

How to complete an application for responsible person registration (applicant guidance)

1. If you/the applicant has not previously been registered with RQIA or had an active web portal account, you will need to obtain login details before you can complete an online application.

If you are making a Responsible Individual application on behalf of an establishment which is already registered, RQIA will need a written confirmation from the outgoing responsible person confirming that they are stepping down from the role and including the details of the proposed new responsible person.

These details should be sent to the RQIA registration team (email - registration@rqia.org.uk) and include the proposed responsible person's full name, job title, date of birth, contact telephone number, business email address, the provider organisation details, and the names and RQIA ID numbers of the services they are applying in respect of.

On receipt of these details, RQIA will set up a new user account and issue web portal login details to the proposed responsible person by post.

2. Once you have received your username and password letters, use the following link to log into the RQIA web portal - <https://portal.rqia.org.uk/>.

How to register with RQIA
RQIA Public Website
Frequently Asked Questions
Contact Us
Privacy Notice
RQIA Portal Version 1.0.1.37

Welcome to RQIA's Web Portal

RQIA's Web Portal provides access to a wide range of online services, allowing you to:

- submit notifiable events
- download and submit your inspection report and Quality Improvement Plan (QIP)
- apply to register a new service
- apply to make changes to your existing registration (or make changes to service details for non-registered services)
- submit a post-inspection evaluation form

If you have an existing account, please enter your username and password below.
RQIA's Web Portal is accessible only to services inspected by RQIA, or to providers seeking to make application to register a new service. Information on when existing services will receive their username and password is available [here](#).
Members of the public should access the [RQIA website](#).
If you do not have an existing account, and are seeking to make application to register as a new registered provider, you can begin the registration process [here](#).

User Name (e.g. CT897247): CTXXXXXX

Password:

Log In

[Forgotten log in details?](#)

3. When you have completed your login, please access the Changes to Registration menu on the left-hand side of your homepage:

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: 59:53
A Tester - Last Login - 27/03/2025 16:29:15 – [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. Please note that all un-submitted and rejected applications under 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 a form, please select and Update the 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

Update

Remove

Print

	Service/Provider	Application Type	Status	Further Details
☒	Test Provider 2	PF011579	F05 - Change to responsible individual for an existing organisation	Incomplete
☐	Another Test Service ML (021247)	PF011578	F10 - Application Cancellation	Incomplete

5. Depending on your assigned permissions, the Changes to registration menu may present you with a number of options relating to different application forms. Please select 'Change to responsible individual for an existing organisation' or 'Addition of partner to an existing partnership' – depending on which is applicable:

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

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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	

6. This will open a new F05 responsible individual form. Select the organisation you are applying in respect of from the dropdown list in section 1.1 Name of Organisation.

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

1.1 Name of Organisation

Name: * ▼

1.2 Responsible Person

Title: ▼

First Name:

Surname:

1.3 List of Establishments in respect of which the application is made

Add

Remove

7. In section 1.3, to include the services associated with the organisation you are registering as responsible individual for, select 'Add'.

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

1.1 Name of Organisation

Name: * Sysco Test Provider 3 ▼

1.2 Responsible Person

Title: Mr ▼

First Name: A

Surname: Tester

1.3 List of Establishments in respect of which the application is made

Add

Remove

8. Select the name of the service from the drop down list and click 'Submit'

Time remaining: 59:56

Add Establishment

Service:

Sysco Test Service 3 (021205) ▼

Cancel

Submit

9. The selected service now appears in section 1.3. You may either add additional services to the list or remove any which have been added erroneously. Click 'Save and Next' to progress to Page 2:

Name: *

Sysco Test Provider 3

1.2 Responsible Person

Title:

Mr

First Name:

A

Surname:

Tester

1.3 List of Establishments in respect of which the application is made

Add

Remove

	Name	Address	Service Type	Registration ID
☐	Sysco Test Service 3 (021205)	123 Test Street	Adult Placement Agency (APA)	021205

Close

Save and Next

10. The next page relates to your details as the applicant. Your name and DOB will already be recorded on our system and so will be automatically populated within the greyed out fields. If you need to change any of your personal details you can do so by returning to the main menu and selecting 'Home' and 'Contact details'. This page will ask you to input your position in the organisation, home address details, and confirm your right to work in the UK before proceeding. Please complete the mandatory fields (marked with a red asterisk) and click 'Save and Next' to continue.

Title:	Mr
First Name:	A
Middle Names (if any):	
Surname:	Tester
Position in the Organisation: *	Director
Date of Birth:	18/02/1983
Address Line 1: *	123 Test Street
Address Line 2:	
Town: *	Testville
Postcode: *	BT1
Telephone:	07557356272
Email Address:	mark.lynch@rqia.org.uk
Right to work in the UK without restrictions: *	Yes

11. Page 3 allows you to input your qualifications. In order to input a qualification, click 'Add':

Time remaining: 59:55

Change to Registration

Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13

3. Qualifications

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

Please refer to guidance document for an outline of required qualifications

Add

Remove

No Qualifications Found...

Close

Previous

Save and Next

12. This will open a new window. Please input your qualification title, awarding body, and the date you obtained said qualification before clicking 'Submit':

Time remaining: 55:00

Add Qualification

**Professional/Vocational
or Technical
Qualifications: ***

Social Work Degree

Awarding Body:

QUB

Date Obtained:

01/04/2005

Cancel

Submit

13. Once you have returned to Page 3, you will see the submitted qualification appearing. You may either add additional qualifications to the list or remove any which have been inputted erroneously. Click 'Save and Next' to continue:

Time remaining: 59:54

Change to Registration

Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13

3. Qualifications

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

Please refer to guidance document for an outline of required qualifications

Add

Remove

Professional/Vocational or Technical Qualifications	Awarding Body	Date Obtained
☐ Social Work Degree	QUB	01/04/2005

Close

Previous

Save and Next

14. Page 4 asks for details of your Professional Body registration. If applicable, please click 'Add' to open a new window:

Time remaining: 59:56

Change to Registration

Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13

4. Details of Registration with Professional Body

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

Add

Remove

No Professional Body Registrations Found...

Close

Previous

Save and Next

15. Please input the name or initials of your professional body (e.g. NISCC, NMC, GDC etc.), your Registration PIN number, and the date your registration is due to expire. Click 'Submit' to proceed.

Time remaining: 59:38

Add Professional Body Registration

Name of Professional Regulatory Body: *

NISCC

Registration/PIN (where applicable):

123456

Date of Expiry:

01/04/2025

Cancel

Submit

16. Back on Page 4, you can either add additional registrations or remove an incorrect entry. Once you are ready to proceed, click 'Save and Next':

Time remaining: 59:57

Change to Registration

Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13

4. Details of Registration with Professional Body

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

Add

Remove

Name of Professional Regulatory Body	Registration/PIN	Date of Expiry
☐ NISCC	123456	01/04/2025

Close

Previous

Save and Next

17. Page 5 relates to your Experience. You should include your full employment history (from first paid employment) within this section and account for any gaps in employment. Click 'Add' to create a new employment record:

Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

5. Experience

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

Please provide explanation for gaps in employment

Add **Remove**

No Employment Records Found...

18. Please complete the mandatory fields within the employment window (job title / grade, name and address of employer, outline of main duties, employment start date). The 'employment end date' and 'reason for leaving' fields are not required for your current position (assuming you are still in post) but should be inputted for previous posts. When all the relevant information is inputted please click 'Submit' to continue.

Time remaining: 56:56

Add Employment

Please note that you will not be able to edit the details of a period of employment after you select the 'Submit' button. You should therefore check and review the details carefully before submitting the record. However, you retain the ability to remove a period of employment and add a new period of employment within the 'Experience' page of your application.

Job Title/Grade: *	Care Manager
Name and Address of Employer: *	Health Trust, Main Street, Belfast
Outline of Main Duties: *	Management of care for service users
Employment Start Date: *	01/04/2010
Employment End Date:	31/03/2019
Reason for Leaving:	To take up new position x

CancelSubmit

19. You will need to create and submit as many employment records as required to complete your full employment history. You can 'Add' and 'Remove' employment records as required. Once you have completed this task, click 'Save and Next' to continue:

Change to Registration

Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13

5. Experience

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

Please provide explanation for gaps in employment

Add

Remove

Job Title/ Grade	Name and Address of Employer	Start Date	End Date	Reason for Leaving
☐ Home Manager	Residential Home, Belfast	01/04/2005	01/04/2010	To take up new post
☐ Care Worker	Residential Home, Belfast	01/04/2003	01/04/2005	Promotion
☐ Care Manager	Health	01/04/2010	31/03/2019	

Close

Previous

Save and Next

20. Page 6 allows you to input any other experience or training relevant to your application. If applicable, complete this field and then click 'Save and Next' to continue:

Change to Registration

Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13

6. Other Relevant Experience or Training

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

Please provide details of any other experience/skills or training which you believe are relevant to this application

Mandatory training completed

Close

Previous

Save and Next

21. Page 7 asks you to state any other business interests. If applicable, please type the relevant details into text box provided and click 'Save and Next' to proceed:

Change to Registration

Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13

7. Other Business Interests

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

Please provide details of any business currently or previously carried on or managed by you

N/A

ClosePreviousSave and Next

22. You are required to provide the details of two referees who can comment on your competencies and experience to fulfil the role. Please input the contact details of both referees before proceeding. RQIA registration team will contact these persons to request written references in support of your application.

Referee 1

Title: * Mr ✓

First Name: * John

Surname: * Smith

Address Line 1: * 123 High Street

Address Line 2:

Town: * New City

Postcode: * BT1

Telephone (no spaces): 07123456789

Email: * test1@testemail.com

Occupation:

Capacity in which known: * Line Manager

Referee 2

Title: * Dr

First Name: * A

Surname: * Name

Address Line 1: * 456 High Street

Address Line 2:

Town: * Old Town

Postcode: * BT3

Telephone (no spaces): 01234567890

Email: * test2@testemail.com

Occupation:

Capacity in which known: * Previous Employer

23. The standard requirement is for one of your referees to have employed you for a period of at least 3 months over the last 5 years. If you are unable to meet this requirement or you are self-employed, please complete the text box at the bottom of Page 7. When all your referee details are inputted, click 'Save and Next' to continue:

Should you be unable to provide details of one referee who has employed you for a period of at least 3 months within the last 5 years please outline why it would be unreasonable for you to do so:

Close

Previous

Save and Next

24. You are required to complete a statement of financial standing. If you select 'yes' for any of the questions you are required to provide further information in the box below.

Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

9. Statement of Financial Standing

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

Have you been adjudged bankrupt:

No



Has sequestration of your estate been ordered:

No



Have you made a composition or arrangement with, or granted a trust deed for, his creditors:

No



If yes, please provide details:

N/A

25. You are required to complete a statement of financial viability and provide further information in the additional comments box if applicable. Click 'Save and Next' to continue.

9a. Statement of Financial Viability

Is the applicant able to ensure the financial viability of the establishment/agency for the purpose of achieving the aims and objectives as set out in the Statement of Purpose?

-- Please Select --



Additional Comments:

Close

Previous

Save and Next

22. Page 10 relates to your Statement of Medical Fitness. You have two options in order to complete this requirement:

- a. Select 'Print Medical Fitness Form' to open a form in a new window. You can then print this form and bring it to your GP or Occupational Health department for their stamp or signature.

10. Assurance of Medical Fitness

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

The Assurance of Medical Fitness Statement must be completed by a Medical Practitioner.

Print Medical Fitness Form

Form Reference: PF011454

Assurance of Medical Fitness (to be completed by a Medical Practitioner)

**STATEMENT OF MEDICAL FITNESS BY MEDICAL PRACTITIONER CONFIRMING FITNESS
TO MANAGE THE SERVICE DETAILED BELOW**

Name of Establishment or Agency	Type of Establishment or Agency

Name of Applicant	
Date of Birth	
Address	

- b. If you are unable to obtain a signed medical fitness form, you have the option of providing a self-certification of your medical fitness to carry on the role. If you wish to take this option, please input the reason for making a self-cert within the text box at the bottom of the screen and tick the declaration below it:

If you are unable to obtain a Statement of Medical Fitness from a Medical Practitioner, please give a reason for being unable to do so below, and tick the declaration box.

Unable to get a GP appointment

☒

I declare that I am of the opinion that I am physically and mentally fit to carry on the establishment(s) and/or agency/ies for which I make this application

Close

Previous

Save and Next

26. Once you have completed your selected action, click on 'Save and Next' to continue.

27. Next, you will be asked to declare any criminal offences, pending prosecutions, or criminal investigations you may be subject to. Please select either 'Yes' or 'No' in response to each of these three questions. If you have any information you wish to disclose, please type the details within the text boxes provided:

Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

11. Rehabilitation of Offenders

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

Have you ever been convicted of a criminal offence:

No

If yes, please provide details:

Are you aware of any prosecutions outstanding or any pending court action against you?

No

If yes, please provide details:

Is there any reason why you cannot work in a regulated activity? No

If yes, please provide details:

Close Previous Save and Next

28. Once you have completed this page, click 'Save and Next' to continue.

29. Page 12 lists the supporting documents required in support of your application. Please note that all applicable supporting documents must be submitted electronically using the upload button. This should include clear scanned copies of your identification documents. The maximum file size permitted is 10MB.

12. Documents to be supplied

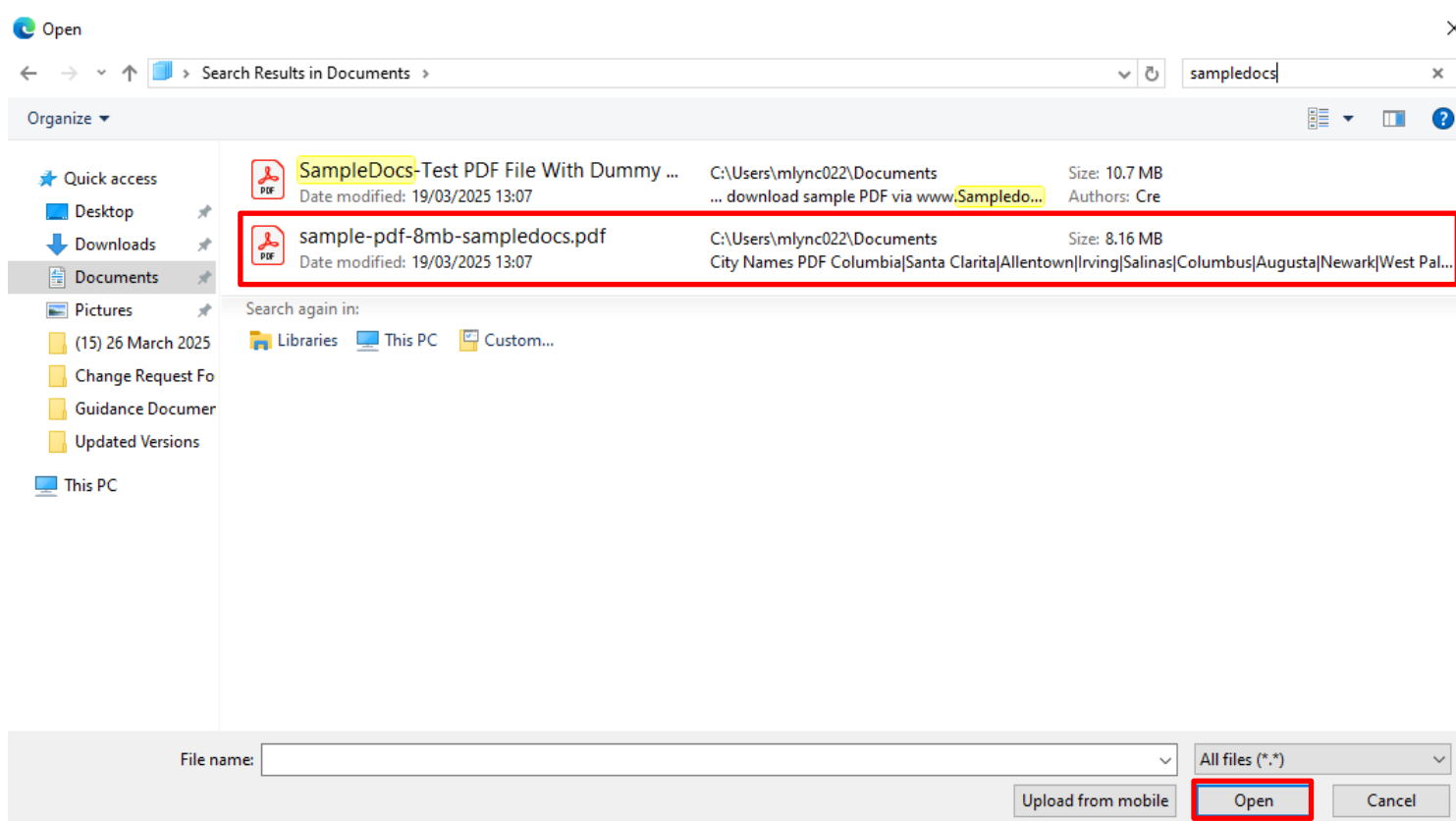
[\(Click here to view guidance documentation\)](#)

Please note that the maximum permitted file size for upload is 10MB

Document to be returned	I am going to....	Upload Option	File uploaded
Statement of financial standing	----- Please Select ----- ▼		X Required
Birth Certificate	----- Please Select ----- ▼		X Required
Documentary evidence of qualifications	----- Please Select ----- ▼		X Required
Completed AccessNI disclosure application	----- Please Select ----- ▼		X Required
AccessNI Fee payment	----- Please Select ----- ▼		X Required
Evidence of professional indemnity insurance	----- Please Select ----- ▼		X Required
Valid identification document 1 - Photographic ID	----- Please Select ----- ▼		X Required
Valid identification document 2 - Proof of Address	----- Please Select ----- ▼		X Required
Valid identification document 3	----- Please Select ----- ▼		X Required

- a. You should scan, save, and upload these documents by selecting the 'Submit electronically using upload button' submission method. This will allow you to browse and select a file saved on your hard drive. Please select and 'Open' the relevant document to populate the file path and then click 'Upload Document' to complete the upload:

Document to be returned	I am going to....	Upload Option	File uploaded
Statement of financial standing	Submit electronically using upload button	Choose File No file chosen Upload Document	X Required



Document to be returned	I am going to....	Upload Option	File uploaded
Statement of financial standing	Submit electronically using upload button ▼	Choose File sample-...ocs.pdf Upload Document	X Required

30. We also require a £32 payment in order to process your enhanced disclosure check. All fees should be paid by BACS transfer.

BACS transfers should be made to the following account details - Sort Code 902127, Account No 88056622. Please include your name and/or the name of your service within the payment narrative.

Once you select BACS payment from the dropdown menu, you will be prompted to upload evidence of the payment. Ideally this will be a screenshot of the BACS transfer or a remittance advice. Please follow the method of upload as shown below:

AccessNI Fee payment	BACS payment ▼	Choose File No file chosen Submit Evidence of payment	X Required
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Date modified: 24/02/2023 13:13

Reconnect: <https://d1pvtqia-app01.risc.int>

Authors: Mark Lynch

File name: Test Document 2.docx

All files (*.*)

Upload from mobile

Open

Cancel

AccessNI Fee payment	BACS payment ▼	Choose File Test Do...t 2.docx Submit Evidence of payment	X Required
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31. All enhanced disclosure applications must be made through the AccessNI portal. The 'Documents to be supplied' page includes a hyperlink which takes you to the NI Direct page where you can submit your online enhanced disclosure application, and a second link to the list of accepted identification documents. You are required to submit a photographic ID (e.g. passport or driver's licence) and proof of address (e.g. utility bill) with your application, and have the option of submitting a third ID document (e.g. a marriage certificate), all of which should be uploaded electronically:

To make an online application for your AccessNI enhanced disclosure check, please access the AccessNI Web Portal [here](#). Please refer to the RQIA application guidance document for the required PIN number. Refer to the AccessNI Guidance Document for the list of acceptable identification documents [here](#). The registration team will then contact you to verify the documents by video call.

Valid identification document 1 - Photographic ID	Submit electronically using upload button ▼	✓ Uploaded
Valid identification document 2 - Proof of Address	Submit electronically using upload button ▼	✓ Uploaded
Valid identification document 3	Not Applicable ▼	N/A

32. If you do not already have a NI Direct account, you will need to create one. When your account is active, enter your login details and then select the option to make an enhanced disclosure check through a registered body. When you proceed through the web form, you will be asked to provide a PIN number. Please enter the following number – **497850**. You should follow the instructions on screen in order to complete your disclosure application. When you have completed and submitted your web form, please make a note of your case reference number.



My account

Do you have an nidirect account?

I have an account

* Indicates a required field

* Email address

* Password

Sign in

[I've forgotten my password](#)

[Manage my account details](#)

I need an account

Create account

33. You should now have selected dropdown options and/or uploaded files for all of your supporting documents. Please click 'Save and Next' to proceed:

Please note that the maximum permitted file size for upload is 10MB

Document to be returned	I am going to....	Upload Option	File uploaded
Statement of financial standing	Submit electronically using upload button ▼		✓ Uploaded
Birth Certificate	Submit electronically using upload button ▼		✓ Uploaded
Documentary evidence of qualifications	Not Applicable ▼	N/A	
Completed AccessNI disclosure application	Online application submitted ▼	N/A	
AccessNI Fee payment	BACS payment ▼		✓ Uploaded
Evidence of professional indemnity insurance	Not Applicable ▼	N/A	
Valid identification document 1 - Photographic ID	Submit electronically using upload button ▼		✓ Uploaded
Valid identification document 2 - Proof of Address	Submit electronically using upload button ▼		✓ Uploaded
Valid identification document 3	Not Applicable ▼	N/A	

To make an online application for your AccessNI enhanced disclosure check, please access the AccessNI Web Portal [here](#). Please refer to the RQIA application guidance document for the required PIN number.

Refer to the AccessNI Guidance Document for the list of acceptable identification documents [here](#). The registration team will then contact you to verify the documents by video call.

Fee payments should be made by BACS transfer to the following account details (Sort Code 902127, Account No 88056622) and the accompanying narrative should include details which will identify your service (such as the establishment or agency name, RQIA ID number or invoice number).

Close
Previous
Save and Next

34. The final page allows you to complete your online submission. Initially, you should click on Open Declaration.

Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13

13. 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.

Form Reference: PF011454

DECLARATION

I certify that all information in respect of this application is, to the best of my knowledge and belief, correct and complete and I understand it is my responsibility to inform the Regulation and Quality Improvement Authority (RQIA) of any information that is relevant to my application, and to update this information accordingly.

I understand that an AccessNI Disclosure Check must be completed before my application for registration can be confirmed. I am aware that spent convictions may be disclosed and I consent to the check being made.

I have knowledge and understanding of my legal responsibilities in relation to the carrying on of an establishment/agency and intend to do so in accordance with legislative requirements, DHSSPSNI Minimum Standards and other relevant standards set by professional bodies and standard setting organisations.

I have knowledge and understanding of my legal responsibilities in relation to the carrying on of an establishment/agency and intend to do so in accordance with legislative requirements, DHSSPSNI Minimum Standards and other relevant standards set by professional bodies and standard setting organisations.

Should it be required, I intend to undertake up-date training to ensure I have the necessary knowledge and skills (including supervision and performance appraisal) to manage the establishment/agency. I will maintain registration with the relevant professional regulatory body and adhere to its Code of Professional Conduct.

I understand and agree that by using RQIA's Web Portal I will be bound to comply with the Terms & Conditions of Use. These Terms & Conditions of Use can be found at <https://portal.rqia.org.uk/TermsAndConditions.aspx>

Applicant Name (please print)	Signature	Date (dd/mm/yyyy)

Please print, sign and scan the declaration form and upload using the button on the final page of the web portal form.

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

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

13. 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

File name: C_Deployment_RQIAPortal_Registration_PF0114471560802337.pdf

All files (*.*)

Upload from mobile

Open

Cancel

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

36. 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.

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

37. 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: 59:53

Change to Registration

Steps: 1 2 3 4 5 6 7 8 9 10 11 12 13

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 wi the Registration Team commence the Registration Process

Previous

Return to menu

38. Your application will now be sitting within your Completed Applications section in the Changes to registration sub menu. You cannot make further changes to the web form at this point but you can view and print your application.

Completed Applications

View

Service	Application Type	Status	Date Submitted
 Sysco Test Service 3 (021205)	PF011454 F05 - Change to responsible individual for an existing organisation	Submitted	31/03/2025

Time remaining: 59:57

[Return to menu](#)

[Print](#)

[Open Declaration](#)

Change to responsible individual for an existing organisation (F05)

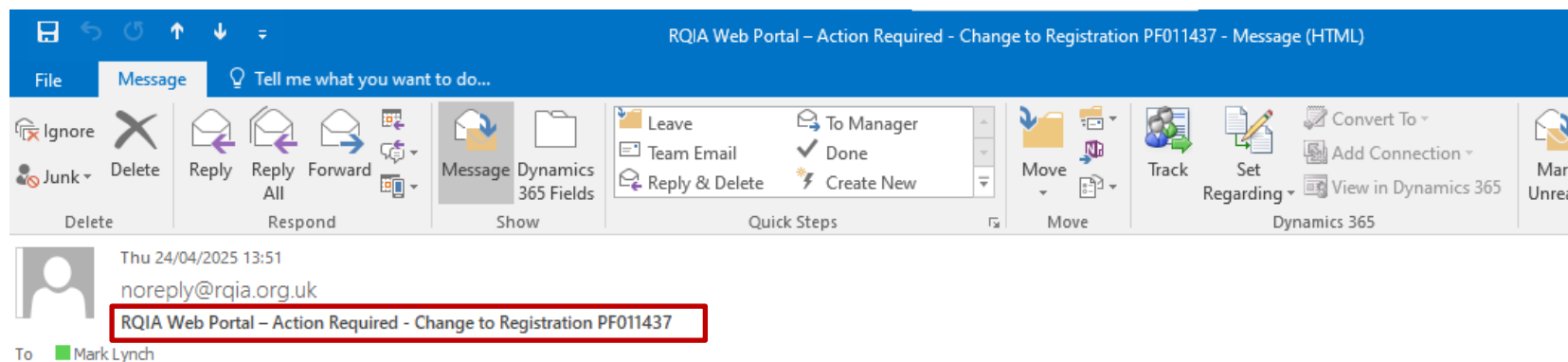
1.1 Name of Organisation

Name:

1.2 Responsible Person

39. 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.

40. 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.



The change to registration PF011437, for Sysco Test Service 3 requested by A Tester on 24/04/2025 has been reviewed by a member of the Registration Team. It can be processed. **Rejection Test.**

To review and amend this request:

- log onto RQIA's Web Portal <https://portal.rqia.org.uk>
- select PF011437 from "Applications to be Submitted / Resubmitted" and click "Update".
- amend as necessary and resubmit the application.

Please do not reply to this message as this is an unmonitored e-mail account. Click the link provided if you would like to [contact](#) us.

Regards

Registration Team

Regulation and Quality Improvement Authority

James House

2-4 Cromac Avenue

41. 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.

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RQIA Portal Version 1.0.1.79

A Tester - Last Login - 23/04/2025 11:48:35 – [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 Provider 3	PF011437	F05 - Change to responsible individual for an existing organisation	Rejected Rejection Test

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