



PBS Minimum Stockholding Requirements

Notification of likely or actual breach of minimum stockholding requirement – Declaration Form for excel format submissions

When a Responsible Person makes a notification of a likely or actual breach of the minimum stockholding requirements using the Excel format submission [here](#), it must be accompanied by this declaration form completed in full and signed by an Authorised Representative.

Part 1 – Excel Format Notification details

Date excel format notification is made

Click or tap to enter a date.

Responsible Person¹ details

Name of Responsible Person (RP)

Authorised Representative contact information

Name

Phone number

Email

Part 2 – Acknowledgements for RP to complete (as relevant)

- Part 2 *Supporting information* was not submitted in the Notification Form and will be provided in 14 days from the date of this initial notification.
- An updated form will be provided to the Department as soon as possible if any information provided in this excel format submission changes for any brand, including but not limited to:
 - i) when the likely breach is anticipated to occur
 - ii) anticipated duration of the likely or actual breach
 - iii) anticipated lowest stockholding level and/or date lowest stockholding level will be reached
 - iv) if there is a material change in corrective action and/or expected outcome of corrective action(s) in the case of an actual breach.
- If a **likely breach** has resolved without eventuating in an actual breach, for each brand an updated form will be provided to advise when it resolved and how.

Note: if a likely breach becomes an actual breach, a separate notification must be submitted to notify of the actual breach of the minimum stockholding requirement. See Section 7.2(a) of the Guidelines.

- Following resolution of an **actual breach**, for each brand an updated form will be provided with the dates the breach started and resolved, duration of breach, and actual stock levels.

¹ The supplier of the brand on the PBS - [Pharmaceutical Benefits Scheme \(PBS\) | Responsible person](#)

Part 3 – Documents provided

- I have attached the following **additional** documents to support the claims made in this form, and to assist in assessing the breaches.

List of supporting documents

- No **additional** documents are attached to/provided with this form (apart from the excel notification form document providing answers to the questions in the breach notification form).

Note: RPs should be prepared to provide supporting documents if requested by the Department, to validate the information and submissions made.

*In relation to actual breaches, RPs should be proactive in providing the Department with information and documents which are relevant to the factors that the Minister must and may consider when assessing a breach and determining whether to exercise their power under s99AEKE(2). A list of the documentation and information which the Minister may wish to consider in relation to each factor is provided at Section 8.2(d) of the Guidelines. **If you intend to provide further supporting documents at a later stage (after provision of the Supporting Information portion of the form), please indicate below what further documents will be provided and when.***

- I intend to provide additional documents which are not yet available. I intend to provide the following documents by the dates outlined below.

List of documents and when they will be provided by

Part 4 – Declaration and signature (compulsory)

- This declaration pertains to the information submitted in the Notification Form and any additional or supporting documents accompanying this declaration.

I acknowledge giving false or misleading information is a serious offence and that providing false or misleading documents is also an offence. I have not omitted any matters without which the information provided would be misleading.

Signed

Name

Date

Click or tap to enter a date.

Note: Please submit your completed declaration form and excel format submission together with any supporting documentation to pbsstockholding@Health.gov.au

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APP 5 Notice

Your personal information is being collected by the Department of Health and Aged Care (**the department**). The personal information which is being collected consists of your name (as Authorised Representative of a Responsible Person), contact phone number and email address, as well as any personal information in further email correspondence relevant to this notification form.

The department collects your personal information for the purpose of contacting you to discuss the notification you have provided. This may include seeking clarification or further information. If information you provide is shared with the Therapeutic Goods Administration (TGA), this may include personal information which you have provided. If you do not or are unable to provide your personal information the department will not be able to communicate directly with you regarding this notification.

Access to and correction of your personal information

The department's privacy policy contains information about how you may access and seek correction of personal information about you that is held by the department.

Privacy complaints

The department's privacy policy contains information about how you may complain about a breach of the Australian Privacy Principles or the Australian Government Agencies Privacy Code and how the department will deal with complaints.

Overseas disclosure of your personal information

We will not disclose your personal information to any overseas recipients.

Further information

You can read the department's privacy policy [here](#). You can obtain a copy of the APP privacy policy by contacting the department using the contact details set out at the end of this notice.

Contact details

If you wish to contact the department about a privacy-related matter, including questions about this notice, please contact the department's Privacy Officer by one of the following methods:

- **Post**
Privacy Officer
Department of Health
23 Furzer Street
WODEN ACT 2606
- **Email**
privacy@health.gov.au
- **Telephone**
02 6289 1555