

How to complete an application for voluntary cancellation

A provider is required to complete and submit an application for voluntary cancellation if they wish to cancel the registration of their service.

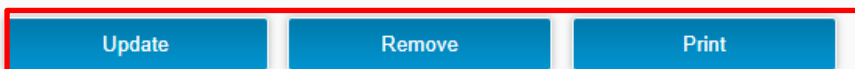
The provider should log on to their portal and follow these steps in order to submit their web cancellation form.

1. Access the Changes to registration tab on the left hand side of the screen.



2. Please note that all un-submitted and rejected applications on your account will be listed under the Applications to be Submitted / Resubmitted view. The buttons in this section allow you to Update, Remove, or Print these forms. If you have exited or been timed out of a form, please select and Update the existing application rather than commencing a new form. **NB. Please note that selecting a form and clicking Remove will permanently delete the record from the system. This action cannot be undone.**

Applications to be Submitted/Resubmitted



Service/Provider	Application Type		Status	Further Details
☒ Another Test Service ML (021247)	PF011578	F10 - Application Cancellation	Incomplete	
☐ Another Test Service ML (021247)	PF011577	F12 - Variation	Incomplete	

3. Select the Application Cancellation option underneath the Changes to Registration heading

Home

Notifications

Changes to registration

Variation

Notification of absence

Application cancellation

Registration of new manager for existing service

Change to responsible individual for an existing organisation

Addition of a partner to an existing partnership

Return of Registered Manager

Registration of a new service

Post inspection evaluations

Report & QIP

Document Store

Permissions

RQIA Portal Version 1.0.1.79

Time remaining: 59:55

A Tester - Last Login - 27/03/2025 13:14:09 - [Logout](#)

Changes to Registration

To request a change / changes to your service registration an application form must be submitted to RQIA.

To begin this process, please select the application form from the menu on the left. Guidance is provided within each form. General guidance about registration is available as a frequently asked questions document, which can be accessed [here](#)

This section only applies to services that are already registered and wish to apply for a change in their registration details. You should not access these forms if your service remains at the pre-registration stage. The relevant application forms for a new service registration can be accessed [here](#).

Please note that incomplete applications listed under your Applications to be Submitted / Resubmitted section will include previously inputted and saved information, and these applications can be updated and submitted at a later date.

Applications to be Submitted/Resubmitted

Update

Remove

Print

Service/Provider	Application Type	Status	Further Details
☐ Sysco Test Service 3 (021205)	PF011445 F01 - Registration of new manager for service	Incomplete	

4. On Page 1 of the Application Cancellation (F10) web form, use the dropdown menu beside Name of Establishment / Agency to select the relevant Service Name / ID:

Time remaining: 59:56

Application Cancellation (F10)

Steps: 1 2 3 4 5 6 7 8 9

1. Information about the Establishment/Agency

[\(Click here to view guidance documentation\)](#)

Name of the Establishment/Agency: Sysco Test Service 3 (021205)

RQIA ID: 021205

Establishment/Agency type: Adult Placement Agency (APA)

Maximum Number of Service Users:

Address Line 1: 123 Test Street

Address Line 2:

Town: Testville

When the Establishment/Agency is selected, the remaining greyed out fields on Page 1 will auto-populate. Press 'Save and Next' at the bottom of the page to proceed.

Close

Save and Next

5. Page 2 of the form will ask you to specify the Purpose of Application. There will be three dropdown options available for selection – ‘Closure of Establishment or Agency’, ‘Sale of Establishment/Agency’ or ‘Restructuring of Organisation’.

The next options will differ depending on which selection is made. When the purpose of application is ‘Closure of Establishment or Agency’, you will be prompted to complete section 2a, providing the details of the Responsible Individual(s) making said application.

Time remaining: 59:24

Application Cancellation (F10)

Steps: 1 2 3 4 5 6 7 8 9

2. Purpose of Application

[\(Click here to view guidance documentation\)](#)

Purpose of Application: * Closure of Establishment or Agency ▼

2a. Address details of Responsible Individual(s):

Responsible Individual 1: RP028049-New Tester ▼

Address Line 1:

Where the purpose of application is 'Sale of Establishment/Agency', you will be prompted to complete a section 2b, with the details of the proposed purchaser.

Application Cancellation (F10)

Steps:

1 2 3 4 5 6 7 8 9

2. Purpose of Application

[\(Click here to view guidance documentation\)](#)

Purpose of Application: * Sale of Establishment/Agency ▼

2b. Address Details of Purchaser:

First Name:

Surname:

Address Line 1:

Address Line 2:

Town:

Postcode:

Business Email:

Where the purpose selected is 'Restructuring of Organisation', no further details are required.

Time remaining: 59:57

Application Cancellation (F10)

Steps:

1 2 3 4 5 6 7 8 9

2. Purpose of Application

[\(Click here to view guidance documentation\)](#)

Purpose of Application: * Restructuring of Organisation ▼

Close

Previous

Save and Next

When you have inputted all of the required information, click the 'Save and Next' button to continue.

6. On page 3 you should input the 'Proposed Effective Date' of the cancellation (date format DD/MM/YYYY) and type the reason for the application in the 3b text box. Click 'Save and Next' to continue.

Time remaining: 59:05

Application Cancellation (F10)

Steps:

1 2 3 4 5 6 7 8 9

3. Details of Voluntary Cancellation of Registration

[\(Click here to view guidance documentation\)](#)

3a. Proposed Effective Date:

01/03/2025

3b. Please outline the reason for the application of cancellation:

Closure of service.

Close

Previous

Save and Next

7. On page 4, please type the arrangement for service users* in the text box provided. Click 'Save and Next' to continue

Time remaining: 59:33

Application Cancellation (F10)

Steps: 1 2 3 4 5 6 7 8 9

4. Arrangements in relation to Service Users

[\(Click here to view guidance documentation\)](#)

Please detail these arrangements:

Service users to be accommodated.

Close Previous Save and Next

*This response should include how the service users have been informed of the service closing and whether any other organisations have been informed.

8. On page 5, you will be asked whether notice has been provided to the impacted stakeholders (i.e. service users, representatives, Trusts) prior to the application being submitted – your options are 'Yes' or 'No'.

If you select 'Yes' you will be prompted to complete section 5a stating the particulars of the notice given to (i) the service users, (ii) their representatives and (iii) the local HSC Trust.

Application Cancellation (F10)

Steps: 1 2 3 4 5 6 7 8 9 10

5. Notifications

[\(Click here to view guidance documentation\)](#)

Has notice of the application been given by the responsible person to service users, their representatives and the local health trust in which area the establishment/agency is situated before the date on which the application for cancellation was made?

Yes ☒

5a. Please outline particulars of any notice of application for cancellation given to:

(i) service users;

If you have selected 'No', you will be asked to complete section 5b outlining why you were unable to provide notice to these stakeholders.

Click on 'Save and Next' to continue.

Application Cancellation (F10)

Steps: 1 2 3 4 5 6 7 8 9

5. Notifications

[\(Click here to view guidance documentation\)](#)

Has notice of the application been given by the responsible person to service users, their representatives and the local health trust in which area the establishment/agency is situated before the date on which the application for cancellation was made?

No

5b. Please outline any circumstances which prevented the registered person from giving, or made it impractical to give notice to any of the above:

Close

Previous

Save and Next

9. On page 6, you will be asked whether the application is being made 3 months before the proposed effective date. Again, your options are 'Yes' or 'No'.

If you select Yes, you will be asked to complete section 6a, providing details as to whether the establishment or agency is likely to cease being financially viable.

Time remaining: 59:45

Application Cancellation (F10)

Steps: 1 2 3 4 5 6 7 8 9

6. Statement of Financial Viability

[\(Click here to view guidance documentation\)](#)

Has the application been made 3 months before the proposed effective date?

Yes

6a. Please provide details as to whether the establishment or agency has ceased, or is likely to cease within the next following twelve months, to be financially viable:

Close Previous Save and Next

If you select 'No', no further detail is required.

Press 'Save and Next' to continue.

Time remaining: 59:55

Application Cancellation (F10)

Steps: 1 2 3 4 5 6 7 8 9

6. Statement of Financial Viability

[\(Click here to view guidance documentation\)](#)

Has the application been made 3 months before the proposed effective date?

No

Close Previous Save and Next

10. On Page 7, complete the free text box by typing details on how records will be held in accordance with the relevant legislation for your service type. Click 'Save and Next' to continue.

Time remaining: 59:37

Application Cancellation (F10)

Steps: 1 2 3 4 5 6 7 8 9

7. Arrangements for the holding of records

[\(Click here to view guidance documentation\)](#)

Please outline the arrangements for the holding of records pertaining to the service in relation to which this application is made:

The records will be stored securely.

Close Previous Save and Next

11. Skip Page 8 by clicking 'Save and Next'. On Page 9 allows you to complete your online submission. Initially, you should click on Open Declaration:

Time remaining: 59:40

Application Cancellation (F10)

Steps: 1 2 3 4 5 6 7 8 9

9. Submit Application

Please print, sign and scan the declaration form and upload using the button below.
You must upload the declaration form before you can complete the submission of your web application.

Open Declaration

Document to be returned	I am going to....	Upload Option	File uploaded
Signature Declaration Page	Submit electronically using upload button ▼	Choose File No file chosen Upload Scanned Declaration	X Required

By clicking Confirm and Submit, I confirm that all information entered is true and correct. I understand that once I click Confirm and Submit my application is locked and I cannot amend this information

12. The declaration form should be printed, signed by the applicant and responsible person(s) for the service, and scanned:

Form Reference: PF011451

DECLARATION

It is an offence to knowingly make a statement which is false or misleading in a material respect.

If any person listed in Section 5 has not yet received notice of the cancellation of registration, I confirm that within the next seven days of the date of this application such notice will be given.

I hereby confirm that the information provided in this application is complete and accurate.

Registered Manager:

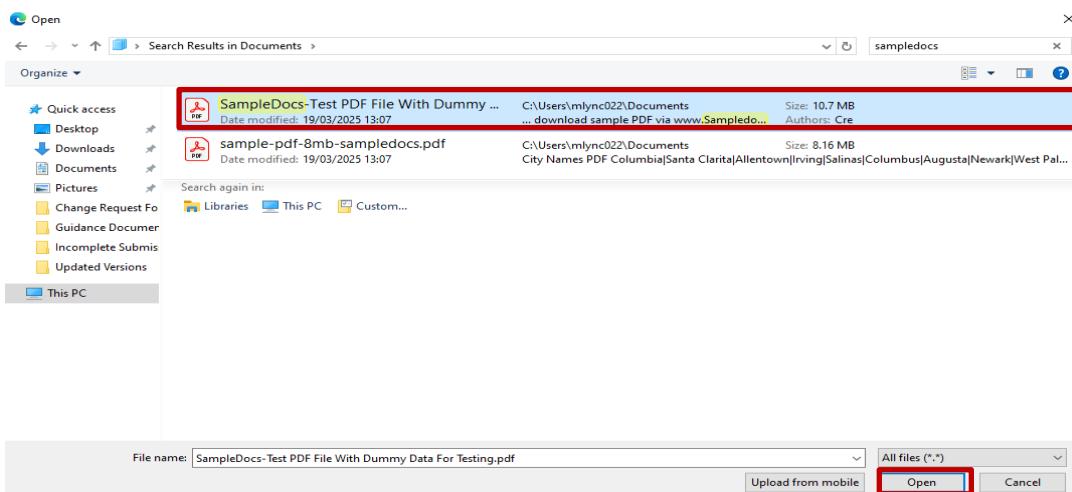
NAME (please print)	Signature	Date (dd/mm/yyyy)

Registered Responsible Person (Provider):

NAME (please print)	Signature	Date (dd/mm/yyyy)
1.		
2.		
3.		
4.		
5.		
6.		

13. Return to Page 9 and upload your scanned declaration form by following the steps below:

Document to be returned	I am going to....	Upload Option	File uploaded
Signature Declaration Page	Submit electronically using upload button	Choose File No file chosen Upload Scanned Declaration	X Required



Document to be returned	I am going to....	Upload Option	File uploaded
Signature Declaration Page	Submit electronically using upload button ▼	Choose File Sample...sting.pdf Upload Scanned Declaration	X Required

14. Once the Declaration Form is successfully uploaded, click on Confirm and Submit to complete your submission. Please note that it will not be possible to make further changes after this point.

9. Submit Application

Please print, sign and scan the declaration form and upload using the button below.

You must upload the declaration form before you can complete the submission of your web application.

Open Declaration

Document to be returned	I am going to....	Upload Option	File uploaded
Signature Declaration Page	Submit electronically using upload button ▼		✓ Uploaded

By clicking Confirm and Submit, I confirm that all information entered is true and correct. I understand that once I click Confirm and Submit my application is locked and I cannot amend this information.

Personal data submitted via RQIA's Web Portal may be accessed and used in accordance with RQIA's requirements as outlined in The Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 and associated regulations; in line with RQIA's registration and notification with the ICO under the Data Protection Act 1998; and in compliance with the Freedom of Information Act 2000. To comply with statutory and government requirements, data may be disclosed to external agencies, such as (but not exclusively): DHSSPS, NIAO, AccessNI, PSNI. RQIA will not disclose personal information to any third parties without the express consent of the data subject, except where required by law. From January 2005 personal data may, in exceptional circumstances where the public interest outweighs the individual's rights to privacy, be released under the auspices of the Freedom of Information Act 2000. Any queries concerning data protection or freedom of information should be addressed to RQIA's Head of Information. For further information, please visit <https://ico.org.uk/>

Confirm and Submit

15. You will receive the following message confirming the application has been submitted. You can then return to the menu by clicking on the button provided.

Time remaining: 59:58

Application Cancellation (F10)

Steps: 1 2 3 4 5 6 7 8 9

Application Submitted
Thank you for the preparation of your application and for the submission. Once the digital application form has been submitted the Registration Team will check to ensure:

- the correct supporting documentation has been submitted
- all supporting material is clear and legible
- payments have been received and are correct
- all mandatory fields have been appropriately completed

Should errors or omissions be found the Registration Team will reject the application and advise the applicant of corrective action
Only when a full and complete application been received will the Registration Team commence the Registration Process

PreviousReturn to menu

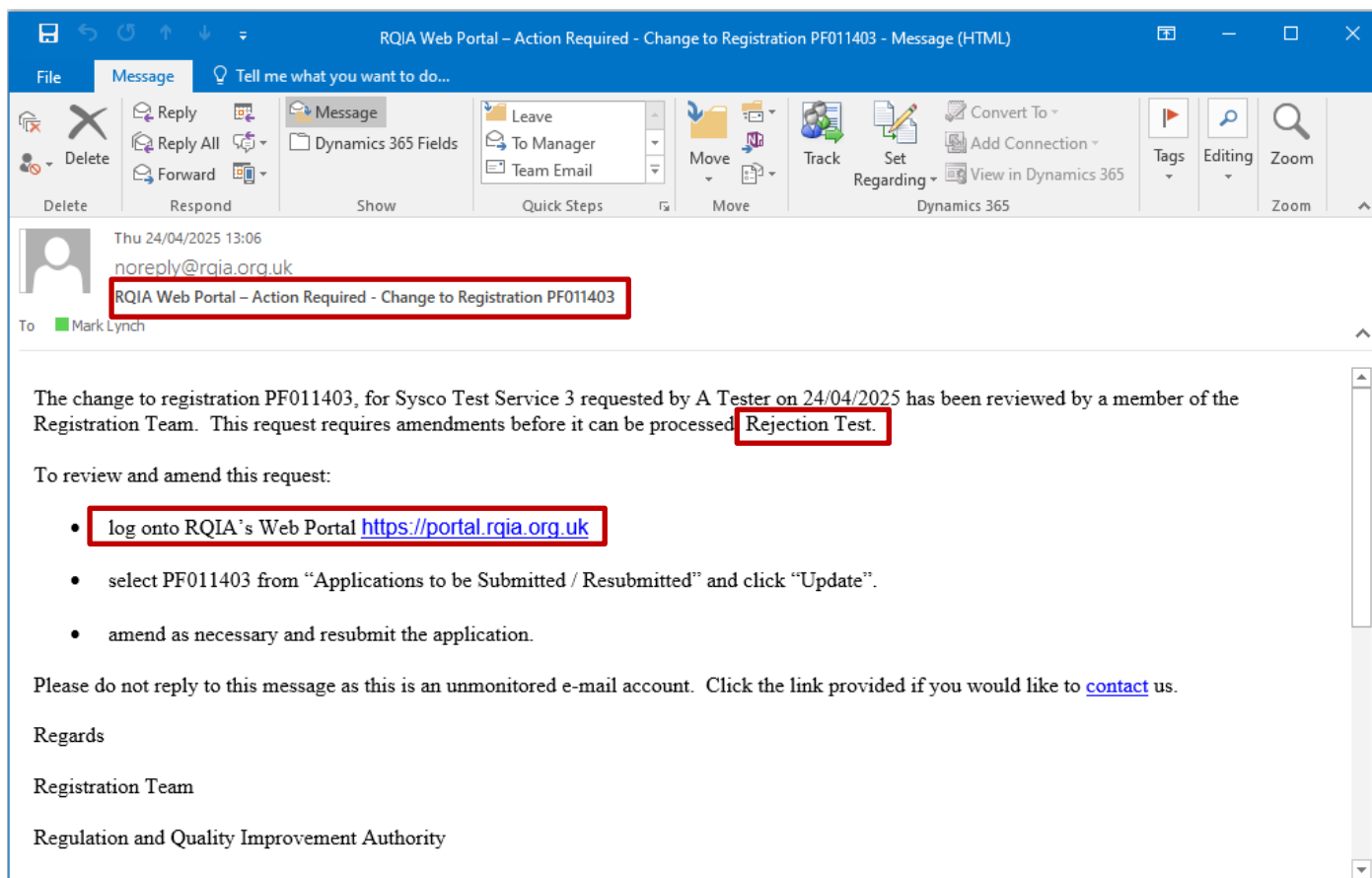
16. When you return to your Changes to registration menu, the F10 cancellation application will appear within the Completed Applications section. You cannot make further changes to the form at this point, but you can view or print your completed form.

Completed Applications

View

Service	Application Type	Status	Date Submitted
Sysco Test Service 3 (021205)	PF011451 F10 - Application Cancellation	Submitted	27/03/2025
...	...	...	...

17. Your application has now been submitted to RQIA. We will complete the initial assessment of your application and supporting documentation and contact you if further information is required.
18. If any additional documentation or information is required, the registration team may 'reject' or return your application for amendment. If this is the case, you will receive an automated email (as below) instructing you to log into your account and listing what issues need to be addressed.



19. The 'rejected' application will once again appear in the Applications to be Submitted / Resubmitted section. This will allow you to Update and Resubmit the application once the issues identified have been addressed.

Notifications

Changes to registration

- Variation
- Notification of absence
- Application cancellation
- Registration of new manager for existing service
- Change to responsible individual for an existing organisation
- Addition of a partner to an existing partnership
- Return of Registered Manager

Registration of a new service

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Applications to be Submitted/Resubmitted

Update
Remove
Print

Service/Provider	Application Type	Status	Further Details
Sysco Test Service 3 (021205)	PF011403 F10 - Application Cancellation	Rejected	Rejection Test

20. Please note that you must return the certificate of registration if the establishment has ceased trading or when the new body operating the establishment is registered.

If you have any additional queries regarding your application or the registration process, please contact registration@rqia.org.uk.