



# Application for Entry to the Internet Supply List Part B-Retailers of Non-Prescription Medicines (Non-Pharmacy)

## **Data Protection**

The PSI takes its data protection obligations seriously. All personal information submitted by you will be treated in accordance with Data Protection legislation. Please review the Data Protection Statement ([bit.ly/PSIDataProtection](https://bit.ly/PSIDataProtection)) on our website for details of our use of your information and your rights in relation to this.

## Section 1: General Information

### Section 1A: Supplier Details

Name to be entered on the Internet Supply List	
Address of premises <sup>1</sup> Permanent address of the fixed premises at which the medicinal products are to be stored and from which they are to be supplied. This premises cannot be a dwelling.	
Description of premises (e.g. office, warehouse, shop, etc.) Please attach a floor plan of the premises detailing all areas where medicines or records are to be stored	
Telephone number	
Email address for supplier	

### Section 1B: Responsible Person

Name of person responsible for ensuring compliance with the Medicinal Products (Prescription and Control of Supply) (Amendment) Regulations 2015 (S.I. No. 87 of 2015)	
Telephone number	
Email address	

<sup>1</sup> 'fixed premises' does not include a vehicle, trailer, caravan, or other thing which may be transported on, in, or attached to a vehicle, or, a tent, awning, or hut, shed, or an unroofed or temporary structure or stall or a yard, field roadway, or casual trading area;

## Section 2: Ownership Details

Ownership type	Sole Trader <input type="checkbox"/>
	Company/Corporate Body <input type="checkbox"/>

### Section 2a: Sole Trader Details

Name of Sole Trader	
Address of Sole Trader	
Telephone number	
Email address	

### Section 2b: Corporate Body Information

Registered name of the corporate body/company (as stated on the company's certificate of incorporation)	
Company registration number (if applicable)	
Registered office address	
Type of Company (Please tick as appropriate)	Private Limited Company <input type="checkbox"/>  Under the Companies Act 2014 <sup>2</sup> : LTD <input type="checkbox"/> DAC <input type="checkbox"/>  Unlimited Company <input type="checkbox"/> Public Limited Company (PLC) <input type="checkbox"/>  Other <input type="checkbox"/>

<sup>2</sup> Under the Companies Act 2014 all existing private companies limited by shares must convert to either LTD or DAC (new company types introduced by the Act) by 30<sup>th</sup> November 2016. Please contact your accountant or solicitor if you are unsure if your company has converted or not.

### Section 3: Internet Supply Details

Website Trading Name (if different to name in Section 1)	
Website Address for Internet Supply	
Proposed Starting Date of Internet Supply	
Classification of Medicinal Products to be supplied by means of the internet <sup>3</sup>	General Sales Medicines <input type="checkbox"/>

### Section 4: Declaration

<p>I, _____  <b>Enter name of Company Secretary or Sole Trader</b></p> <p>Being authorised to complete this declaration on behalf of: _____          Enter Company Name or Sole Trader Name</p> <p>Declare as follows:</p>	
<p>1. The particulars given in this application are, to the best of my knowledge, true and correct.</p>	
<p>2. I undertake to notify, in writing, the PSI of any change in, or additions to, the aforementioned particulars.</p>	
<p>3. I am aware that this entity may be removed from the ISS Supply List if any of the information submitted is false or materially inaccurate.</p>	
<p>4. That the supply of medicinal products to the public at a distance by means of information society services (internet supply) will be conducted in compliance with the Medicinal Products (Prescription and Control of Supply) (Amendment) Regulations 2015.</p>	
<p>5. I note the conditions for use of the Common Logo in Appendix 1 and agree to be bound by these conditions.</p>	
Signature	
Capacity of signatory i.e. Company secretary/Sole trader	
Date	

<sup>3</sup> The classification sub-category or sub-categories in accordance with Regulation 12(1)(b) of the Medicinal Products (Control of Placing on the Market) Regulations 2007 (S.I. No. 540 of 2007) of the non-prescription medicinal products offered for sale at a distance to the public over the internet i.e. pharmacy only medicines or general sales list medicines. A non-pharmacy retailer is only permitted to sell general sales list medicines. The list of medicines on general sales can be accessed on the Hpra website <https://www.hpra.ie/homepage/medicines/medicines-information/find-a-medicine>

# APPENDIX 1

## Conditions for Use

1. Outlined below are the conditions of use for the Common Logo. These conditions must be complied with in order to use the logo. Failure to comply with these conditions could result in withdrawal of permission to use the logo.
2. The logo will be issued by the PSI following approval of an application by a Seller to be entered on the “internet supply list”
3. The logo can only be used on approved websites owned and operated by an entity that is offering to sell or supply non-prescription medicines to patients and the public over the internet from the premises to which the logo / register entry relates.
4. The logo must not be replicated or duplicated or used otherwise than in accordance with the site for which it has been granted.
5. Once granted, the logo must not be supplied for use by a third party.
6. No modification of the logo will be permitted, and no words or additional logos may be superimposed on the logo itself.
7. The logo must not be used in any context that could be regarded as illegal or inappropriate.
8. Information contained on the website must be legal, appropriate and truthful.
9. The website must comply with any relevant legislation (for instance advertising of medicines to the public)
10. The website offering the non-prescription medicinal products must contain the following:
  - a. The contact details for the PSI
  - b. A hyperlink to the PSI Internet Supply List webpage
  - c. The common logo on every page of the website which relates to the offer of supply of medicinal products at a distance, including a link to the entry of the person on the Internet Supply List etc.
  - d. A statement stating that a record of each transaction will be retained for 2 years
11. The PSI must be notified if the website is to be discontinued or moved to another website address.
12. The PSI must be notified of any change of ownership, and the new owner must apply for use of the Common Logo.