

Procedures for Resigning as a Representative or Alternate Named in a Representation Agreement

How do I resign as a representative?

The *Representation Agreement Act* and Regulation sets out the requirements for resigning from a Representation Agreement as a representative or alternate. Check if the Representation Agreement you are named in lists other requirements. If you do not follow the procedures outlined in the law, your resignation may not be valid.

The representative or alternate must put the resignation in writing. This is called a **Notice of Resignation**. The law also requires that this Notice be given to certain people and it must be delivered in a particular way (see headings below).

If you do not follow the procedures outlined in the law, the resignation may not be valid and the representative or alternate may be responsible for not acting when needed.

Do not cross names out on the original of the Representation Agreement. This may make the Agreement invalid. See the heading on page 2 for tips on how to inform others.

What does a Notice of Resignation look like?

See the attached form for a Notice of Resignation on page 3. You may adapt this form as needed.

Who do I give the Notice of Resignation to?

In order for your resignation to be valid, you must give a signed and dated copy of the written Notice of Resignation to:

1. The adult, and
2. Any other representative named in the Agreement, and
3. Each alternate, and
4. The monitor (if one is named).

How do I deliver the Notice of Revocation?

In order to be valid, you must send a copy of the Notice of Resignation to each person in one of these ways:

- By registered mail to the person's last known address; or
- By leaving it:
 - with the person, or
 - at the person's address, or
 - with an adult who appears to reside with the person;
- If the person operates a business, at the business, with an employee of the person; or
- By transmitting it by fax to the person with the number they provided for notification purposes.

When does the Resignation take effect?

Although the law does not require it, it may be helpful if you ask someone to be a witness. They would watch you sign and date the Notice of Resignation and then they can sign it and print their name and role as a witness.

Do I need to give a reason for resigning?

The law does not require you to state a reason for resigning. However, you may want to add 'for health reasons' or 'for personal reasons' on the Notice.

Is a witness required?

Although it is not required by the law, it may be helpful to ask someone to witness (watch) you sign and date the Notice of Resignation. After you sign, the witness can sign the Notice and print his or her name and contact information.

Who else needs to be informed about the resignation(s)?

A copy of the Notice of Resignation should be attached to the original Representation Agreement and to any future photocopies.

It is a good idea to send a copy of the Notice to any third parties where the Representation Agreement was distributed – for example, the bank or Credit Union, health care provider, government agency.

It is also recommended to register a copy of the Notice with the Nidus Personal Planning Registry. One of the challenges when resigning from your role in a legal document is ensuring that third parties (banks, government agencies, etc.) know about it. Registering with the Nidus Registry helps you communicate this important information to others. You can find more information and instructions about the Personal Planning Registry at www.nidus.ca > select **Registry** (top blue menu bar).

Other related information:

- See [Making Changes to a Representation Agreement](#) — click on link or find this fact sheet at www.nidus.ca > click Information (top blue menu bar) > Representation Agreement > More RA Resources
- See [Revoking \(cancelling\) a Representation Agreement](#) — click on link or find this fact sheet at www.nidus.ca > click Information (top blue menu bar) > Representation Agreement > More RA Resources

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NOTICE OF RESIGNATION BY REPRESENTATIVE/ALTERNATE

***In accordance with Section 19.1 of
the Representation Agreement Act, R.S.B.C. 1996, c. 405 as amended,***

I, _____
(PRINT full name of representative/alternate, as it appears in the Agreement)

of _____
(current address)

phone _____
(area code + number)

**hereby resign as the representative/alternate named in the Representation Agreement
made by**

(PRINT full name of adult, as it appears in the Agreement)

of _____
(current address)

phone _____
(area code + number)

Representation Agreement signed on _____
(Month, day, year, adult signed the Agreement)

**This notice is effective immediately and is signed by me, the representative/
alternate, on**

(Current month, day and year)

(Your signature, the representative/alternate)

*[See the Nidus information sheet on requirements for delivering the notice to the adult, other representatives/
alternate(s), monitor at www.nidus.ca > Information (top blue menu bar) > Representation Agreement > More
RA Resources]*