

# Bulk Payments made for Multiple Registrations



The South African Pharmacy Council is facing a challenge with un-referenced bulk payments being made for multiple first-time registration of pharmacy professionals.

Since Council embarked on a cashless system in 2005, the profession has been frequently requested *via Pharmaciae* and other communication media how to properly reference their payments, e.g. **to use as a ben-**

**eficiary reference, the individuals' SAPC account number (P-number), initials and surname.**

Unfortunately despite various communication efforts, bulk payments are still being received with no proper referencing. As a result, these payments end up in a suspense account because they cannot be properly reconciled.

To avoid a lot of frustration, especially from a customer service point of view, when people are not being registered on time, **an appeal is once again made to the profession to use correct referencing and methods of payment**, as you do when paying other accounts, such as your water and lights account.

## What are bulk payments?

Bulk payments are lump sum or large amounts paid into the Council's bank account for several accounts e.g. a pharmacy paying for many pharmacists, or pharmacists' assistants.

## How to make a bulk payment?

Similar to paying your municipal or Telkom bills, bulk payments must be correctly referenced so that funds thus paid can be allocated timeously to the relevant pharmacists or pharmacies' accounts. The types of bulk payments Council is receiving can most often be classified into two categories, namely:

### (a) Bulk payments for persons registered with Council

Every person or pharmacy registered with Council has a reference number. The reference number to use in the case of an individual pharmacist is "P" followed by a 5 digit number or pharmacy is "Y" followed by a 5 digit number as indicated below.

Fortunately, this number does not change. Any company can therefore easily keep database of reference numbers for its pharmacists or employees.

### (b) Bulk payments for persons not registered with Council

In the case of **new registrations**, for instance pharmacists' assistants being registered for the first time, the reference number of the pharmacy under which they fall should be used. Where both the pharmacy and applicants are registering for the first time with Council and no reference number exists, Council must be contacted.

**The prefixes are differentiated as indicated below:**

<b>Student/Assistant/Intern/Pharmacist -</b> Reference number starts with “ <b>P</b> ”, followed by a <b>5-digit number</b> , e.g.	<b>P</b>				
<b>Pharmacy (both private and institutional)-</b> Reference number starts with “ <b>Y</b> ”, followed by a <b>5-digit number</b> , e.g.	<b>Y</b>				
<b>Assessor-</b> Reference number starts with “ <b>A</b> ”, followed by a <b>5-digit number</b> , e.g.	<b>A</b>				
<b>Provider -</b> Reference number starts with “ <b>R</b> ”, followed by a <b>5-digit number</b> , e.g.	<b>R</b>				

**Example of correctly referenced bulk payment or deposit**

Ref no:	Surname & Initials	Amount (R)
P41000	Pharmacist A (state surname & initials)	853.86
P41001	Pharmacist B (state surname & initials)	853.86

**Proof of payment**

Once the above payment is made through the bank, credit card, or electronic transfer, proof of payment in the form of the deposit slip or transmission report must be submitted to Council through any of the following:

- Hand delivered at: 591 Belvedere Street, Arcadia, Pretoria
- Posted to: PO Box 40040, Arcadia, 0007, Pretoria
- Faxed to: +27 (12) 321 1479
- Emailed to: finance@pharmcouncil.co.za

**If you are not sure about the reference numbers and you want to make a bulk payment, please contact our Finance Department (contact details below), as payments incorrectly referenced may lead to late registration or erasure from the register.**

**Each year the following annual fees are due:**

- 02 January** - Pharmacies (Retail, public, wholesale, distribution or manufacturing)
- 01 February** - Pharmacists
- 01 June** - Providers, Assessors, All pharmacists’ assistants & students
- 01 July** - Pharmacies (Public hospital pharmacies)

Should **you not pay** your fee within the regulated timeframe, **your name will be erased** from the Register and a restoration fee has to be paid in order to restore your name. The following **cashless payment options** are available for payments of e.g. annual or registration fees:

**Standard Bank DIRECT DEPOSIT**

Use the **M65 Credit Transfer form** (obtainable from the SAPC Financial Department) to pay your account at **any Standard Bank**. NB: No other deposit slips will be accepted - **only the SAPC standardized M65 form**.

**CREDIT CARD**

Your account can be paid via credit card (**Master/Visa cards**). A completed credit card authorization form (obtainable from the SAPC Financial Department) must be submitted to our offices to facilitate the transaction.

**INTERNET TRANSFER**

Log on to your bank’s website and use the banking details as follows to facilitate the payment:

<b>Name of beneficiary:</b>	South African Pharmacy Council
<b>Name of bank:</b>	Standard Bank of South Africa
<b>Account type:</b>	Cheque account
<b>Account number:</b>	011885866
<b>Branch code:</b>	010145
<b>Beneficiary reference:</b>	Your account number ** with SAPC and surname & initials.

**Finance**



**Voster Himbotwe (Manager)**  
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**Invoices/Receipts**




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**Debtors Capturing**




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**Payment of Claims/Creditors**



**Itani Nemathithi (Senior Finance Officer)**  
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**Ordering of GPP/Credit Card Payment**



**Mary Pelo (Finance Clerk)**  
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**In conclusion, please remember your account number, is your reference number, when you make a payment with SAPC:**

**If you are registered as:**

<b>Student</b>	<b>P</b> (followed by a 5-digit number)
<b>Intern</b>	<b>P</b> (followed by a 5-digit number)
<b>Pharmacist’s assistant</b>	<b>P</b> (followed by a 5-digit number)
<b>Pharmacist</b>	<b>P</b> (followed by a 5-digit number)
<b>Pharmacy</b>	<b>Y</b> (followed by a 5-digit number)
<b>Assessor</b>	<b>A</b> (followed by a 5-digit number)
<b>Provider</b>	<b>R</b> (followed by a 5-digit number)

**Please note that the above-mentioned account number is not your registration number, but a unique number provided to each entity registered with SAPC.**