**Chapter 38**

**Annex 15**

**Notification of entering administration**

|  |  |
| --- | --- |
| **Name of company** |  |
| **Trading name, if applicable** |  |
| **ODS code (also known as the F code)** |  |
| **Full address of premises to which the notification relates** |  |
| **Address for correspondence (if different)** |  |

Pursuant to regulation 67A of the NHS (Pharmaceutical and Local Pharmaceutical Services) Regulations 2013, as amended, I wish to notify you that an administrator was appointed in respect of the above company and their appointment took effect on:

……………………………………………………………………(insert date).

|  |  |
| --- | --- |
| **Name of the administrator** |  |
| **Phone number for the administrator** |  |
| **Email address of the administrator** |  |

Name ……………………………………………………………………………………….

Position …………………………………………………………………………………….

Date ……………………………….................................................................................

On behalf of …………………………………………………………………………………

(insert name of company)

Contact email address in case of queries …………………………………………………

Contact phone number in case of queries …………………………………………………

Please return to either the NHS England regional team in whose area the premises are located, or if the premises are in the area of an integrated care board that is delegated to commission pharmaceutical services, to the integrated care board.

As of November 2022, only the integrated care boards in the following NHS England regions are delegated:

* South East
* North West

NHS England’s [Privacy Notice](https://www.england.nhs.uk/contact-us/privacy/privacy-notice/) describes how certain services are provided on behalf of Integrated Care Boards and how personal data is used. It also explains how you can invoke your rights as a data subject. We will protect your information in line with the requirements of the Data Protection Act 2018.