



**MINISTRY OF HEALTH
BRUNEI DARUSSALAM**

GUIDE TO APPLICATION FOR REGISTRATION OF PHARMACISTS

1. INTRODUCTION

- 1.1 This guidance document is intended to provide assistance in the submission of application for registration of pharmacists in Brunei Darussalam. This document should be read in conjunction with the current laws governing Pharmacists in Brunei Darussalam i.e. the Pharmacists Registration Order, 2001 and its rule namely The Pharmacist Registration (Disciplinary) Rules, 2010.

In line with Section 3 of the Pharmacists Registration Order, 2001, a Pharmacy Board namely the Brunei Darussalam Pharmacy Board is established.

Subject to the Order, in Section 2:

‘Board’ means the Pharmacy Board established under Section 3 of the Pharmacists Registration Order, 2001 which consist of:

- a) the Director of Pharmaceutical Services ex officio, who shall be the Chairman;
- b) not less than 4 members to be appointed by the Minister, being persons eligible to apply for registration under this Order, at least one of whom shall be in private service.

The Board have the authority to grant, retain, suspend, and revoke registration under the Pharmacist Registration Order, 2001. So, applicants are advise to familiarise themselves with the contents of this guidance document before submitting their application.

This guidance document describes the procedures and requirements for submitting an application for registration as a pharmacist in Brunei Darussalam. Applicants are expected to comply with the procedures and requirements laid out in this guidance.

- 1.2 The main objective of the Pharmacy Board is to regulate the conduct and ethics of registered pharmacists in Brunei Darussalam in ensuring their practice in accordance to the Brunei Darussalam Pharmacy Board (BDPB) *Code of Practice* and upholds the professionalism as pharmacists.
- 1.3 Under the Order, a ‘registered pharmacist’ means a person whose name has been registered in the register.

'Register' means the register of pharmacists maintained in pursuance of section 6 of the Order; For the purposes of this Order, a register of pharmacists shall be in such form as the Board may determine and shall contain names and addresses, and such other particulars, if any, as the Board may determine, of all persons who are registered therein.

For the purpose of this Order, Section 10 (1) & (2) Restriction on the use of certain titles:

1) No person shall, unless he is registered, take or use the name or title of pharmaceutical chemist, pharmaceutics, druggist, chemist, pharmacist, apothecary or any other word in any language having the same or similar meaning or being to the like intent, or take or use in connection with the sale of goods by retail the name or title of dispensing chemist or any other name, title, emblem or description implying that he or any person employed by him is registered or that he or such other person is entitled to be registered.

2) A person who acts in contravention of section (1) is guilty of an offence and liable on conviction to a fine not exceeding \$1,000 and to a further fine of \$100 for every day during which the offence continues after conviction.

1.4 In line with Section 7 of the Pharmacists Registration Order, 2001, the following persons shall be entitled to be registered under this order:

a) any person employed as a pharmacist by the government at the date of commencement of the Order;

b) any other person who holds any qualification granted in respect of pharmacy –

- i. which is recognised as entitling him to register with the Royal Pharmaceutical Society of Great Britain or who is the holder of such qualification in pharmacy as the Board may declare, by notification in the *Gazette*, to be an approved qualification for the purpose of this section;
- ii. who has complied with such conditions as the Board may determine; and
- iii. who has satisfied the Board at an examination in forensic pharmacy that he is eligible to be registered under this Order.

2. APPLICATION PROCEDURES FOR PHARMACISTS REGISTRATION

2.1 Application for registration is to be made by submission of the prescribed form as issued by the Board. Application forms can be obtained from:

BRUNEI DARUSSALAM PHARMACY BOARD
Department of Pharmaceutical Services
Simpang 433, Rimba Highway, Kg. Madaras, Mukim Gadong 'A'
Brunei Darussalam
Tel: +673 2393298 Ext: 226 Fax: +673 2393096 / 2393297

2.4 Applications must be completed and supported by all the required documents. The submitted application will be screened and validated for completeness within 30 calendar days. Any incomplete applications will not be accepted.

2.5 Applications are to be submitted by the person to:

BRUNEI DARUSSALAM PHARMACY BOARD
Department of Pharmaceutical Services
Simpang 433, Rimba Highway, Kg. Madaras, Mukim Gadong 'A'
Brunei Darussalam
Tel: +673 2393298 Ext: 226 Fax: +673 2393096 / 2393297

2.6 Submission of the applications must be made by appointment with the concerned officer at the above address.

2.7 Upon acceptance of an application, an acknowledgement for the receipt of the application will be issued and a reference number will be generated. The reference number shown in this acknowledgement should be used in all subsequent correspondences relating to the application.

2.8 The registration fee of \$200.00 is payable upon successful of the application. Payment shall be made in the form of cash and it is non-refundable.

3. DOCUMENTS REQUIRED FOR APPLICATION OF PHARMACIST REGISTRATION

3.1 All applications for pharmacist registration are to be made by submission of the followings:

3.1.1. Application Form –**Application Form for Pharmacist Registration (Annex A)**.

3.1.2. Every application submitted by applicant for registration shall be accompanied by as shown in the **Checklist for Submission of Application for Registration of Pharmacists (Annex B)**.

3.1.3. The registration fee shall be B\$200. However, a registered pharmacist in public office shall be exempted from payment of any fee as prescribed pursuant to Section 21 of the Pharmacists Registration Order, 2001

3.1.4. The board may request such further evidence of identity as it may deem necessary

3.2 Annual Retention of Pharmacist

3.2.1. Application for retention on the register by any registered pharmacist shall be made in the prescribed form as issued by the Board i.e. **Application for Retention on the Register of Pharmacists (Annex C)**.

3.2.2. The annual retention certificate shall be issued for every successful application.

3.2.3. Payment for retention fee of B\$100 shall be made.

4. PROCESSING OF APPLICATION

4.1 Outcome of application will be informed within 1 month period.

4.2 The applicant will be informed of the decision of the Pharmacists Registration via email, letter, fax or phone as to whether the application has been approved or rejected.

4.3 A certificate of registration will be issued to the registered pharmacist with a registration number specific to the pharmacist.

4.4 The board may deem to reject any applications that are found not to comply with the requirement as stipulated in Section 7 of the Pharmacist Registration Order, 2001.

5. DE-REGISTRATION

5.1 The Brunei Darussalam Pharmacy Board may remove from the register the name and other particulars of a registered pharmacist:

5.1.1 Who are found deficient in their pharmacy practice as stipulated in Section 17 of the Pharmacist Registration Order, 2001.

5.1.2. Who has failed to make an application for the retention of his name on the register before the expiry of the year as stipulated in Section 16 of the Pharmacist Registration Order, 2001.

6. APPEAL AGAINST BRUNEI DARUSSALAM PHARMACY BOARD DECISIONS

6.1 Under this Order, Section 19

Any removal from register in pursuant to Section 16 and 17, the affected person may appeal to the Minister of Health whose decision shall be final.

6.2 Applicants that have been **rejected for registration** by the Brunei Darussalam Pharmacy Board may make a written appeal to the Chairman of the Board. All notice of appeals must be made within 30 calendar days from the date of the Board notification.

7. RETENTION OF REGISTRATION

7.1 The requirements for retention of registration of pharmacists are as follow:-

7.1.1 The registered pharmacists with the registration number as stated in their registration certificate shall have the name, address, date of registration, certificate number as specified in their application documents.

7.1.2 The holder of the registration certificate must supply such documents, particulars or information as the Board may require in relation to the registered pharmacists.

7.1.3 No change in name, address, or any other particulars of the registered pharmacists shall be made without prior approval from the Board.

7.1.4 The holder of the registered certificate must notify the Board of any decision to withdraw and shall state the reasons for the decision.

7.2 The certificate of registration shall be valid for period of 1 years or such period as specified in the registration certificate (unless sooner suspended or cancelled by the Board).

7.3 The renewal or retention of registration should be done at least 2 months prior to expiry or before the 30th November of the preceding year with relevant fee. A person who fails to make application for the retention of his name on the register before the expiry of the year will result in the removal of name from the register.

8. CHANGE IN PARTICULARS OF REGISTERED PHARMACISTS

8.1 Under Section 13 of this Order:

The registrar shall insert in the register any change which may come to his knowledge in the name, address or other particulars of any registered pharmacist.

8.2 The registered pharmacists must inform the Board on any change(s) to any particulars from what have been specified in the registration documents. The change may include change of address, surname, additional qualifications, etc.

Approval by Chairman of the Board is required before any changes can be made. Applicant must submit the information together with relevant supporting document for the change to Chairman of the Board.