



Internet Supply List

First Time Registration for a Non-Retail Pharmacy Business

Version 1
August 2023

Introduction

This guide outlines the steps for first-time entry to the PSI Internet Supply List (ISL).

Anyone who wishes to sell non-prescription medicines over the internet in Ireland must register with the PSI and have their name listed on the approved Internet Supply List. Those websites must also display the EU common logo on every web page that offers non-prescription medicines for sale.

Please familiarise yourself with the requirements for Internet Suppliers on PSI's website before you first apply to register on the Internet Supply List: [Internet Supply-Medicines-PSI \(thepsi.ie\)](https://thepsi.ie)

Note that the registration on the Internet Supply List (ISL) must also be renewed annually before the expiry date of the current ISL registration.

This guide includes the following sections:

- Section 1: First time registration on the the Internet Supply List for a non-retail pharmacy business
- Section 2: How to cancel a registration on the Internet Supply List

A guide on how to complete the renewal of the ISL Registration can be accessed here: [Helpful Resources · The PSI Registration Portal](#)

In order to make an application for entry on to the Internet Supply List, you must access [The PSI Registration Portal](#) by creating a new account (navigate to the sign in option in the top right-hand corner and choose 'sign up now', you will need access to your phone number due to two-factor authentication). Alternatively, you may log in using your existing login details.

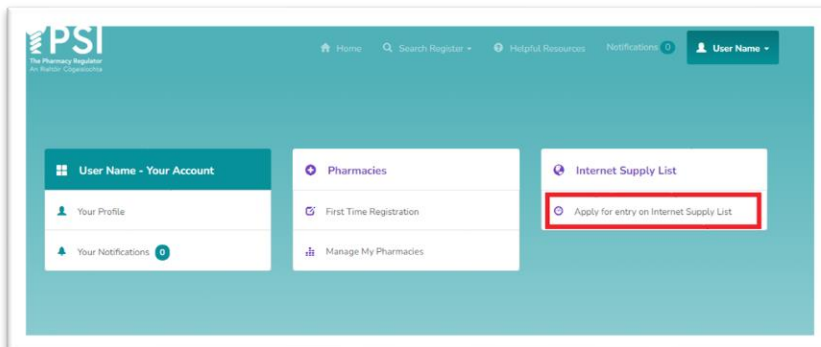
The applicant will become the nominated person for the non-retail pharmacy business, and any communication from the PSI, including reminders for the annual renewal, will be sent to the provided email address. Renewal is completed annually via the existing account.

Once you have access to the PSI Registration portal, follow the steps outlined below to complete and submit your ISL registration application.

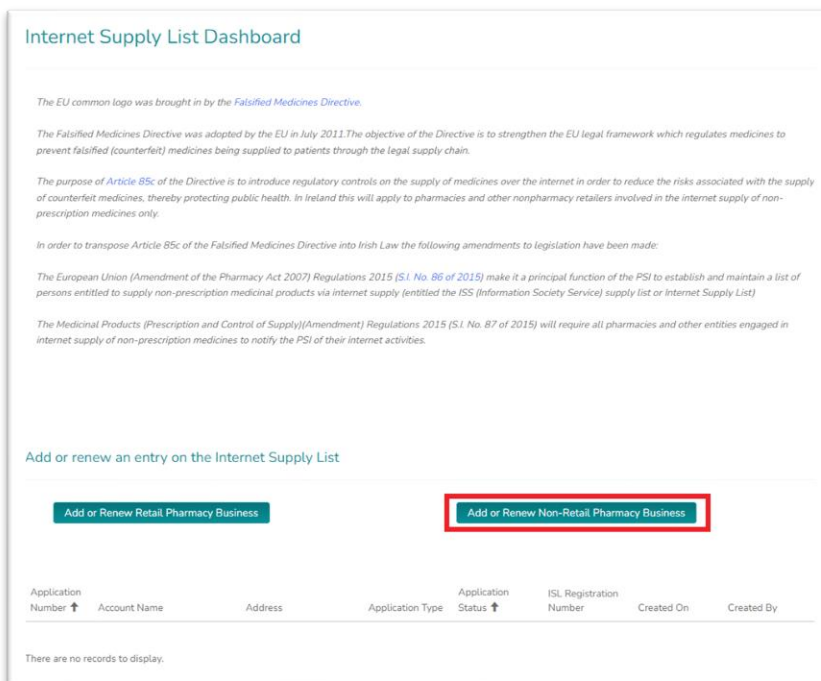
You can find our FAQ and other resources that might assist you on the registration portal: [Helpful Resources · The PSI Registration Portal](#). Here you can also find our 24/7 chatbot. For queries, please contact PSI on info@psi.ie or by phone at 01 218 4000.

1. First time registration on the Internet Supply List for a non-retail pharmacy business

Step 1: Log into/Sign up to your account on the PSI Registration Portal and navigate to the 'Apply for entry on Internet Supply List' tab.



- **Step 2:** Click on 'Add or Renew Non-Retail Pharmacy Business'.



- **Step 3:** Choose 'No' for 'Is this application to renew an existing Internet Supply List registration?' question and proceed by clicking 'Next'.

Home > Internet Supply List > Application List > Application Details

Application Details

0

Note: If there have been any material changes (change to trading name, relocation etc.) to the [current Internet Supply List entry](#) please contact us at info@psl.ie prior to submitting an application for renewal as an application for first time entry might be required.

ADD OR RENEW AN INTERNET SUPPLY LIST REGISTRATION

Is this application to renew an existing Internet Supply List registration?

No Yes

NEXT

- **Step 4: Enter Supplier details, then click 'Next'.**

Home > Internet Supply List > Application List > Application Details

Application Details

11%

Permanent address of the fixed premises at which the medicinal products are to be stored and from which they are to be supplied. This premises cannot be a dwelling. 'Fixed premises' does not include a vehicle, trailer, caravan, or other thing which may be transported on, in, or attached to a vehicle, or, a tent, awning, or hut, shed, or an unroofed or temporary structure or stall or a yard, field roadway, or casual trading area

SUPPLIER DETAILS

Name to be entered on the Internet Supply List *

ISL Name

Street 1 *

P.S.I. House

Street 2

Fenian Street

Street 3

Town

Dublin 2

County

Co. Dublin

Country *

Ireland

Eircode

D02 TD72

Telephone

+353(0)1 218 4000

Email Address

Description of Premises

Office
Warehouse
Shop
Other

PREVIOUS

NEXT

- **Step 5:** Upload floor plan by clicking on 'View details' icon and following the required steps, then click 'Next'.

Home > Internet Supply List > Application List > Application Details

Application Details

22%

DOCUMENT UPLOAD

Please attach a floor plan of the premises detailing all areas where medicines or records are to be stored.

Application Document ↑	Uploaded
Floor plan	No

View details

PREVIOUS

NEXT

- **Step 6:** Choose Ownership type, then click 'Next'.

Home > Internet Supply List > Application List > Application Details

Application Details

33%

OWNERSHIP DETAILS

Ownership Type *

Sole Trader
Company

Please select an item in this list

PREVIOUS

NEXT

- **Step 7:** Enter Owning Company/Sole Trader details, then click 'Next'.

Application Details

44%

Registered Name of Company (as stated on the Company's Certificate of Incorporation) *

Company Registration Number *

Street 1 *

Street 2

Street 3

Town

County

Country *

Eircode

Under the Companies Act 2014 all existing private companies limited by shares must convert to either a LTD or a DAC (new company types introduced by the Act) by 30th November 2016. Please contact your accountant or solicitor if you are unsure if your company has converted or not.

Company Type

Private Limited Company
LTD under the Companies Act 2014
DAC under the Companies Act 2014
Public Limited Company
Other

PREVIOUS NEXT

- **Step 8:** Add Internet Supply Details; Website Trading Name, web address and proposed opening date.
Please note: Website trading name and website address will be displayed on the published PSI ISL Register once your application has been approved by the PSI.

Application Details

55%

INTERNET SUPPLY DETAILS

Website Trading Name *

Website Address for Internet Supply *

Proposed Starting Date of Internet Supply *

PREVIOUS NEXT

- **Step 9:** Please select an option from the dropdown menu, then click 'Next'.

Application Details

66%

The classification sub-category or sub-categories in accordance with Regulation 12(1)(b) of the Medicinal Products (Control of Placing on the Market) Regulations 2007 (S.I. No. 540 of 2007) of the non-prescription medicinal products offered for sale at a distance to the public over the internet i.e. pharmacy only medicines or general sales list medicines. A non-pharmacy retailer is only permitted to sell general sales list medicines. The list of medicines on general sales can be accessed on the HPRA website <https://www.hpra.ie/homepage/medicines/medicines-information/find-a-medicine>.

CLASSIFICATION OF MEDICINAL PRODUCTS TO BE SUPPLIED BY MEANS OF THE INTERNET

General Sales Medicines

No
Yes

PREVIOUS

NEXT

- **Step 10:** Complete the declarations as appropriate, then click 'Next'.

Application Details

50%

DECLARATIONS

I being the person duly authorised to complete this application on behalf of the company/sole trader declare as follows:

The particulars given in this application are, to the best of my knowledge, true and correct. *

No Yes

I undertake to notify, in writing, the PSI of any changes in, or additions to, the aforementioned particulars. *

No Yes

I am aware that this person/entity may be removed from the ISS Supply List if any of the information submitted is false or materially inaccurate. *

No Yes

That the supply of medicinal products to the public at a distance by means of information society services (internet supply) will be conducted in compliance with the Medicinal Products (Prescription and Control of Supply) (Amendment) Regulations 2015. *

No Yes

PREVIOUS

NEXT

Step 11: Agree to the Conditions for use of Common Logo and then click 'Next' to be taken to the payment page (see step 12).

Application Details

88%

Conditions for use of Common Logo

1. These conditions must be complied with in order to use the logo. Failure to comply with these conditions could result in withdrawal of permission to use the logo.
2. The logo will be issued by the PSI following approval of an application by a Seller to be entered on the internet supply list.
3. The logo can only be used on approved websites owned and operated by an entity that is offering to sell or supply non-prescription medicines to patients and the public over the internet from the premises to which the logo / register entry relates.
4. The logo must not be replicated or duplicated or used otherwise than in accordance with the site for which it has been granted.
5. Once granted, the logo must not be supplied for use by a third party.
6. No modification of the logo will be permitted, and no words or additional logos may be superimposed on the logo itself.
7. The logo must not be used in any context that could be regarded as illegal or inappropriate.
8. Information contained on the website must be legal, appropriate and truthful.
9. The website must comply with any relevant legislation (for instance advertising of medicines to the public).
10. The website offering the non-prescription medicinal products must contain the following:
 - a. The contact details for the PSI
 - b. A hyperlink to the PSI Internet Supply List webpage
 - c. The common logo on every page of the website which relates to the offer of supply of medicinal products at a distance, including a link to the entry of the person on the Internet Supply List etc.
 - d. A statement stating that a record of each transaction will be retained for 2 years
11. The PSI must be notified if the website is to be discontinued or moved to another website address.
12. The PSI must be notified of any change of ownership, and the new owner must apply for use of the Common Logo.

I note the Conditions for Use of the Common Logo above and agree to be bound by these conditions. *

No Yes

PREVIOUS NEXT

- **Step 12:** Please select your payment method: *'Pay Now'* for online card payment, or *'Pay by Electronic Funds'* for bank transfer. If paying by card, enter your payment details and proceed with the *'Pay Now'* option, then you will be prompted to input card details. For bank transfers, click *'Pay by Electronic Funds'* to access the Fee Demand Notice (FDN) with PSI bank details and payment reference that should be used to ensure the payment is processed for the intended application. If the FDN notice hasn't been applied, kindly get in touch with info@psi.ie and provide payment details, including the account from which the payment was made, the payment date, application number, and the reference used.

You must pay the outstanding application fee in order for your application to be processed.

Payer email address

Payer mobile number
 Ireland (+353)

Search address or Eircode
 Search

Billing address line 1

Billing address line 2

Billing address line 3

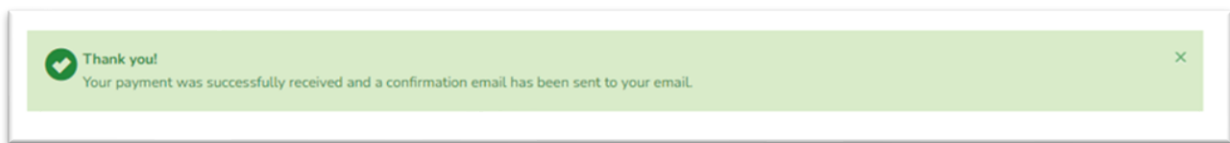
Billing address town

Billing address country

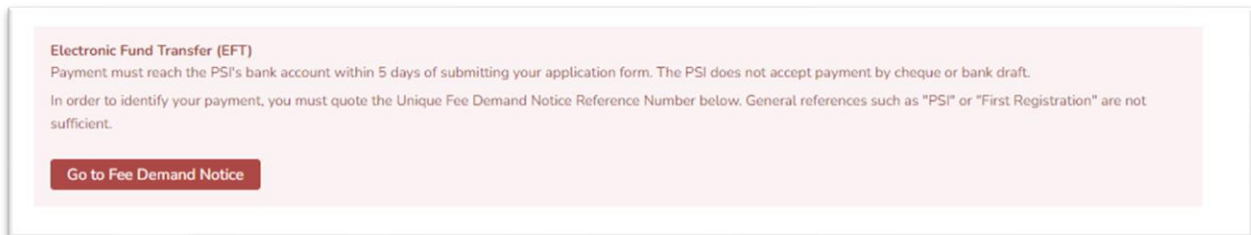
Billing address postcode

Pay now or Pay by Electronic Funds Transfer

- **Step 12a:** Once payment has been made by card you will receive the following confirmation.



- **Step 12b:** Once you have chosen 'Pay by Electronic Funds' you will have the option to view and print Fee Demand Notice.



Please note: Upon approval of your application, you will receive a notification by email. This email includes the EU ISL logo that must be displayed on the website before the internet supply of non-prescription medicines commences.

The registration will be valid for 1 year and must then be renewed to avoid automatic cancellation at the expiry date. You will receive an email notification 30 and 15 days before the renewal must be completed.

Please remember to check your spam folder.

2. Cancellation of Internet Supply List registration

If the ISL registration is not renewed prior to the expiry of the current registration, the non-retail pharmacy business will automatically be removed from the Internet Supply List at the registration expiry date. The nominated person will be informed by an email.

If you wish to cancel your Internet Supply List registration before the expiry date of your registration, please send an email to info@psi.ie with the following information:

- Retailer name and ISL registration number
- The date you wish to cancel your registration (at least 5 workdays after the email is sent)

Please note that the email must be sent from the nominated person for the non-retail pharmacy business using the email address linked to their respective accounts on the PSI registration portal.