

TABLE OF CONTENTS

2.	FUNCTIONS	2
2.5	CANCELLATION OF ATP / AFC REGISTRATION	2
2.5.1	<i>Description of Function.....</i>	2
2.5.2	<i>Cancellation of ATP Registration.....</i>	2
2.5.3	<i>Cancellation of AFC Registration.....</i>	3

2. FUNCTIONS

2.5 Cancellation of ATP / AFC Registration

2.5.1 Description of Function

This function allows the ATP/AFC applicant to submit a request to cancel his/her approved registration.

Note: If the registration has not been approved, the application can be withdrawn via the Withdrawal function.

2.5.2 Cancellation of ATP Registration

Steps:

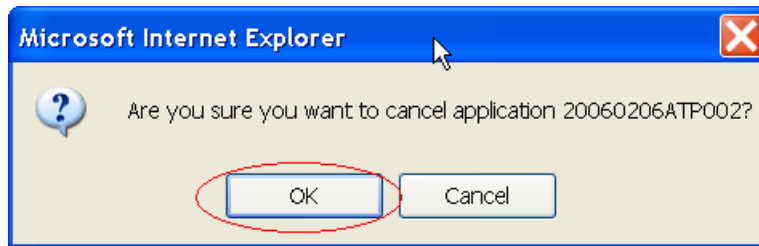
1. Biosafety Internet website -> Login -> E-Services -> Cancellation
The Cancellation page is displayed.

The screenshot shows the Biosafety website interface. At the top, there is a header with the Singapore Government logo and the Ministry of Health Singapore logo. The main content area is titled 'Cancellation' and contains a table with the following data:

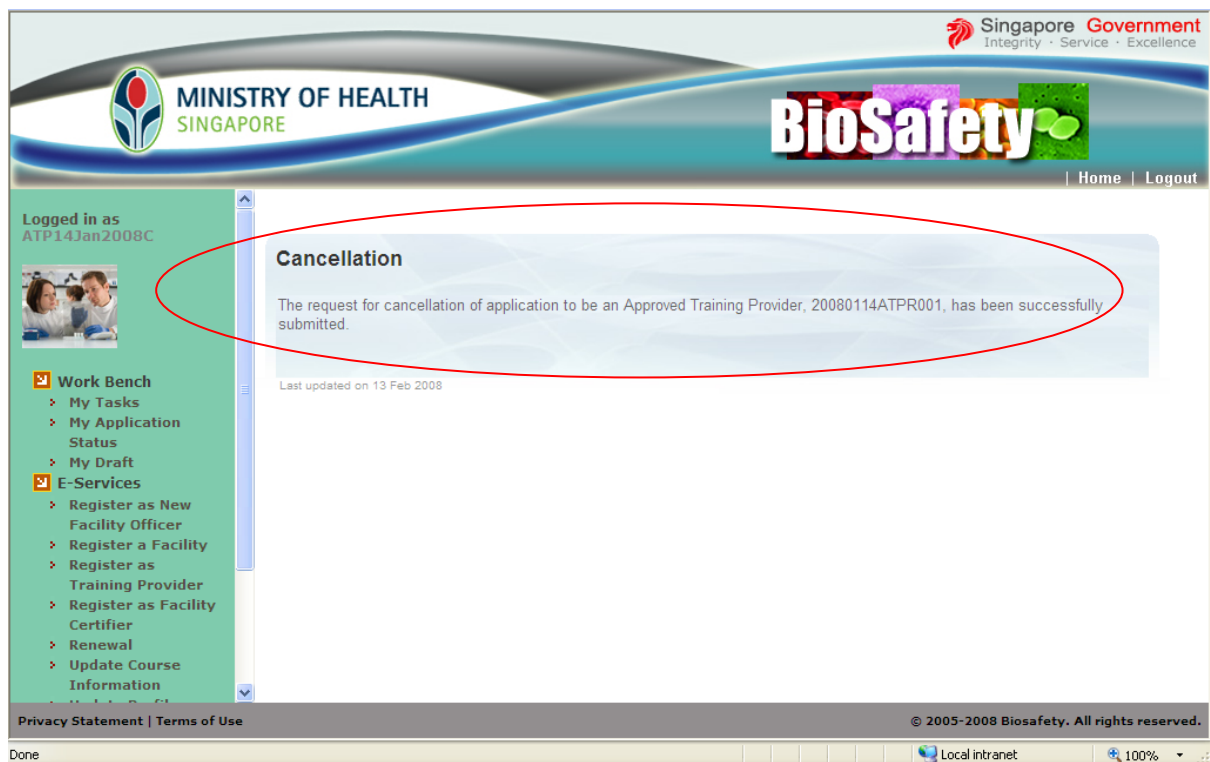
S/No.	Reference Number	Company Name	Action	Approval Date
1.	20080114ATP001	21	Cancel	14 Jan 2008

Below the table, it says 'Last updated on 13 Feb 2008'. The left sidebar contains a navigation menu with 'Cancellation' highlighted in red. The footer includes 'Privacy Statement | Terms of Use' and '© 2005-2008 Biosafety. All rights reserved.'

2. Click **Cancel** action to remove the ATP registration. A confirmation box is displayed.
Click **OK** to proceed.



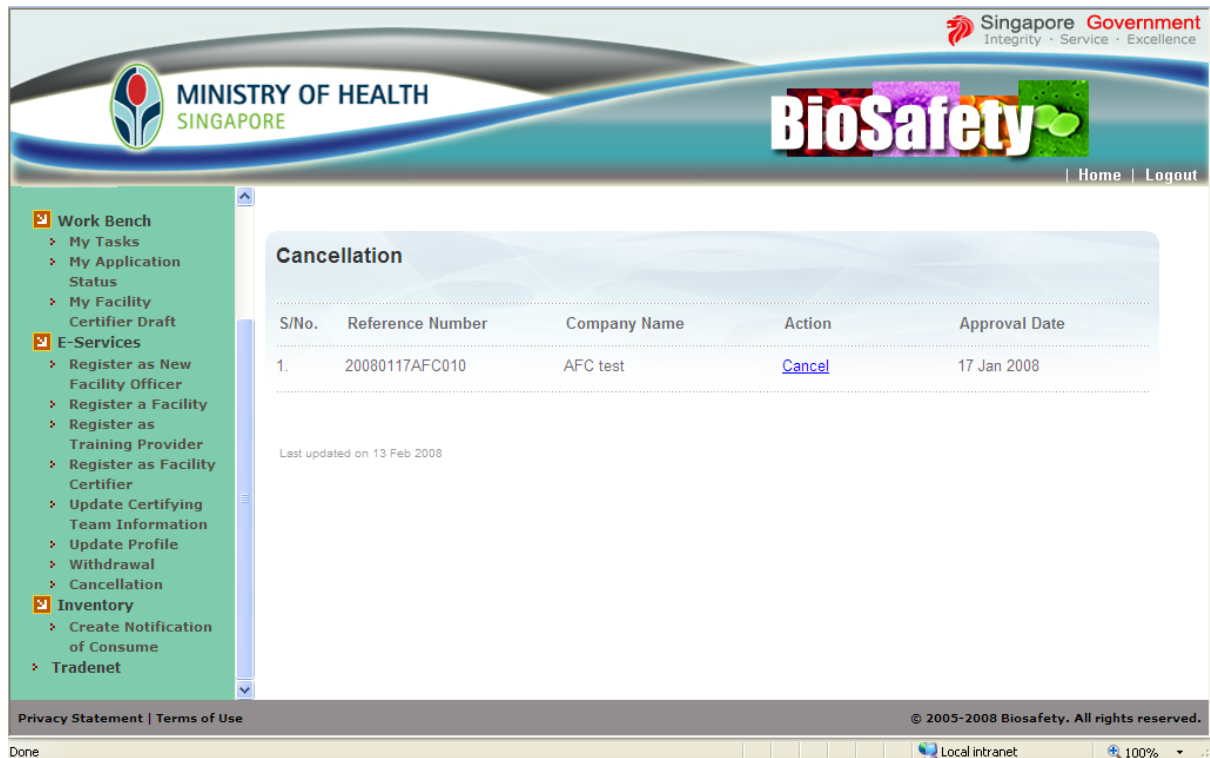
3. An acknowledgement is displayed, indicating that the cancellation request has been successfully submitted. An email has also been sent to the applicant regarding this cancellation request.



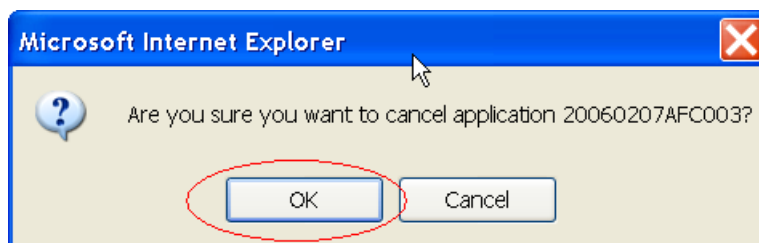
2.5.3 Cancellation of AFC Registration

Steps:

1. Biosafety Internet website -> Login -> E-Services -> Cancellation
Cancellation page is displayed.



2. Click **Cancel** action to remove the AFC registration. A confirmation box is displayed. Click **OK** to proceed.



- An acknowledgement is displayed, indicating that the cancellation request has been successfully submitted. An email has also been sent to the applicant regarding this cancellation request.

