

## Procedures to Revoke (Cancel) a Representation Agreement

### Who can revoke a Representation Agreement?

A Representation Agreement can only be revoked by the person it belongs to. This person is referred to as the 'adult' on the Notice form. If you need help to revoke your Agreement, consider asking the monitor, if one is named.

If a representative or monitor is no longer able or willing to act, they can resign. See the Nidus fact sheet at [www.nidus.ca](http://www.nidus.ca) - click Information (blue menu bar) > Representation Agreement > More RA Resources > [Resigning as a Representative](#).

Sometimes changes are needed because someone has moved or changed their legal name. Please go to [www.nidus.ca](http://www.nidus.ca) - click My Documents (blue menu bar) > [Changing Documents](#).

### How do I revoke my Representation Agreement?

Making a new Representation Agreement does NOT automatically cancel your previous one.

Only the adult who made the Representation Agreement can revoke it. If someone who is named in the Agreement, no longer wants to be involved, they can resign. Nidus has a fact sheet on this. See page 2.

The *Representation Agreement Act* and Regulation sets out the requirements for how to legally revoke a Representation Agreement.

Check if your Representation Agreement lists other requirements or steps related to revoking in addition to the requirements from the legislation as described in this information sheet. If you do not follow the procedures outlined in the law, your revocation may not be valid.

To cancel your Representation Agreement, you must put it in writing. This is called a 'Notice of Revocation.'

### What does a Notice of Revocation look like?

See the attached form for a Notice of Revocation. You may adapt this form as needed.

### Who do I give the Notice of Revocation to?

In order for your revocation to be valid, you must give a signed and dated copy of the written Notice of Revocation to each person appointed in your Representation Agreement:

1. each representative, and
2. each alternate, and
3. 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 Revocation 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.

If you made the original Representation Agreement with a lawyer, it may be helpful to use a lawyer to prepare and witness the revocation.

### **When does the Revocation take effect?**

The revocation takes effect when it is given to everyone required, in one of the ways listed above. You can also list a specific future date in the Notice when it will take effect.

### **Is a witness required?**

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

Ask someone who is not appointed in the Representation Agreement you are revoking and who will not be appointed in a new Representation Agreement.

### **Who else do I need to inform that my Representation Agreement is cancelled?**

If you gave the original to someone else, ask for it back. You can ask for copies back. If you gave copies to the bank or doctor, send them a copy of the Notice of Revocation and your new Agreement if you made one.

It is also a good idea to register a copy of the Notice of Revocation with the Nidus Personal Planning Registry. One of the challenges when revoking a legal document is communicating this to various third parties (hospitals, banks, government agencies, etc.) who may need to know about it. Registration helps you communicate this important information to others.

The Nidus Registry provides a centralized place to keep a record of your most current plans and wishes and have them available when needed. The Registry is online for secure storage with 24/7 access. Go to [www.nidus.ca](http://www.nidus.ca) - click on [Registry](#) (blue menu bar).

If your previous Representation Agreement is registered, you need to register a Revocation for the existing registration to cancel it and make sure it is not found on a search of the Registry. Sign into the Registry Account and select Revocation under Registration Options.

## NOTICE OF REVOCATION OF REPRESENTATION AGREEMENT

### ***Representation Agreement Act, Section 27 (1)***

#### **I hereby revoke the Representation Agreement (RA)**

that I made on \_\_\_\_\_  
*(SELECT/PRINT the date the RA was signed by adult)*

that appointed the following people: *(Cross out any extra lines not needed for listing.)*

\_\_\_\_\_ as \_\_\_\_\_  
*(TYPE/PRINT name as it appears on the RA)* *(SELECT/PRINT role)*

\_\_\_\_\_ as \_\_\_\_\_  
*(TYPE/PRINT name as it appears on the RA)* *(SELECT/PRINT role)*

\_\_\_\_\_ as \_\_\_\_\_  
*(TYPE/PRINT name as it appears on the RA)* *(SELECT/PRINT role)*

\_\_\_\_\_ as \_\_\_\_\_  
*(TYPE/PRINT name as it appears on the RA)* *(SELECT/PRINT role)*

\_\_\_\_\_ as \_\_\_\_\_  
*(TYPE/PRINT name as it appears on the RA)* *(SELECT/PRINT role)*

**This notice is signed below by me (the adult) on** \_\_\_\_\_  
*(SELECT/PRINT the current date)*

\_\_\_\_\_  
*(Signature of adult)*

\_\_\_\_\_  
*(TYPE/PRINT name of adult)*