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2. FUNCTIONS

2.4 Withdrawal of ATP / AFC Application

2.4.1 Description of Function

When the applicant has successfully submitted the ATP/AFC application from Biosafety Internet website, the application status is pending approval from the Biosafety Branch. The applicant can then use the withdrawal function from E-Services if he/she decides to withdraw the application submission.

Note: Once the application has been approved/rejected, the function to withdraw the application will not be available.

2.4.2 Withdrawal of ATP Application

Steps:

1. Biosafety Internet website -> Login -> Workench -> My Application Status
For the newly submitted application, the status shows 'Pending Approval'.

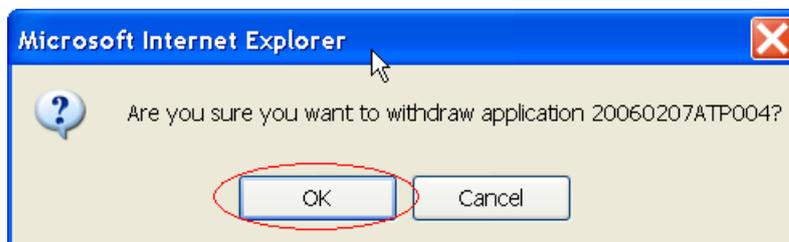
The screenshot shows the 'My Application Status' page on the Biosafety Internet website. The page header includes the Singapore Government logo and the Ministry of Health Singapore logo. The main content area displays a table with 3 matching records. The third record, with reference number 20080220ATP005 and status 'Pending Approval', has a 'Withdraw' button circled in red. The left sidebar shows a navigation menu with 'My Application Status' also circled in red.

S/No.	Reference Number	Action	Started On	Status	Approval Letter
1.	20080220ATP004		20/02/2008 09:57	Approved	
2.	20080118ATP002		18/01/2008 11:25	Updated	
3.	20080220ATP005	Withdraw	20/02/2008 10:50	Pending Approval	N.A.

- Go to E-Services -> Withdrawal.
The system displays the withdrawal page.



- Click **Withdraw** action, a confirmation box is displayed.
Click **OK** to proceed with the withdrawal.



- An acknowledgement page is displayed, indicating that the application has been withdrawn.



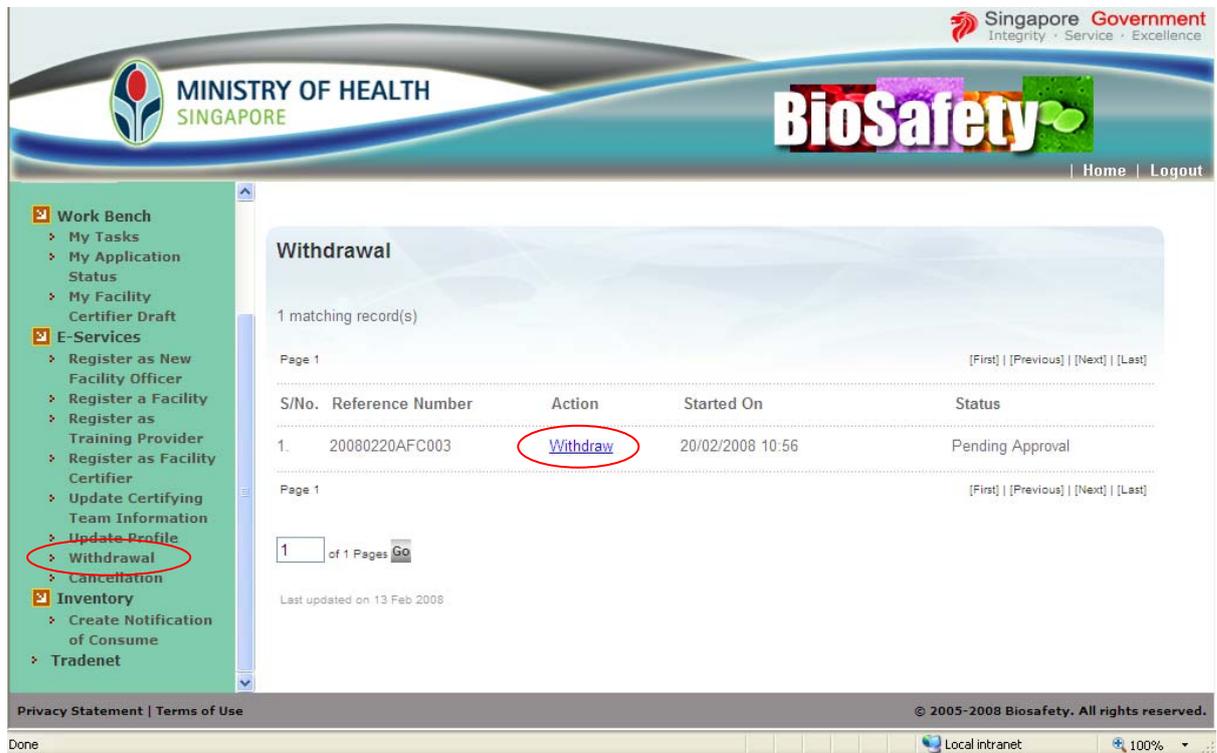
2.4.3 Withdrawal of AFC Application

Steps:

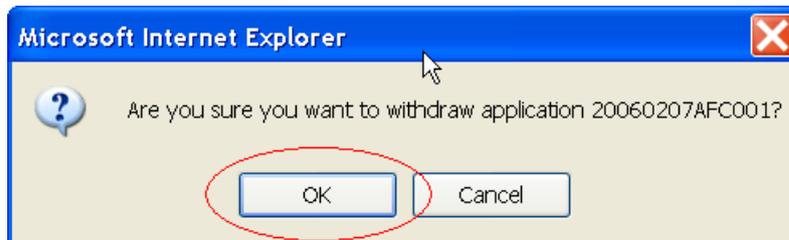
5. Biosafety Internet website -> Login -> Workench -> My Application Status
For the newly submitted application, the status shows 'Pending Approval'.



- Go to E-Services -> Withdrawal.
The system displays the withdrawal page.



- Click **Withdraw** action, a confirmation box is displayed.
Click **OK** to proceed with the withdrawal.



- An acknowledgement page is displayed, indicating that the application has been withdrawn successfully.

