

LEGAL NOTICE No. 214

REPUBLIC OF TRINIDAD AND TOBAGO

PHARMACY BOARD ACT, CHAP. 29:52

REGULATIONS

MADE BY THE MINISTER OF HEALTH AFTER CONSULTATION WITH THE COUNCIL OF THE PHARMACY BOARD UNDER SECTION 40 OF THE PHARMACY BOARD ACT

1. These Regulations may be cited as the Pharmacy Board Regulations Citation 1987.

2. In these Regulations—

Inter-
tation

“photograph” means a recent photograph of the passport type showing full front view of the head and shoulders, without head covering taken against a plain white background, and measuring not more than sixty millimetres by forty-eight millimetres nor less than forty-eight millimetres by thirty-six millimetres;

“practical training in pharmacy” means a course of practical training in pharmacy under the direct supervision of a pharmacist attached to an approved pharmaceutical establishment;

“testimonial” means a written statement in favour of the character of an applicant given under the hand of—

(a) a member of the Board;

(b) a member of the Medical Board of Trinidad and Tobago;

(c) a dentist registered under the Dental Profession Act; Chap. 29:54

(d) a veterinary surgeon registered under the Veterinary Surgeons (Regulations) Act; or Chap. 67:04

(e) other professional person acceptable to the Council;

and indicating the circumstances enabling the person giving such written statement to form any opinions therein expressed.

PHARMACEUTICAL STUDENTS

3(1) No person may be registered by the Council as a pharmaceutical student unless he—

Registration
of pharma-
ceutical
students

(a) applies to be registered as such;

(b) has produced a testimonial satisfactory to the Council;

(c) has gained—

(i) a pass at advanced or an equivalent level in chemistry; and

(ii) passes at ordinary or an equivalent level in English language, mathematics, biology, and physics, and at least one other subject

in an examination specified in sub-regulation (3) and recognised for the purpose of registration as a pharmaceutical student; and

(d) has paid the fee prescribed at Item (a) in the Second Schedule for registration as a pharmaceutical student.

Second
Schedule

Form A
First
Schedule

(2) An application for registration as a pharmaceutical student shall be made in the form set out as Form A in the First Schedule and shall be addressed to the Secretary.

(3) The following examinations are recognised for the purposes of sub-regulation (1)(c):

- (a) the Cambridge School Certificate Examination;
- (b) the General Certificate of Education Examination;
- (c) the Caribbean Examination Council's Examination;
- (d) any other examination leading to the grant of a certificate or a diploma recognised for the time being by the Ministry of Education as an examination equivalent to an examination specified at paragraph (a), (b) or (c).

(4) All persons who, immediately before the commencement of these Regulations, were registered as pharmaceutical apprentices are entitled to be registered as pharmaceutical students, and the names of all such persons shall, without application, be entered by the registrar on the Register of Pharmaceutical Students; however, pending the entry of their names, they shall be deemed to be duly registered as pharmaceutical students and, upon the entry of the last such name in the Register of Pharmaceutical Students, the Register of Pharmaceutical Apprentices shall be closed.

Contents of
Register of
Pharmaceutical
Students

4. The registrar shall keep and maintain the Register of Pharmaceutical Students required by section 17(1)(c) of the Act in a form showing the following particulars in respect of each person who is registered as a pharmaceutical student;

- (a) his name and address;
- (b) his date of birth and nationality;
- (c) his qualification and the school or institution at which he is admitted as a pharmaceutical student; and
- (d) the date of his registration;

and a person is so registered if his name appears in the Register so kept.

Removal of
names from
Register of
Pharmaceutical
Students

5. (1) The registrar shall remove from the Register of Pharmaceutical Students the name of a pharmaceutical student—

- (a) if the student registers as a pre-registration pharmacist or as a pharmacist;
- (b) if the student so requests in writing;
- (c) if the student dies; or
- (d) if the Council so directs.

(2) The Council may, after due inquiry, direct the registrar to remove from the register of Pharmaceutical Students the name of any pharmaceutical student if the student—

- (a) is convicted by any court in Trinidad and Tobago or elsewhere of an offence involving fraud or dishonesty; or
- (b) is convicted of any offence under the Act.

(3) (a) In the exercise of its functions under sub-regulation (2), the Council may dispose of any matter solely on the basis of documentary evidence, written reports and any written representations submitted on behalf of the pharmaceutical student or may hear oral testimony and representations in its discretion.

(b) Where the Council hears oral testimony, the pharmaceutical student may at his option and at his own cost be represented by an attorney-at-law.

(4) If at any time after the expiration of seven years from the date of registration of a pharmaceutical student the registrar sends by prepaid registered post a letter addressed to the student at his stated address in the Register enquiring whether he has changed his address or has ceased to pursue a course of training as a pharmaceutical student and the registrar receives no reply thereto within twenty-eight days of the date of the letter, the Council may direct the registrar to remove from the Register of Pharmaceutical Students the name of the student.

(5) Where a name is entered in the Register of Pharmaceutical Students pursuant to regulation 3(4), for the purposes of sub-regulation (4), the period of seven years therein mentioned shall accrue from the date of entry of that name in the Register of Pharmaceutical Apprentices maintained under the Pharmacy Board Regulations repealed hereunder.

G.N. 37/1967

6. The Council may direct the registrar to restore to the Register of Pharmaceutical Students the name of any person removed therefrom by direction of the Council.

Restoration of names on Register of Pharmaceutical Students

7. A person under the age of eighteen years may be registered as a pharmaceutical student or as a pre-registration pharmacist but will be eligible for registration as a pharmacist only when he attains the age of eighteen years.

Minimum age for registration

PRE-REGISTRATION PHARMACISTS

8. (1) No person may, pursuant to section 17A of the Act, be registered by the Council as a pre-registration pharmacist unless—

Registration of pre-registration pharmacists

(a) he applies to be registered as such; and

(b) he has served as a pharmaceutical student while undergoing a course of practical training in pharmacy for at least six months and not exceeding two years after being registered as a pharmaceutical student.

(2) An application for registration as a pre-registration pharmacist shall be made in the form set out as Form B in the First Schedule and shall be addressed to the secretary.

Form B First Schedule

(3) For the purposes of sub-regulation (1), any period of practical training undergone as a pharmaceutical apprentice under the Pharmacy Board Regulations repealed hereunder shall be included in computing the total period of practical training undergone as a pharmaceutical student.

G.N. 37/1967

Contents of Register of Pre-registration Pharmacists

9. The registrar shall keep and maintain the Register of Pre-registration Pharmacists required by section 17 of the Act in a form showing the following particulars in respect of each person who is registered as a pre-registration pharmacist:

- (a) his name and address;
- (b) his date of birth and nationality;
- (c) his qualification;
- (d) the date of his registration; and
- (e) the name and address of the approved pharmaceutical establishment where the person is gaining his pre-registration experience and a person is so registered if his name appears in the Register so kept.

Removal of names and the restoration of names to the Register of Pre-registration Pharmacists

10. Regulation 5 [other than sub-regulation 5(1)(a)] and regulation 6 apply, *mutatis mutandis* to pre-registration pharmacists as they apply to pharmaceutical students respecting the removal of the names of pre-registration pharmacists from and the restoration of the names of pre-registration pharmacists to the Register of Pre-registration Pharmacists; however, the registrar shall also remove from the Register of Pre-registration Pharmacists the name of a pre-registration pharmacist or the registration of the pre-registration pharmacist as a pharmacist.

Prescribed period of pre-registration experience

11. (1) For the purposes of sub-sections 18(1)(c) and (2) of the Act, a pre-registration pharmacist may not be registered as a pharmacist unless he has undergone pre-registration experience for a period of six months after being registered as a pre-registration pharmacist.

Form C
Form D
First
Schedule

(2) A declaration for the purposes of section 18(1)(c) of the Act shall be in the form set out as Form C or Form D in the First Schedule.

PHARMACISTS

Application for Registration as Pharmacist
Form E
First
Schedule
Second
Schedule

12. (1) Every application for registration as a pharmacist by a person who is eligible to be registered under section 18 of the Act shall be made to the Council in the form set out as Form E in the First Schedule and shall be accompanied by the registration fee prescribed at Item (b) in the Second Schedule and, if the applicant satisfies the requirements of section 18 of the Act, the Council shall direct that he be registered as a pharmacist.

Form F
First
Schedule

(2) The registrar shall issue to every person registered in accordance with sub-regulation (1) a Certificate of Registration in the form set out as Form F in the First Schedule.

Registration of Pharmacists from outside Trinidad and Tobago
Form E
First
Schedule

13. (1) Where a person to whom section 18A of the Act applies desires to be licensed to practise pharmacy, he shall forward to the Council—

- (a) an application in the form set out as Form E in the First Schedule;
- (b) a testimonial;
- (c) evidence of his qualification; and
- (d) a photograph of the applicant.

(2) Where the qualification of a person to whom sub-regulation (1) applies is approved by the Council, then the Council may, upon payment by him of the fee prescribed at Item (d) in the Second Schedule and being satisfied with his testimonial, his fluency in English, and his mental and physical capability to perform the duties of a pharmacist, authorise the registrar to issue to that person a temporary licence in the form set out as Form F in the First Schedule subject to terms and conditions specified therein to practise pharmacy. Form F
First
Schedule

(3) In the case of an application to which sub-regulation (2) relates the registration fee prescribed in the Second Schedule is payable upon the applicants being notified that his application has been successful. Second
Schedule

14. After the initial issue of a Certificate of Registration or a temporary licence to practise to any person, there shall be no obligation on the registrar to issue a further such certificate or licence to that person unless he— Duplicate
licences

(a) satisfies the registrar that the original certificate or licence and any further certificate or licence previously issued have been lost or destroyed; and

(b) pays the fee prescribed at Item (c) in the Second Schedule for a duplicate. Second
Schedule

PRACTICE CERTIFICATE

15. (1) Every person who is registered as a pharmacist under the Act and who intends to practise or conduct any business as a pharmacist in Trinidad and Tobago in any year shall on or before 15th January of that year pay to the Registrar a fee (referred to below as "the annual retention fee") in the amount prescribed at Item (f) in the Second Schedule. Annual
retention fee
and
practising
certificate

Second
Schedule

(2) Upon the payment of the annual retention fee, the registrar shall issue a certificate (in this regulation referred to as a "practising certificate") in the form set out as Form H in the First Schedule authorising the pharmacist named therein to practise as a pharmacist during the year indicated in the practising certificate. Form H
First
Schedule

(3) A pharmacist may not practise except while holding a valid and subsisting practising certificate which certificate shall remain in force until 14th January next following the calendar year for which it was issued.

(4) A pharmacist who not being the holder of a valid and subsisting practising certificate, practises as a pharmacist or conducts any business as a pharmacist is liable on summary conviction to a fine of one thousand dollars.

(5) Where a pharmacist is convicted of an offence under this regulation, the registrar shall, if the Council so directs, remove the name of the pharmacist from the Registrar of Pharmacists.

(6) A pharmacist whose name is removed from the Register of Pharmacists pursuant to sub-regulation (5) may apply to the registrar to have his name restored to the Register and upon payment of the annual retention fee and all arrears of annual retention fees payable by him, his name shall, if the Council so directs, be restored to the Register of Pharmacist.

Registration
of holders of
Temporary
Licences

16. (1) The registrar shall enter in a separate section of the Register of Pharmacists the name of every person who, pursuant to section 18A of the Act, has been issued a temporary licence to practise pharmacy.

(2) Where a person who is issued a temporary licence fails to comply with the terms and conditions applicable to that licence, the person's name may, upon direction of the Council, be removed by the registrar from the Register of Pharmacists.

Manner of
keeping
Register of
Pharmacists

17. (1) The registrar shall cause to be entered in the Register of Pharmacists the following particulars of each pharmacist or each person issued a temporary licence to practise pharmacy:

(a) his name and address;

(b) his date of birth;

(c) his qualifications at the date of registration entitling him to registration and the institutions at which he had received his training; and

(d) the date of his registration as a pharmacist or the date of issue of his temporary licence,

and every entry shall be given a registration number.

(2) The registrar shall from time to time make any necessary alterations with respect to the addresses or qualifications of registered pharmacists or persons issued temporary licences and shall cancel in the Register the names of all persons who have died or who have ceased to be qualified or whose names have been directed to be removed from the Register pursuant to section 20 of the Act or pursuant to regulation 15; however, the registrar shall, before removing the name of any pharmacist or person issued a temporary licence from the Register of Pharmacists, otherwise than in pursuance of a direction from the Council, be satisfied that the pharmacist or such person has, if possible, had an opportunity to show cause before the registrar why his name should not be removed from the Register.

Non-
practising
fee

Second
Schedule

18. A pharmacist who does not intend to practise or to conduct any business as a pharmacist in Trinidad and Tobago in any year may before the last day of January in that year pay to the registrar the fee prescribed at Item (g) and designated a "non-practising fee" in the Second Schedule instead of the fee mentioned in Regulation 15 and be entitled to have his name retained in the Register of Pharmacists during the period in respect of which the fee was paid.

PHARMACIES

Construction
and equip-
ment of
pharmacies

19. (1) Every pharmacy shall be so constructed and equipped that—

(a) it contains a prescription laboratory in a well-defined area having a floor area of not less than nine square metres where drugs and poisons can be stored and prescriptions can be compounded;

(b) the premises are free from every condition that may—

(i) be dangerous to health;

(ii) injuriously affect its efficient operation; or

(iii) injuriously affect the drugs prepared, compounded, dispensed, or stored therein;

- (c) adequate space is provided for keeping wearing apparel of employees; and
- (d) all rooms and passageways are well lighted and ventilated.

(2) Every pharmacy shall be provided with—

- (a) an adequate supply of water for the efficient operation of the pharmacy;
- (b) facilities for washing articles and equipment used in the preparation, service or storage of drugs;
- (c) a prescription counter measuring not less than one and a half metres by nine hundred millimetres for the purpose of free working space;
- (d) an efficient system of filing prescriptions; and
- (e) sufficient containers with covers for storing refuse in a sanitary manner.

(3) In every pharmacy—

- (a) suitable racks or shelves shall be provided for the storage of drugs and no shelves or racks shall be placed less than six hundred millimetres above the floor; and
- (b) all furniture, equipment and appliances in any room in which drugs are prepared, compounded, dispensed or stored shall be so constructed and arranged as to permit thorough cleaning and the maintenance of the room in a clean and sanitary condition.

20. Every pharmacy shall be so maintained that—

- (a) every room where drugs are prepared, compounded, dispensed or stored is kept free from materials and equipment not regularly used in that room;
- (b) every storage room is kept clean and in a sanitary condition;
- (c) all refuse containers are kept in such a place and manner as to preclude odours on the premises;
- (d) all refuse and waste are removed from the premises at least three times weekly and more often, if necessary, to maintain a sanitary condition; and
- (e) all containers of refuse, when filled are removed from any room in which drugs are prepared, compounded, dispensed or stored, and, unless a daily collection service is provided, are placed in a separate room.

Maintenance
of
Pharmacies

21. (1) Any person desiring to secure a licence to use any premises for carrying on business as a pharmacy may apply to the Council in the form set out as Form I in the First Schedule and shall forward to the Council with his application two duplicate copies of a photograph certified by a member of Parliament or a member of a City or Borough or County Council or Justice of the Peace, Medical or Legal Practitioner, Established Civil Servant, Bank Official, Police Officer or any person of similar standing to be a true likeness of the applicant.

Licence to
use premises
as pharmacy,
application
and fees
Form I
First
Schedule

(2) Where the ownership of the pharmacy or proposed pharmacy is a body corporate or sole proprietorship or partnership, the applicant shall designate a pharmacist as manager responsible for day to day control of the pharmacy business and shall forward to the Council two copies of a photograph of that pharmacist which are certified in the manner provided in sub-section (1) together with his name and such further particulars as may be required by the Council.

(3) Where sub-regulation (2) applies, the application shall be signed by the pharmacist designated as manager.

Second
Schedule

(4) Every application for a pharmacy licence shall be accompanied by the application fee prescribed at Item (h) in the Second Schedule.

Form J
First
Schedule

(5) Subject to compliance with the requirements of regulation 20, the Council may licence any premises as a pharmacy and register the applicant as the proprietor of the business pursuant to an application made under sub-regulation (1) and may from time to time renew any such registration and, upon any such registration or renewal, as the case may be, issue a licence to the proprietor of the business carried on in the pharmacy in the form set out as Form J in the First Schedule.

Pharmacy
licence fee
Second
Schedule

22. (1) There shall be paid in respect of the grant of a pharmacy licence the fee prescribed at Item (j) in the Second Schedule.

Second
Schedule

(2) There shall be paid not later than the last day of the month of January in each year the fee prescribed at Item (k) in the Second Schedule in respect of the renewal of a pharmacy licence for that year.

Register of
licensed
pharmacies

23. (1) Where, pursuant to regulation 21(5), the Council licences any premises, the registrar shall enter in the Register of Licensed Pharmacies—

- (i) the name under which the pharmacy is to be operated;
- (ii) the address of the pharmacy;
- (iii) the name and address of the licensed proprietor and, where section 27A(2) of the Act applies, the name of the person in whom the right of control is vested;
- (iv) the name and address of the registered pharmacist in control of or managing the pharmacy;
- (v) if the business is carried on by a partnership, the name, address, date of birth and nationality of every partner; and
- (vi) if the business is carried on by a body corporate, the name, address, date of birth and nationality of every member of the board of directors and, in addition in the case of a private company, the name, address, date of birth, and nationality of every person holding or controlling directly or indirectly not less than 10 per cent of any class of the issued shares of the company;
- (vii) the licence number;
- (viii) the date of the licensing, or the renewal of the licensing, as the case may be; and
- (ix) the date of expiry of the licence.

(2) The registrar shall keep and maintain up-to-date the Register of Licensed Pharmacies mentioned in sub-regulation (1) in accordance with information supplied to him in pursuance of sections 26 and 28 of the Act.

RURAL SHOPKEEPERS

24. (1) A shopkeeper who desires to be licensed under section 31 of the Act to sell drugs specified in the Second Schedule to the Act shall apply to the Council in the form set out as Form K in the First Schedule and an application to be so licensed shall be accompanied by—

Licence:
rural
shopkeeper
Form K
First
Schedule

- (a) documentary proof of the age and nationality of the applicant;
- (b) two testimonials as to his good character; and
- (c) two duplicate copies of a photograph of the applicant certified by a Registered Pharmacist, a member of the Medical Board of Trinidad and Tobago, a Clergyman, a police officer not below the rank of Assistant Superintendent, an Attorney-at-Law, a Justice of the Peace, a Senior Civil Servant or other professional person acceptable to the Council to be a true likeness of the applicant.

(2) The Council may, pursuant to section 31 of the Act issue to an applicant a licence in the form set out as Form L in the First Schedule.

Form L
First
Schedule

(3) The Council shall cause the registrar to keep records of shopkeepers licensed to sell drugs under section 31 of the Act in such form and showing such particulars as they think fit.

MEETINGS OF THE BOARD

25. (1) A general meeting of the Board shall be held in the month of February in each year at such time and place as the Council may appoint. At that meeting the Council shall report on all matters connected with the management, control and activities of the Council and of the Board for the preceding financial year, and shall present a financial report as well as the auditor's report.

Annual
general
meetings:
Agenda

(2) The meeting referred to in sub-regulation (1) shall be called the "annual general meeting". All other meetings shall be called "special general meetings".

(3) No member shall raise any matter at the annual general meeting unless he has given notice in writing of the matter to be raised not later than 15th January immediately preceding the meeting.

26. (1) The Council may, whenever it thinks fit, convene a special general meeting of the Board; and shall convene a special general meeting on the requisition of not less than twenty members of the Board.

Special
general
meetings:
Agenda

(2) The requisition shall state the objects of the meetings and shall be signed by the members making the requisition and deposited at the Head Office of the Board and may consist of several documents in like form each signed by one member or more than one member.

(3) If a meeting is not convened by the Council within thirty days from the date of the deposit of the requisition, a meeting may be convened by any twenty of the members who signed the requisition, but may not be held more than three months after that date.

27. No business may be transacted by any general meeting unless a quorum of members is present, and twenty members shall constitute a quorum.

Quorum at
meetings

**President
to be
Chairman**

28. (1) The President shall preside as Chairman at all meetings of the Board.

(2) If at any meeting the President is not present within fifteen minutes after the time appointed for holding the meeting or if he is unwilling to act as Chairman, then the Vice-President shall act as Chairman and in the absence or inability to act of both the President and the Vice-President, the members present may choose one of their number to be Chairman.

**Adjourn-
ment of
meeting**

29. The Chairman may, with the consent of a meeting at which a quorum is present, adjourn the meeting from time to time and place to place, but no meeting may be adjourned for more than ten days, and no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

**Notice of
meetings**

30. (1) Seven days notice of every general meeting, other than an adjourned meeting, shall be sent to each member normally resident in Trinidad and Tobago.

(2) The notice shall specify the place, date and hour of the meeting and the general nature of the business to be transacted at the meeting, and may be sent or delivered to each member at his address recorded in the Register of Pharmacists.

**Attendance
and voting
at meetings**

31. (1) Every member of the Board is entitled to be present at meetings of the Board but no member who has not paid the annual retention fees for the year in which any meeting is being held is entitled to vote thereat.

(2) Any question to be resolved at a general meeting may be decided by a simple majority vote, and voting shall, unless a secret ballot is demanded by a member entitled to vote, be by show of hands.

(3) The Chairman at every general meeting shall have an original as well as a second or casting vote.

ELECTIONS TO COUNCIL

**General
election of
Council to
be biennial**

32. (1) A general election shall be held biennially in the month of February for the return of persons to be elected by qualified pharmacists as members of the Council.

(2) No person may be elected to the Council unless he has previously been nominated as a candidate for election.

(3) In this regulation and in regulations 33, 34 and 38, "qualified pharmacist" means the holder of a subsisting practice certificate who has discharged his financial and other obligations to the Board.

**Nomination
and voting
at elections**

33. (1) Every qualified pharmacist is entitled to nominate for election to the Council and to vote at any such election for as many persons as may be returned at the election but not more than one vote may be cast for any one candidate.

(2) No person may be nominated unless he consents in writing to the holding of office as a member of the Council.

34. (1) On or before 15th December immediately preceding a general election, the secretary shall send to each pharmacist at his address on the Register of Pharmacists a circular inviting nominations for the election.

Circular
inviting
nominations

(2) A qualified pharmacist who wishes to nominate a person for election shall, on or before 15th January immediately preceding the election, submit to the secretary in writing the name and address of that person together with his consent to hold office if elected, and, on receipt thereof by the secretary, that person's nomination shall be effective.

35. (1) If the number of persons effectively nominated in accordance with regulation 34 does not exceed the number of persons to be elected, the secretary shall so certify to the Council and the persons so nominated shall, at the annual general meeting held in the election year, be declared by the Chairman to be duly elected to the Council.

Procedure
where
persons
nominated
less than
or equal to
vacancies

(2) If the number of persons effectively nominated is less than the number of persons to be elected, the annual general meeting shall proceed to fill, by election, any vacancy in the membership of the Council remaining unfilled after a declaration in accordance with sub-regulation (1).

(3) Voting at the election of members to the Council held pursuant to sub-regulation (2) shall, notwithstanding regulation 31, be by ballot unless the meeting otherwise resolves; but at that election no provision of these Regulations requiring—

- (a) nominations to be in writing or to be submitted on or before any specified day; or
 - (b) the consent of any person to be in writing,
- applies, and no pharmacist shall, unless he is entitled to vote at that meeting, nominate any person for election.

36. (1) If the number of persons effectively nominated in accordance with regulation 34 exceeds the number of persons to be elected, the Council shall convene a special general meeting of the Board for the election of members to the Council from the persons so nominated.

Procedure
where
persons
nominated
exceed
number of
vacancies

(2) Voting at that election shall be by ballot, but it is not necessary for a member to attend that meeting in order to vote.

37. At an election, where the number of persons effectively nominated exceeds the number of vacancies, the candidates corresponding to the number of vacancies and receiving the largest number of votes shall be declared duly elected, but if for the filling of the last vacancy two or more candidates have the same number of votes, the persons to be elected from among them shall be determined on a casting vote by the Chairman of the meeting at which the election is held.

Determina-
tion of duly
elected
members of
Council

38. (1) For the purposes of enabling pharmacists to vote without attending the special general meeting (hereafter called "the election meeting") convened for the election of members to the Council, the secretary shall issue by post a ballot paper to each pharmacist.

Postal
voting

(2) Before the issue of ballot papers by post, the secretary shall appoint a date, time and place for the issue of postal ballot papers (being not less than fourteen days prior to the date appointed for the election meeting), and shall give at least two days notice in writing thereof to each candidate.

(3) At the time and place fixed under sub-regulation (2), the secretary shall, in the presence of all candidates who appear either in person or by representatives acceptable to the Council, issue to every qualified pharmacist at his address recorded in the Register of Pharmacists a ballot paper.

Ballot papers

39. A ballot paper shall contain the names and addresses of all persons duly nominated for election and shall be in such form and contain such direction with respect to voting as the Council may determine, and ballot papers shall be numbered and issued consecutively.

Ballot papers to be initialed by secretary

40. As each ballot paper is issued, the secretary shall place his initials thereon and shall enter on a ballot list the number of the ballot paper and the name of the pharmacist to whom it is issued.

Ballot papers to be submitted by prepaid post

41. Immediately after all ballot papers are issued the secretary shall send them by prepaid post for delivery as addressed.

Registering of postal vote

42. Every pharmacist to whom a ballot paper is issued shall, if he wishes to vote at the election of members to the Council, register his vote by marking the ballot paper in accordance with the direction contained thereon and shall sign and return the ballot paper in a sealed envelope clearly marked "ballot"—

- (a) to the secretary, either by prepaid registered post or by causing the same to be delivered to the secretary so as to reach him, in either case, before the time appointed for the election meeting; or
- (b) to the election meeting, by personally attending and delivering the same before the meeting proceeds to the counting of votes.

Opening of postal votes

43. The secretary shall deliver every envelope containing a ballot paper to the Chairman of the meeting who shall cause the same to be opened in the presence of scrutineers appointed in accordance with regulation 45.

Personal voting at elections

44. (1) A pharmacist who is present at the election meeting and states before any ballot is opened that he has not received a ballot paper shall, if he is then entitled to vote, be issued a ballot paper for the purpose of voting, and shall, if he wishes to vote, then and there mark his ballot paper and return the same folded to the Chairman.

(2) Regulation 40 applies to the issue of a ballot under this regulation, but if the name of the pharmacist is already entered on the ballot list—

- (a) the earlier entry shall be cancelled;
- (b) the second ballot paper issued shall be marked "second"; and
- (c) the scrutineers shall on examining all the ballots returned, reject any other ballot paper which was previously issued to the pharmacist.

Appointment of scrutineers

45. (1) The Council shall appoint scrutineers for the purpose of a general election and persons so appointed are entitled to attend the election meeting whether or not they are pharmacists.

(2) If there is no scrutineer appointed by the Council present at the election meeting, the Chairman shall appoint not less than two members present as scrutineers.

(3) Notwithstanding regulation 27, the election meeting may proceed to business as long as there are not less than seven members present.

46. Where a vacancy or temporary vacancy occurs in the membership of the Council and that vacancy or temporary vacancy is required to be filled by the Board, the Council shall summon a meeting of the Board for the purpose of filling that vacancy before the second quarterly meeting of the Council to be held after the date on which the vacancy or temporary vacancy occurred; and the election procedure at that meeting shall be the same as that provided in the case of an election to be held at the annual general meeting and regulation 35(3) applies thereto as it applies to an election held at the annual general meeting.

Vacancies
on Council

47. Where a vacancy or temporary vacancy occurs in the membership of the Council and that vacancy is required to be filled by the Minister or the Medical Council, the secretary shall notify the Minister or the Medical Council in sufficient time to enable the vacancy or temporary vacancy to be filled before the second quarterly meeting of the Council to be held after the date on which the vacancy or temporary vacancy occurred.

Vacancy to
be filled by
Minister or
Medical
Council

GENERAL

48. The duties of the secretary are—

- (a) to receive all moneys on behalf of the Council and to give receipts therefor;
- (b) to pay out moneys when directed by the Council in discharge of the obligations of the Board or of the Council;
- (c) to keep books of accounts as may be approved by the Council and to present the books for audit annually;
- (d) to cause minutes to be taken and read to all meetings of the Council and of the Board;
- (e) to deposit all moneys of the Board in such Bank as may be approved by the Council; and
- (f) generally to superintend and administer the affairs of the Board under the direction of the Council.

Duties of
Secretary

49. (1) The Board shall at each annual general meeting appoint an auditor to hold office as such until the next annual general meeting.

Appoint-
ment of
Auditor

(2) The Council may fill any casual vacancy occurring in the office of auditor.

(3) No member of the Council may hold office as auditor.

(4) An auditor may be paid such fees as the Council determines.

50. (1) The Council may appoint lecturers and examiners, but no member of the Council may be an examiner.

Appointment
of lecturers
and
examiners

(2) Lecturers and examiners shall be paid such remuneration as the Council may from time to time determine.

51. The Seal of the Board shall be kept at the head office of the Board under the custody of the secretary and shall be affixed to all certificates of diplomas issued by the Council.

Custody of
Seal of
Board

52. There shall be paid to the Council in respect of the matters referred to in the second column of the Second Schedule to these Regulations the fees respectively specified in the third column of that Schedule opposite the reference to such matters.

Fees
Second
Schedule

53. The Pharmacy Board Regulations are hereby revoked.

Revocation
G.N. 37/1967

FIRST SCHEDULE

PRESCRIBED FORMS

- FORM A — Application for Registration as a Pharmaceutical Student
- FORM B — Application for Registration as Pre-Registration Pharmacist
- FORM C — Declaration by Pharmacist Approved by the Council
- FORM D — Declaration by Hospital or Pharmaceutical Industrial Establishment approved by the Council
- FORM E — Application for Licence as a Temporary Pharmacist
- FORM F — Certificate of Registration as a Pharmacist/Temporary Licence as a Pharmacist
- FORM H — Practising Certificate
- FORM I — Application for Pharmacy Licence
- FORM J — Pharmacy Licence
- FORM K — Application by Rural Shopkeeper for Licence to sell drugs
- FORM L — Licence to Rural Shopkeeper to sell drugs specified in the Second Schedule to the Act

Regulation 3(2)

FIRST SCHEDULE

FORM A

Pharmacy Board Act, Chap. 29:52

APPLICATION FOR REGISTRATION AS A PHARMACEUTICAL STUDENT (Attach two recent photographs of applicant)

To the Council of the Pharmacy Board of Trinidad and Tobago

I HEREBY APPLY for registration as a Pharmaceutical Student and for that purpose I submit the following information:

Name of Applicant (In block letters)

Address of Applicant (In block letters)

Age of Applicant Nationality (Certified copy of birth certificate should be attached)

Qualification of Applicant (Photostats or certified copies of certificates should be attached when possible)

Name of parent or guardian (if under 18) (In block letters)

Address of parent or guardian (if applicable) (In block letters)

Dated this day of , 19 .

Signature of Applicant

Regulation 11(2)

FORM C

(Pharmacy Board Act, Chap. 29:52)

DECLARATION BY PHARMACIST APPROVED BY THE COUNCIL

I,
(Name of Pharmacist)

of
(Address of Pharmacist)

Pharmacist, Do HEREBY DECLARE that in accordance with the Pharmacy Board Act,
Chap. 29:52
(Name of pre-registration pharmacist)

.....
has actually and diligently served and has been employed by me as a pre-registration
pharmacist for the whole period of six months with effect from the.....day of
..... 19
during which he gained pre-registration experience as a pre-registration pharmacist in
accordance with the Pharmacy Board Act.

Dated this day of , 19 .

Signature of Pharmacist

Regulation 12(1), 13(1)

FORM E

(Pharmacy Board Act, Chap. 29:52)

APPLICATION FOR LICENCE AS A TEMPORARY PHARMACIST

(Attach two recent photographs of applicant)

To the Council of the Pharmacy Board of Trinidad and Tobago

I HEREBY APPLY for a licence as a Temporary Pharmacist and for that purpose I submit the following information:

Name of Applicant (In block letters)

Date of Application

Age of Applicant Nationality

Date of registration of applicant as pre-registration pharmacist or pharmaceutical intern

Name of hospital or institution where or name of pharmacist with whom applicant served as pre-registration pharmacist or pharmaceutical intern

Accompanying this application and submitted herewith are the following:

Birth Certificate of Applicant.....[]

Photograph of Applicant.....[]

Testimonial given by[]

Photostats or certified copies of certificates listed below.....[]

Dated this day of , 19 .

Signature of Applicant

FORM F

(Pharmacy Board Act, Chap. 29:52)

*Certificate of Registration as a Pharmacist

*Temporary licence as a Pharmacist

Registration No.

THIS CERTIFIES that under the Pharmacy Board Act and the Regulations and subject to the provisions thereof

*has been duly registered as a pharmacist.

*has been duly licensed temporarily as a pharmacist.

*Terms and conditions (if any):

GIVEN under the Seal of the Pharmacy Board of Trinidad and Tobago at Port-of-Spain, Trinidad, on the day of 19.....

.....
President

.....
Secretary/Treasurer/Registrar

*Delete if inapplicable.

Regulation 15(2)

FORM H

(Pharmacy Board Act, Chap. 29:52)

PRACTISING CERTIFICATE

THIS CERTIFIES that.....

of

being a Registered Pharmacist and, having complied with regulation.....

of the Pharmacy Board Regulations, 1987 is hereby authorised to practise as a pharmacist

for the year ending the day of 19.....

Dated this day of , 19 .. .

Seal

.....
Secretary/Treasurer/Registrar

FORM I

Pharmacy Board Act, Chap. 29:52

APPLICATION FOR PHARMACY LICENCE

To the Council of the Pharmacy Board of Trinidad and Tobago

I....., HEREBY APPLY for
(Name of Applicant)

a licence for the use of premises located at.....
.....
.....

as a pharmacy and, for that purpose, I submit the following information:

Name under which Pharmacy is to be operated.....
.....

Address of Pharmacy
.....

The owner of the Pharmacy Business is—

- A—a sole proprietorship []
- B—a partnership []
- C—a body corporate []

(Indicate ONE of the above and complete corresponding section, A, B, or C, below)

SECTION A. If pharmacy business is to be operated by sole proprietor, state—

Name of owner.....date of birth.....

Address of owner

Nationality of owner

Name and address of the Registered Pharmacist who will have control of the
Pharmacy

.....

SECTION B. If Pharmacy business is to be operated by a partnership, complete the following:

1. The number of Partners in the partnership is

2. The name, address and the nationality and date of birth of each of the partners is as follows:

Name

Address

Nationality

Date of birth

Name

Address

Nationality

Date of birth

Name

Address

Nationality

Date of Birth

Name

Address

Nationality

Date of Birth

(Use a separate sheet of paper for additional names if required)

3. Name and address of the Registered Pharmacist who will have control of the

Pharmacy

.....

.....

SECTION C. If pharmacy business is to be operated by a body corporate, complete the following:

1. Name of Company

.....

Date of incorporation

Place of incorporation

2. Particulars of each member of the Board of Directors are as follows:

| | Name | Address | Date of Birth | Nationality |
|-----|-------|---------|---------------|-------------|
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |
| (4) | | | | |
| (5) | | | | |
| (6) | | | | |

(Use a separate sheet of paper for additional names if required)

3. If the intended operator of the pharmacy business is a private company, give particulars of every person holding or controlling (whether directly or indirectly) not less than 10% of any class of the issued shares of the company:

| | Name of Shareholder | Address | Date of birth | Nationality |
|------|---------------------|---------|---------------|-------------|
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |
| (4) | | | | |
| (5) | | | | |
| (6) | | | | |
| (7) | | | | |
| (8) | | | | |
| (9) | | | | |
| (10) | | | | |

Name and address of the registered Pharmacist who will have control of the pharmacy business.....

Dated this day of , 19 .

Signed by/or on behalf of the Applicant by

Signed by designated registered pharmacist.....

Regulation 21(5)

FORM J

Pharmacy Board Act, Chap. 29:52

PHARMACY LICENCE

THIS CERTIFIES that the premises known as.....

..... situate at.....

..... in the

.....of

(Electoral District)

are licensed as a pharmacy under the Pharmacy Board Act to

..... as proprietor,

(Name of Owner)

AND THAT

(Name of designated manager)

of

(Address of manager)

is duly registered as the manager of the business carried on in the pharmacy. Below is a photograph of the proprietor/manager* to whom this form relates. GIVEN under the Seal of the Pharmacy Board of Trinidad and Tobago at Port-of-Spain, Trinidad, on the

day of 19.....

.....

President

Seal

.....

Secretary/Treasurer

*Delete one

FORM K

Pharmacy Board Act, Chap. 29:52

APPLICATION BY RURAL SHOPKEEPER FOR LICENCE TO SELL DRUGS

To the Council of the Pharmacy Board of Trinidad and Tobago

Name of Shopkeeper.....Nationality.....

Place of Residence

Address of Shop

Address of the pharmacy nearest to the said shop

.....

I,

(Name of Applicant)

hereby apply for a licence to sell the drugs listed or described in the Second Schedule to the Pharmacy Board Act (Chap. 29:52) at my shop which is located at the address above specified and I enclose herewith—

- (a) a certified copy of my birth certificate;
- (b) two testimonials as to my good character;
- (c) two photographs of myself certified as required by regulation 24; and
- (d) the fee of \$30.

Dated this day of , 19 .

Signature of Applicant

Regulation 24(2)

FORM L 24(2)

Pharmacy Board Act, Chap. 29:52

LICENCE TO RURAL SHOPKEEPER TO SELL DRUGS SPECIFIED IN THE SECOND SCHEDULE TO THE ACT

THIS CERTIFIES that of is licensed as a rural shopkeeper to sell the drugs listed or described in the Second Schedule to the Pharmacy Board Act at his shop located at

GIVEN under the Seal of the Pharmacy Board of Trinidad and Tobago at Port-of-Spain, Trinidad on the day of, 19.....

Photograph of Rural Shopkeeper

President

Seal

Secretary/Treasurer

TRINIDAD AND TOBAGO

SECOND SCHEDULE

FEES PAYABLE TO THE REGISTRAR

| <i>First Column</i> | <i>Second Column</i> | <i>Third Column</i> | |
|---|----------------------|---------------------|--------|
| <i>Item</i> | <i>Matter</i> | <i>Fee</i> | \$ |
| (a) for registration as a pharmaceutical student | ... | ... | 60.00 |
| (b) for registration as a pharmacist | ... | ... | 80.00 |
| (c) for a duplicate certificate or licence | ... | ... | 20.00 |
| (d) for a temporary licence to practise pharmacy | ... | ... | 80.00 |
| (e) for the renewal of a temporary licence to practise pharmacy | ... | ... | 50.00 |
| (f) Annual retention fee | ... | ... | 50.00 |
| (g) for a non-practising certificate in any year | ... | ... | 20.00 |
| (h) upon an application for a pharmacy licence in respect of premises not previously licensed as a pharmacy | ... | ... | 40.00 |
| (i) for registration of a pharmacy | ... | ... | 20.00 |
| (j) for a pharmacy licence | ... | ... | 150.00 |
| (k) for the renewal of a pharmacy licence | ... | ... | 150.00 |

Made this 23rd day of September, 1988.

E. HOSEIN
Minister of Health