

## TERMS & CONDITIONS FOR REQUESTING A CUSTOM RA

The Nidus Resource Centre is a non-profit, charitable organization. The Resource Centre uses a self-help/mutual help and public legal education approach to making a Representation Agreement. Information and forms provided by the Resource Centre are based on the legislation and practices in the province of British Columbia.

Some members of Nidus were involved in creating the BC Representation Agreement Act (RA Act) and have facilitated community-based participation in government reviews and consultations on the legislation. The Resource Centre has led the education on Representation Agreements and the concept of personal planning for the public, professionals, and institutions.

Nidus provides a Basic RA through its website. Find RA forms at [www.nidus.ca](http://www.nidus.ca) > click Information (top menu bar) > Representation Agreement

The fee for a set-up that is different from the Basic RA (called Custom RA) is not for legal advice; the fee is to recover the costs of staff time to review the request, deal with payment options, email the form, provide instructions and tips, answer questions, and to provide a coupon code and instructions for registering the completed Custom RA.

- ‘You’ refers to the person making the request as noted on page 2 of the submitted request. This person is responsible for requesting and completing Custom RA even if some or all tasks are delegated.
- Sometimes it is necessary to save the request under a new title in order to keep the selections and information you typed in.
- Send the completed request as directed on page 2. You can send it in PDF format or as photo.
- Make sure to select the correct set-up. For example, don’t request a set-up with two alternates but only name one. This could result in problems. Nidus is not responsible.
- There is a non-refundable fee of \$85.00 for each person/request to recover staff costs. The fee is paid in advance. Select preferred method of making payment on page 2 of the request.
- Allow 5 business days after payment to receive an email with attached fillable form and information from Nidus. All attachments are in PDF format.
- We will provide instructions and a coupon code to use for registering the completed RA.
- You are asked to review the Custom RA sent by Nidus to be sure it fits your request. If you find that Nidus made a mistake, we will correct it.
- The Custom RA form and instructions provided are based on requirements of the BC RA Act.
- If indicated on page 2 of the request, the adult is revoking a previous RA that is registered with the Nidus Registry, we will provide procedures and a link to information about making a Notice of Revocation. We will also provide a coupon code to register the Notice of Revocation – this will replace the previous registered RA so it is not found in a search of the Nidus Registry.
- Nidus will fill in the adult’s name as provided on page 2 of the request. There is no refund if you make a mistake for the name. Put the full name.
- Nidus only enters the adult’s full name as noted above. You enter all other names and details and are responsible for accuracy.