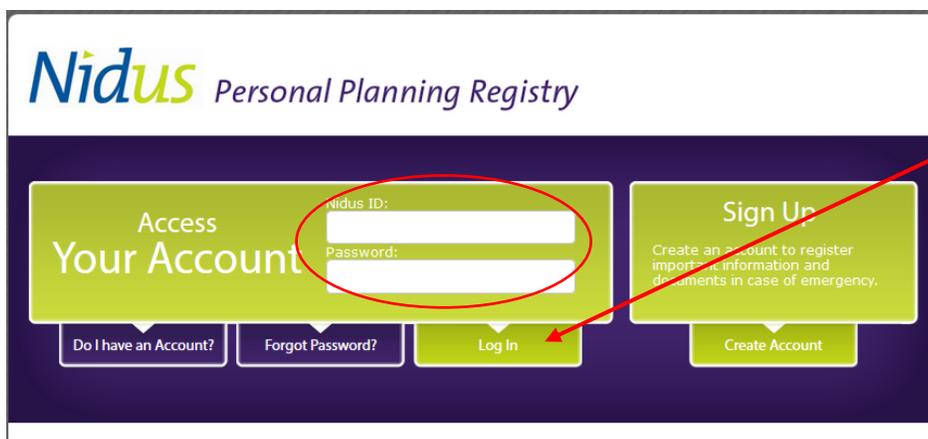


## How to Revoke an EXISTING Registered Document

The Nidus Registry is a unique type of registry service – it is **self-managed**. It offers you control for searching, updating and granting access that other registries do not provide. The Nidus Registry is used for many purposes, including **emergency preparedness**. You can store copies of important information and documents, in case of a health crisis or other emergency. Read more at [www.nidus.ca](http://www.nidus.ca) – Registry (top blue bar) > click Registry Information

These instructions are for documents registered under ‘My Personal Planning Documents.’

1. To go to the Nidus Registry site, click link or copy into your Internet Browser address bar – <https://registry.nidus.ca/>



Enter the Nidus ID (7 numbers – no dash or spaces) and the password you created. Click Log In.

If you do not remember the password, click Forgot Password and you will receive an email with a link to make a new password. **This is why you need to keep the email address current!** (Do not use a work email address.)

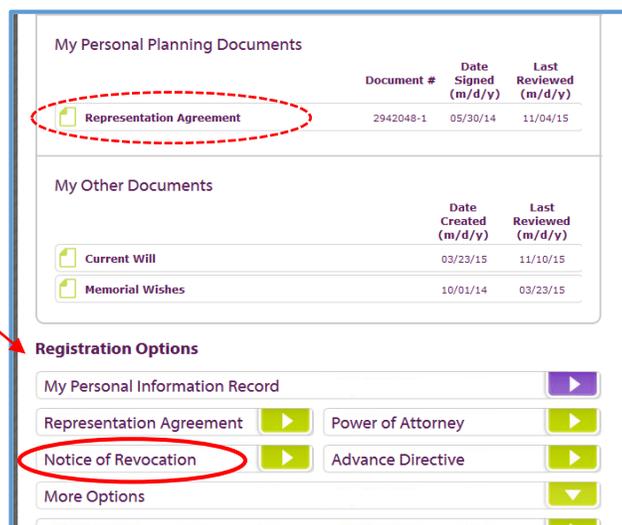
If the Nidus ID is 4 numbers or less, email [registry@nidus.ca](mailto:registry@nidus.ca) for help.

2. When you are at the Account Holder Welcome page, you will see the registered document listed under ‘My Personal Planning Documents.’ Here is an example for a registered Representation Agreement.

Scroll to Registration Options – Select Notice of Revocation.

**NOTE:** You cannot use the Registry to revoke (cancel) a legal document. The Registry helps you communicate a revocation.

The law sets out procedures for doing a valid revocation. The Nidus Resource Centre has information and forms – go to [www.nidus.ca](http://www.nidus.ca) – hover on Information (top blue bar) > click Representation Agreement or Enduring Power of Attorney, depending on the document you want to revoke.



3. Click on the link under Revoking a Registered Document.

Follow the instructions. You will be able to upload a copy of the Notice of Revocation – in PDF format. This is recommended for clarity.

The one-time fee is \$10.00.

At the final step you come to the confirmation page – you receive this information to the email address associated with the Registry Account.

At the final step, click the button to 'Return to the Account' – you will go back to the Welcome page where you can see the registered Revocation under 'My Personal Planning Documents.'

**Document to Revoke**

Revoking a Registered Document

Is the document you are revoking **currently registered**? If so, please select the document from the list of current registrations:

	Doc #	Date Signed (m/d/y)
Representation Agreement	2942048-1	05/30/14

Revoking a NON-Registered Document

If the document you wish to revoke is **NOT** currently registered, please select the type of document you are revoking from the list below:

Representation Agreement	▶	Power of Attorney	▶
Advance Directive	▶	Nomination of Committee	▶
Living Will	▶	Advance Care Plan	▶

4. Back at the Account Holder Welcome page, scroll down to Registration Options.

**Registration Options**

- My Personal Information Record
- Representation Agreement
- Power of Attorney
- Notice of Revocation
- Advance Directive
- More Options

Click on the name of the document you are registering. Follow the steps.

The one-time fee is \$10.00.

**What are Personal Planning Documents?**

Personal planning is about making arrangements for while you are alive – in case of incapacity, for end-of-life, and for other support needs.

Each province/territory in Canada has its own legislation. BC's is the most progressive.

The Nidus Registry was the idea of citizens and community groups involved in BC's grass-roots law reform of adult guardianship (1989 to 2000) – they knew communication was the key to honouring people's wishes and keeping people safe.

The Nidus Registry was first based on BC legislation for personal planning – Representation Agreements, Enduring Powers of Attorney and later Advance Directives (2011). Each of these documents has different legal procedures governing how they are made, revoked (cancelled) and used. This includes different capability requirements.

You can learn more about personal planning and about Wills (estate planning) and related matters at the Nidus Resource Centre – [www.nidus.ca](http://www.nidus.ca) – an independent, non-profit, charity.