

PROCESS | Annual declaration payment

For financial interest holders in NSW



Information | For financial interest holders

The Law requires anyone who holds a financial interest in a pharmacy business, as at the 30 April each year, must make an annual declaration to the Council about the interest.

The annual declaration is due by 30 June each year. The declaration is considered incomplete if not accompanied by payment of the applicable fee.

Failure to submit a completed annual declaration by the due date is a contravention of Clause 15 of Schedule 5F of the Law and is an offence that may be prosecuted summarily. Even if Council does not prosecute the individual financial interest holder for the offence, Council may raise a complaint against the financial interest holder for unsatisfactory professional conduct (Section 139B(1)(b) of the Law).

When are annual declarations due?

Notices with the link to complete the Annual Declaration are sent in May to the email address that is registered with Ahpra of all pharmacists holding a financial interest in a pharmacy business in NSW.

Please contact Ahpra if unsure which email you have registered with Ahpra.

Annual declaration of financial interest in a pharmacy business are due by 30 June each year.

Who has a financial interest?

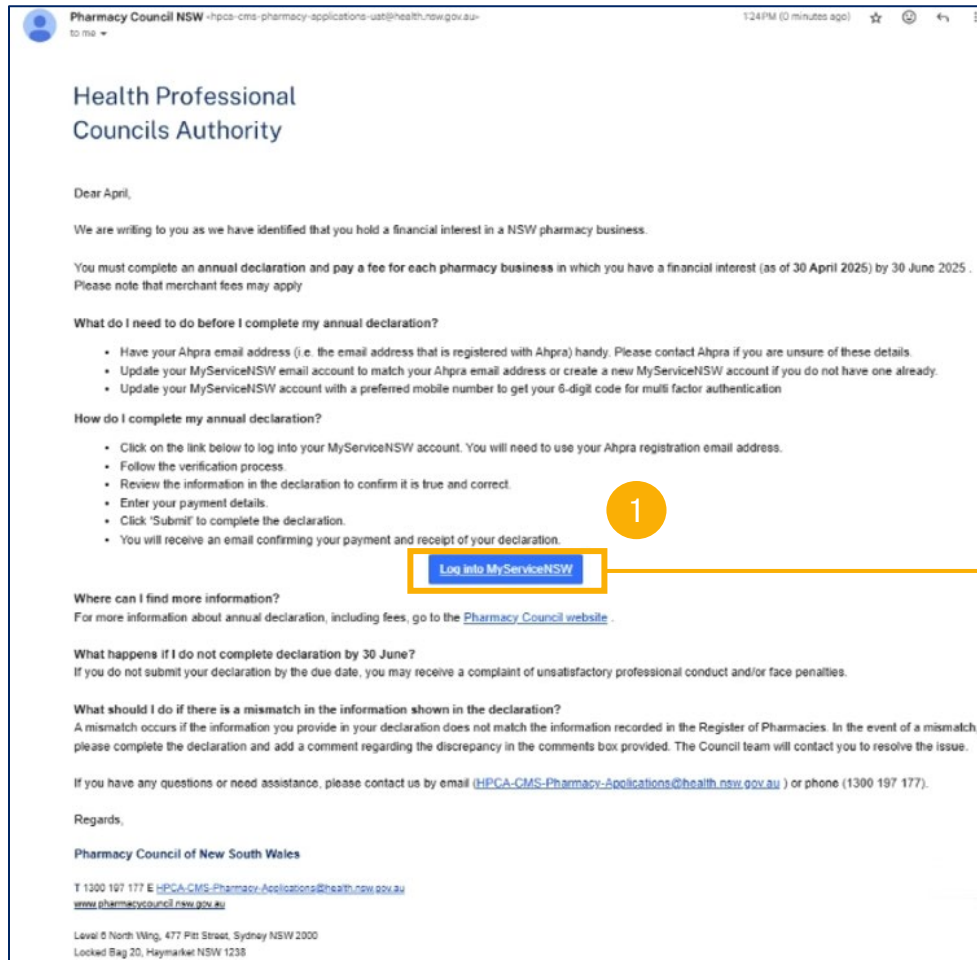
Holders of a financial interest in an NSW pharmacy business; be it direct or indirect monetary interest in that business, include:

- Pharmacist proprietors
- Pharmacists who are partners in a pharmacists' partnership that owns a pharmacy
- Pharmacists who are shareholders or directors in a pharmacists' body corporate that owns a pharmacy
- Beneficiaries of a trust that operates in respect of a pharmacists' body corporate that owns a pharmacy

Other details

If you are selling your pharmacy, please ensure that the change of ownership forms are completed and submitted to the Council team by email to HPCA-CMS-Pharmacy-Applications@health.nsw.gov.au

Annual declaration | Financial interest holder payment



Information to know before completing the annual declaration, as well as how to complete this is provided to the financial interest holder in the first notification to complete the annual declaration by 30 June.

Notifications and reminders are sent to the financial interest holder's Ahpra registered email.

Step 1

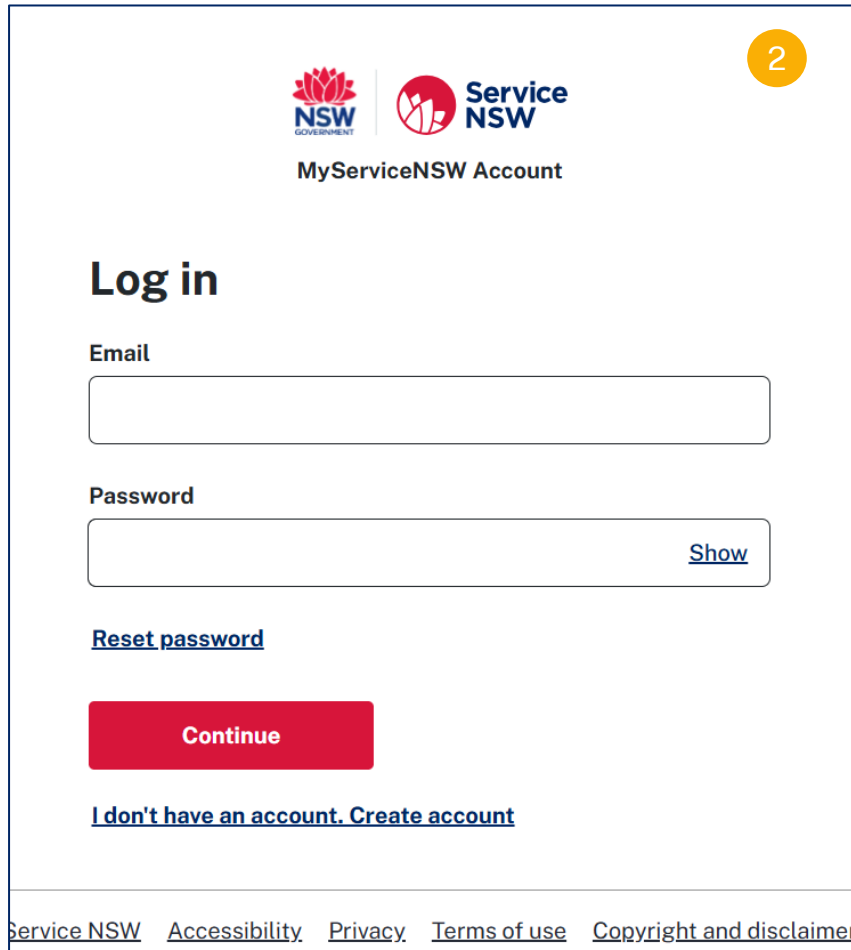
Financial interest holders must click the **Log into MyService NSW** email link



What to do before completing the annual declaration as a financial interest holder?

- Have your Ahpra email address (i.e., the email address that is registered with Ahpra) handy. Please contact Ahpra if you are unsure of these details.
- Update your MyServiceNSW email account to match your Ahpra email address or create a new MyServiceNSW account if you do not have one already.
- Update your MyServiceNSW account with a preferred mobile number to get your 6-digit code for multi factor authentication.

Note: Periodic reminder notifications to complete the annual declarations are sent to financial interest holders who have not completed this activity. These reminders will only be sent to Ahpra-registered email addresses

Annual declaration | Logging into MyService NSW



  **Service NSW**

MyServiceNSW Account

Log in

Email

Password

 [Show](#)

[Reset password](#)

[Continue](#)

[I don't have an account. Create account](#)

[Service NSW](#) [Accessibility](#) [Privacy](#) [Terms of use](#) [Copyright and disclaimer](#)

Step 2

Financial interest holders need to log in with an Ahpra-registered email address and a MyService NSW account password.

What to note in this step as a financial interest holder?

- To complete the annual declaration activity by 30 June, the MyService NSW account must be linked to an Ahpra-registered email address.

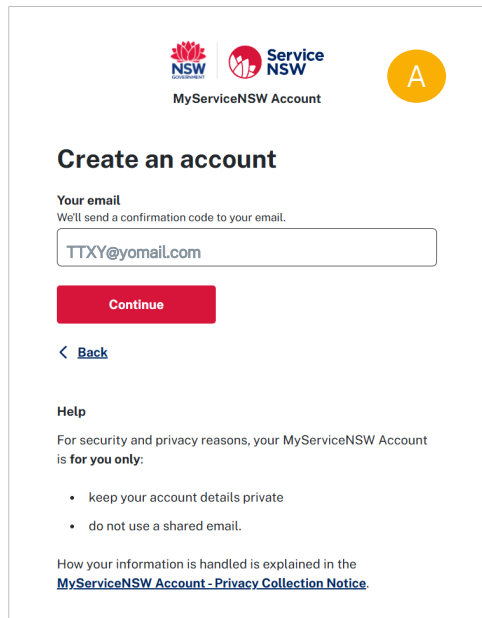
Each email address must be unique and cannot be shared with another financial interest holder.

The MyService NSW account is required to complete the annual declaration of financial interest in a pharmacy business in NSW. Contact Ahpra directly to confirm registration details.

What does authentication mean?

- Multi-factor authentication or 2-step authentication for a MyServiceNSW Account will soon be required for all MyServiceNSW Accounts to keep your account secure.
- To understand how to setup your authentication for existing MyService NSW accounts, go to MyServiceNSW site.

Annual declaration | No MyService NSW account



NSW Service NSW
MyServiceNSW Account

Create an account

Your email
We'll send a confirmation code to your email.

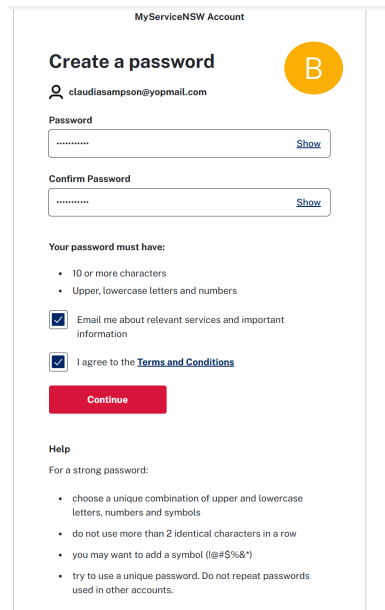
Continue

[Back](#)

Help
For security and privacy reasons, your MyServiceNSW Account is for you only:

- keep your account details private
- do not use a shared email.

How your information is handled is explained in the [MyServiceNSW Account - Privacy Collection Notice](#).



NSW Service NSW
MyServiceNSW Account

Create a password

[claudiasampson@yopmail.com](#)

Password
..... [Show](#)

Confirm Password
..... [Show](#)

Your password must have:

- 10 or more characters
- Upper, lowercase letters and numbers

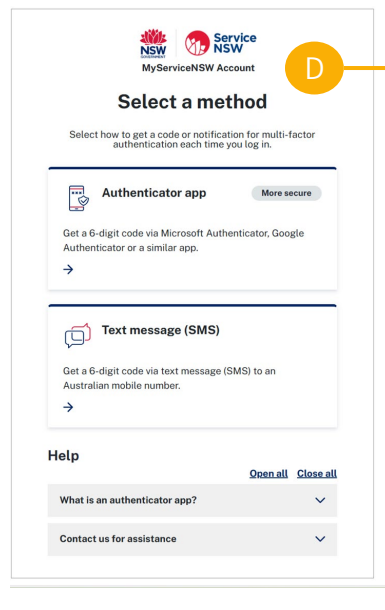
Email me about relevant services and important information

I agree to the [Terms and Conditions](#)

Continue

Help
For a strong password:

- choose a unique combination of upper and lowercase letters, numbers and symbols
- do not use more than 2 identical characters in a row
- you may want to add a symbol (!@#\$%&*)
- try to use a unique password. Do not repeat passwords used in other accounts.



NSW Service NSW
MyServiceNSW Account

Select a method

Select how to get a code or notification for multi-factor authentication each time you log in.

Authenticator app **More secure**

Get a 6-digit code via Microsoft Authenticator, Google Authenticator or a similar app.

Text message (SMS)

Get a 6-digit code via text message (SMS) to an Australian mobile number.

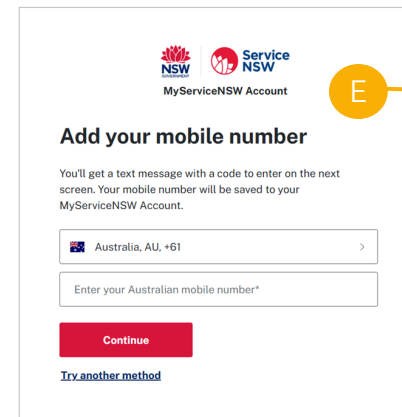
Help [Open all](#) [Close all](#)

What is an authenticator app? [v](#)

Contact us for assistance [v](#)

Steps D

Receive choice of method to confirm authentication to enter the code. Enter your MyService NSW account mobile number (ensure it is current)



NSW Service NSW
MyServiceNSW Account

Add your mobile number

You'll get a text message with a code to enter on the next screen. Your mobile number will be saved to your MyServiceNSW Account.

[Australia, AU, +61](#)

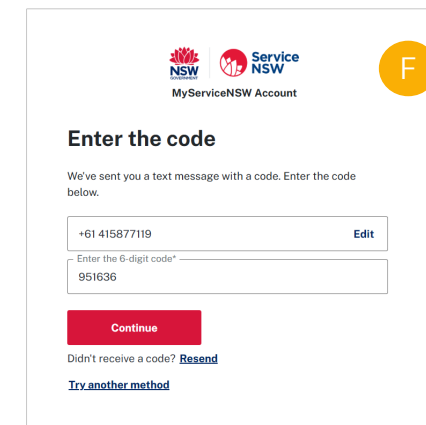
Enter your Australian mobile number*

Continue

[Try another method](#)

Step E

Ensure the mobile number added is the number saved in the MyService NSW account



NSW Service NSW
MyServiceNSW Account

Enter the code

We've sent you a text message with a code. Enter the code below.

+61 415877119 [Edit](#)

Enter the 6-digit code*
951636

Continue

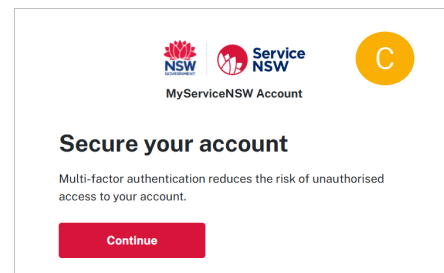
Didn't receive a code? [Resend](#)

[Try another method](#)

Step F Enter the code to login

[Service NSW](#) [Accessibility](#) [Privacy](#) [Terms of use](#) [Copyright and disclaimer](#)

[Service NSW](#) [Accessibility](#) [Privacy](#) [Terms of use](#) [Copyright and disclaimer](#)



NSW Service NSW
MyServiceNSW Account

Secure your account

Multi-factor authentication reduces the risk of unauthorised access to your account.

Continue

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If the financial interest holder does not have a MyService NSW account, an account must be created- Go to the MyService NSW website for instructions.

Annual declaration | Financial interest holder payment

Health Professional Councils Authority | HPCA

Search

Home Cases Knowledge Forms

Financial Interest Details

As you hold a financial interest in a NSW pharmacy business you must complete an annual declaration regarding your interest for each pharmacy in which you held an interest as at 30 April 2025. Failure to submit a declaration by 30 June 2025 may result in a complaint of unsatisfactory professional conduct and/or maximum penalty of \$2,200. Below are the details regarding your financial interest we have from the Register of Pharmacies. Please review and confirm these details are correct.

▼ Pharmacist Financial Interests

Pharmacy Name: **ABC Centre**

Pharmacy Registration: **PC0000560**

Pharmacy Ownership Type: **Pharmacists' Body Corporate**

Financial Interest Details:

- Bella's Pharmacy Pty Ltd - Director, Shareholder
- BEES Pty Ltd - Director, Shareholder

* Is the above information correct?

Yes

No

▼ Pharmacist Financial Interests 2

Pharmacy Name: **XYZ Pharmacy_DNT_CG**

Pharmacy Registration: **PC0000581**

Pharmacy Ownership Type: **Partnership of pharmacists**

Financial Interest Details:

- N/A - N/A

* Is the above information correct?

Yes

No

Cancel

Next

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Step 3

This is the landing page for financial interest holders after logging into MyService NSW.

Under the auto populated **Financial Interest Details** answer the listed questions and click **Next**

Annual declaration | Financial interest holder payment

The screenshot shows the HPCA (Health Professional Councils Authority) website interface. At the top, there is a search bar and navigation links for Home, Cases, Knowledge, and Forms. The main content area is titled "Declaration" and contains a text box with the pre-filled text: "All the policies & systems in place to ensure safe and competent delivery of pharmacy services". Below this, there is a section titled "I confirm the following :" with a checked checkbox and the text: "I declare that the information provided is true and complete and that all documents related to my financial interests have been lodged with the Pharmacy Council of NSW." At the bottom of the form, there are three buttons: "Cancel", "Previous", and "Make Declaration". The "Make Declaration" button is highlighted with a mouse cursor. At the bottom of the page, there is a footer with the text: "We pay respect to the Traditional Custodians and First Peoples of NSW, and acknowledge their continued connection to their country and culture." and links for "Contact us" and "Privacy policy".

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Step 4

If you click 'Yes' to all the auto-populated declarations on the previous screen - information of the policies and system is provided here.

Under I confirm the following click the check box to complete the declaration. Click **Make Declaration** to continue.

Annual declaration | Financial interest holder payment

The screenshot shows the HPCA (Health Professional Councils Authority) website interface for the 'Declaration' form. The header includes the HPCA logo, a search bar, and navigation links for Home, Cases, Knowledge, and Forms. The main content area is titled 'Declaration' and contains two text input fields with asterisked instructions. The first field is for reporting information mismatches, with an example provided. The second field is for describing policies or systems in place. Below these is a section titled 'I confirm the following:' with a checked checkbox and a declaration statement. At the bottom of the form are 'Cancel', 'Previous', and 'Make Declaration' buttons. A footer contains a statement of respect for Traditional Custodians and First Peoples of NSW, along with 'Contact us' and 'Privacy policy' links.

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If you click 'No' to any of the auto-populated declarations on the previous screen, the following will be identified:

Step 5

- details of the financial interest mismatch
- information of the policies and system

Under **I confirm the following** click the check box to complete the declaration. Click **Make Declaration** to continue.

Annual declaration | Financial interest holder payment

Health Professional Councils Authority | HPCA

Search

Home Cases Knowledge Forms

Payment Summary

When you press 'Submit' you will be taken to a secure payment platform, hosted by Service NSW.
If you have any issues or questions relating to your payment, please contact the Pharmacy Council of NSW on [1300 197 177](tel:1300197177) or HPCA-PharmacyCouncilOwnership@health.nsw.gov.au

	Fee
Annual declaration of Financial Interest	
Annual Declaration of Financial Interest Fee for ABC Centre	\$297.00
Annual Declaration of Financial Interest Fee for XYZ Pharmacy_DNT_CG	\$297.00
Total Amount	\$594.00

[Submit Declaration](#) [Cancel](#) [Previous](#)

We pay respect to the Traditional Custodians and First Peoples of NSW, and acknowledge their continued connection to their country and culture.

[Contact us](#) [Privacy policy](#)

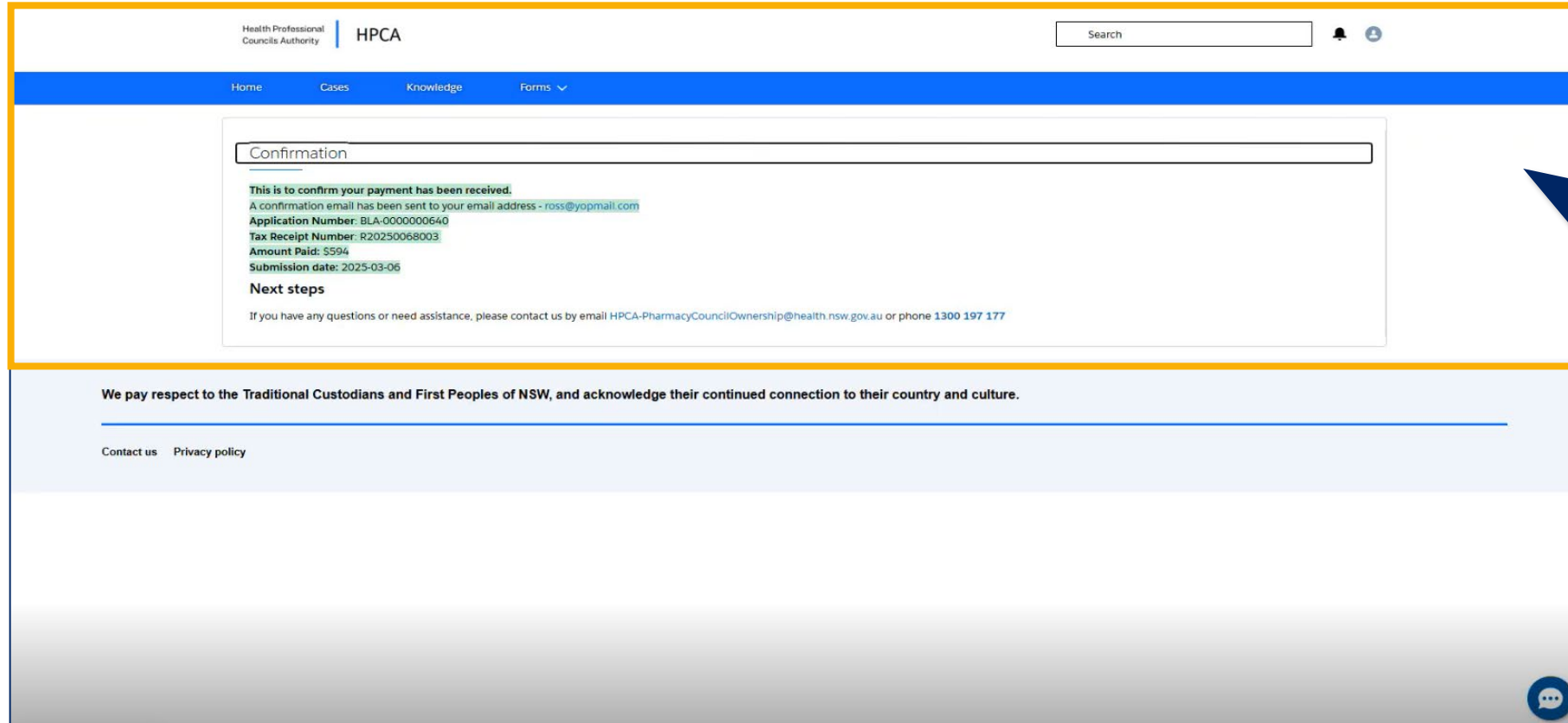
6

Step 6

On the Payment Summary page, click the **Submit Declaration** button.

Payment then processed

Annual declaration | Payment confirmation



The screenshot displays the HPCA (Health Professional Councils Authority) website. The header includes the HPCA logo, a search bar, and navigation links for Home, Cases, Knowledge, and Forms. The main content area is titled "Confirmation" and contains the following text:

This is to confirm your payment has been received.
A confirmation email has been sent to your email address - ross@yopmail.com
Application Number: BLA-000000640
Tax Receipt Number: R20250068003
Amount Paid: \$594
Submission date: 2025-03-06

Next steps
If you have any questions or need assistance, please contact us by email HPCA-PharmacyCouncilOwnership@health.nsw.gov.au or phone **1300 197 177**

At the bottom of the page, there is a statement: "We pay respect to the Traditional Custodians and First Peoples of NSW, and acknowledge their continued connection to their country and culture." Below this, there are links for "Contact us" and "Privacy policy".

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Here's a sample confirmation screen following successful payment.



Two further confirmation messages will be sent to the email registered with Ahpra:

- Confirmation of annual declaration payment
- Confirmation of annual declaration completion with the annual declaration summary

Annual declaration | Summary and payment receipt



Protecting the public
Regulating pharmacists and pharmacies
HPCA ABN: 33 007 792 411

Declaration Summary as on 06 March 2025

Pharmacy Name	Interest As	Organization Name	Role in Organization
ABC Centre	Member of Body Corporate	Bella's Pharmacy Pty Ltd	Director;Shareholder
ABC Centre	Member of Body Corporate	BEES Pty Ltd	Director;Shareholder
XYZ Pharmacy_DNT_CG	N/A	N/A	N/A

Declaration:
To the best of my knowledge, I've provided true and correct information. I understand that it's an offence to provide false and misleading information and that penalties for doing so include fines and imprisonment.

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This is a sample **Declaration Summary** for financial interest holders. The annual declaration summary will be sent to the email registered with Ahpra.

This is a sample **Declaration Receipt**. Financial interest holders receive this in a separate email, confirming the annual declaration payment.

Note: Each line item indicates fees for each financial interest.



Protecting the public
Regulating pharmacists and pharmacies
ABN 11 111 111 111

2 May 2025
Simon Sylvester Cowell
777 Success Street
New South Wales
2315
AHPRA Registration Number: PHA000111111111

Invoice/Receipt: R20258996205

DESCRIPTION	PRICE	TOTAL
Annual Declaration of Financial Interest Fee for ABC Centre	\$297.00	\$297.00
Annual Declaration of Financial Interest Fee for XYZ Pharmacy_DNT_CG	\$297.00	\$297.00
Merchant Fee	\$0.00	\$0.00
AMOUNT PAID		\$594.00

Under Division 81 of the Good and Services Tax (GST) Act, the fees prescribed in the Health Practitioner Regulation (New South Wales) Regulation 2016 and the Health Practitioner Regulation (New South Wales) Amendment (Pharmacy Annual Declaration Fee) Regulation 2021 are exempt from GST including the merchant fee.

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