR AUTHORISED PRESCRIBERS



health

Department:  
Health  
REPUBLIC OF SOUTH AFRICA

UNIT: LICENSING UNIT  
DIRECTORATE: AFFORDABLE MEDICINES

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LU-FORM-5.2  
Version 1

**IMPORTANT:** The National Department of Health has embarked on the process of updating authorised prescriber details and the re-issuing of dispensing licenses without an expiry date. This is as a result of the publication of the amendment of Regulation 20 of the Regulations Relating to the Medicines and Related Substances Act, Act 101 of 1965. Regulation 20 pertains to the period of validity of a licence issued in terms of regulation 18 and 19, and renewal of licenses (Published under Notice Nr 766, on the Government Gazette Number 36929 dated 14 October 2013).

**Note:** Complete and submit ALL required documents in order to ensure that your updated licence is processed.

## **All Applicants:**

- [ ] Complete and sign the Dispenser Details Update Form – Complete **only** the changed information on Sections A and B. Read and sign Section C (Statutory Declaration by the Applicant).
- [ ] Ensure that your annual fee payments are up to date (R200 per annum). Payments can be made via Direct Deposit, Electronic Funds Transfer (EFT) or Cash Payment at the National Department of Health at Civitas South Building, Cnr Thabo Sehume (Andries) & Struben Streets, Pretoria.

**Only bank guaranteed cheques marked non-transferrable will be accepted.**

The annual fee is payable annually, on or before the 28 February to the following account:

### **Banking details:**

Bank : ABSA  
Account Holder : National Department of Health  
Branch : Vermeulen Street  
Branch code : 632005  
Account No. : 4053643510  
Account type : Cheque account  
Beneficiary Ref. : Statutory Council Registration Number

- [ ] Submit the following documents with the Dispenser Details Update Form:
  - Proof of payment of the R200 Annual Fee
  - Proof of current registration with the relevant Statutory Council (HPCSA, AHPCSA, SANC)

## **Nurses Only - In the case where information supplied in Section A & B has changed:**

- [ ] Authorisation, in terms of Section 56(6) of the Nursing Act, 2005 (Act 33 of 2005), by the medical practitioner in charge of the organisation where the nurse is employed (Note: where scanned or faxed copies are submitted, original letter posted or hand delivered to the Department).

**Note:** This authorisation must be provided on the official Company Letter Head.

## **Please return via one of these methods:**

- Delivery to: Licensing Unit, 4<sup>th</sup> Floor Civitas South, Cnr Thabo Sehume (Andries) & Struben Str, Pretoria
- Scan and email to: [dispensepps@health.gov.za](mailto:dispensepps@health.gov.za) or Fax to 086 621 0829