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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'.

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	ISTRY OF HEALTH APORE		Bio Safet	Home Logout
 Work Bench My Tasks My Application Status My Draft E-Services Register as New 	My Application Status 3 matching record(s). Page 1		[First]	[Frevious] [Next] [Last]
Facility Officer Register a Facility Pagister as	S/No. Reference Number Action	Started On	Status	Approval Letter
 Register as Training Provider Register as Facility 	1. <u>20080220ATP004</u>	20/02/2008 09:57	Approved	1
Certifier Renewal Undate Course	2. <u>20080118ATP002</u> 3. <u>20080220ATP005</u> <u>Withdraw</u>	18/01/2008 11:25	Updated Pending Approval	N.A.
Information Update Profile Withdrawal Cancellation Inventory Create Notification of Consume Tradenet	Page 1 1 of 1 Pages @ Last updated on 13 Feb 2008		(First)	[Previous] [Next] [Last]
Privacy Statement Terms of Us	se		© 2005-2008	Biosafety. All rights reserved.
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 Go to E-Services -> Withdrawal. The system displays the withdrawal page.

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MINIS SINGA	STRY OF HEALTH		BioSafety	Home Logout
_	<u> </u>			nome Logour
 Work Bench My Tasks My Application Status 	Withdrawal			
My Draft E-Services	1 matching record(s)			
Register as New Facility Officer Register a Facility	Page 1		[First] [Previ	ious] [Next] [Last]
 Register as Tasising Provider 	S/No. Reference Number	Action Started	On Status	
Register as Facility Certifier	1. 20080220ATP005	Withdraw 20/02/200	08 10:50 Pending App	roval
 Renewal Update Course Information 	≣ Page 1		[First] [Previ	ous] [Next] [Last]
: Update Profile Withdrawal	1 of 1 Pages Go			
Inventory	Last updated on 13 Feb 2008			
Create Notification				
Tradenet				
	*			
Privacy Statement Terms of Use	e		© 2005-2008 Biosa	fety. All rights reserved.

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

Microso	oft Internet Explorer 💦 🔀
?	ہر Are you sure you want to withdraw application 20060207ATP004?
	OK Cancel

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 An acknowledgement page is displayed, indicating that the application has been withdrawn.

	Singapore Government Integrity · Service · Excellence
	STRY OF HEALTH PORE BIOSALEUY
 Work Bench My Tasks 	Withdrawal
Status My Draft E-Services	Your withdrawal of application 20080220ATP005 has been successfully submitted.
 Register as New Facility Officer Register a Facility Register as 	Last updated on 13 Feb 2008
Training Provider	
 Update Course Information Update Profile With descended 	
Cancellation Inventory Create Notification	
of Consume • Tradenet	v
Privacy Statement Terms of Us	e © 2005-2008 Biosafety. All rights reserved.

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'.

		🄊 Si	ingapore Government
MINIS	TRY OF HEALTH ORE	BioSafe	
Logged in as AFC20Feb2008B	My Application Status		
Work Bench	1 matching record(s). Page 1 SiNo. Reference Number Action Started On	[First]	[Previous] [Next] [Lest]
 My Tasks My Application Status My Facility Certifier Draft 	Since Reference Runner Action Statted on 1. 20080220AFC003 Withdraw 20/02/2008 10:56 Page 1	Pending Approval	N.A.
 E-Services Register as New Facility Officer Register a Facility 	1 of 1 Pages Go		
 Register as Facility Certifier Update Certifying Team Information 			
Privacy Statement Terms of Use		© 2005-2008	Biosafety. All rights reserved.

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

				Singapore Integrity · Serv	Government
MINIS	STRY OF HEALTH		Bio	Safety ~	lome Logout
 Work Bench My Tasks My Application Status My Facility Certifier Draft E-Services Register as New 	Withdrawal 1 matching record(s) Page 1			[First] [Previous] [Ne	ext] [Lest]
 Register a Facility Register as Training Provider 	S/No. Reference Number	Action Withdraw	Started On 20/02/2008 10:56	Status Pending Approval	
 Register as Facility Certifier Update Certifying Team Information Update Peofile Withdrawal Cancellation Inventory Create Notification of Consume Tradenet 	Page 1 1 of 1 Pages Go Last updated on 13 Feb 2008			[First] [Previous] [Ne	xt] [Lest]
Privacy Statement Terms of Use	2			© 2005-2008 Biosafety. Al	l rights reserved.
Done				Second Second Second	🔍 100% 🔹 💡

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

Microso	Microsoft Internet Explorer				
?	Are you sure you want to withdraw application 20060207AFC001?				

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

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	ST PO	RY OF HEALTH RE BIOSALEVS
 Work Bench My Tasks My Application Status My Facility Certifier Draft E-Services Register as New Facility Officer Register as Facility Register as Facility Register as Facility Certifier Update Certifying Team Information Update Profile Withdrawal Cancellation Inventory Create Notification of Consume Tradenet 		Withdrawal Your withdrawal of application 20080220AFC003 has been successfully submitted. Last updated on 13 Feb 2008
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