



# **Guide to requesting voluntary revocation using EOL**

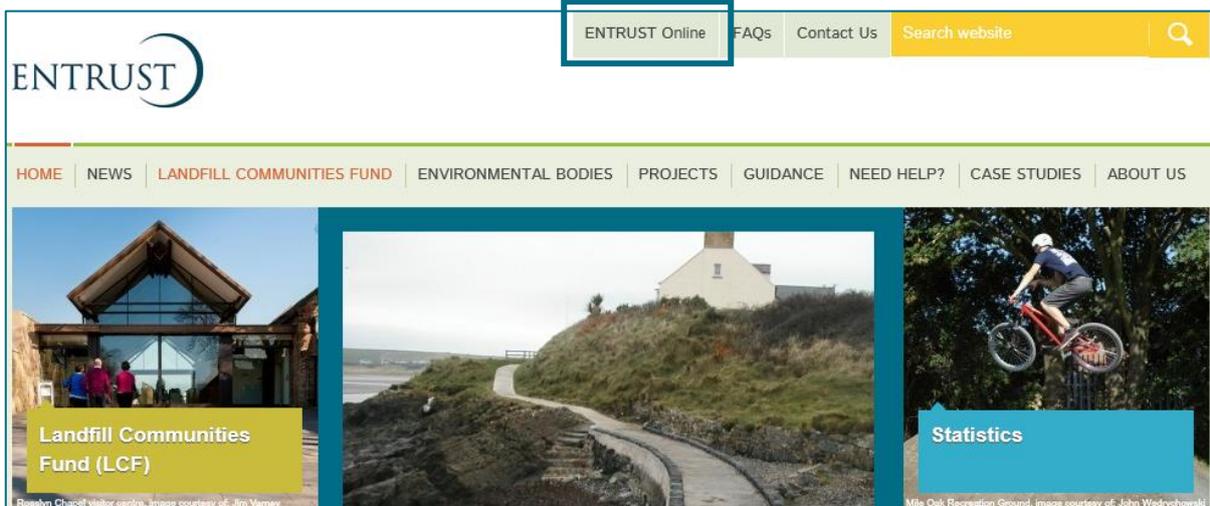
**February 2019**

# 1. Introduction

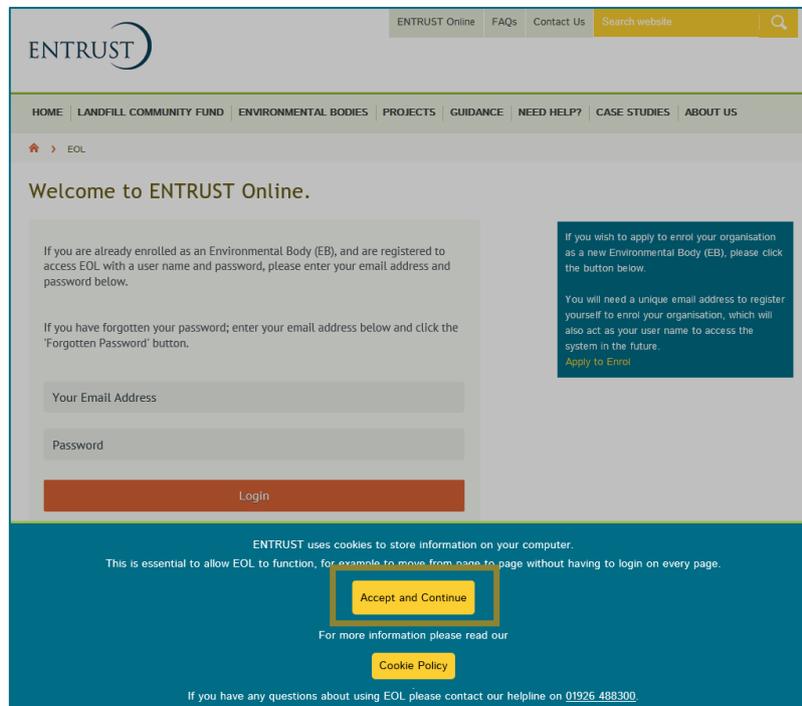
- 1.1 Environmental Bodies (EBs) who have delivered the aims or projects for which they were formed may find it is no longer beneficial to be enrolled in the Landfill Communities Fund (LCF) scheme. EBs who do not intend to apply for further LCF funds are able to request that their enrolment with ENTRUST is revoked, provided they have never had any LCF funding OR have completed all their projects, compliantly spent all of the LCF monies they have received and have complied with the statutory reporting obligations on EBs; such as the requirement to submit an Annual Return and maintain up-to-date records of Directors and Trustees.
- 1.2 EBs requesting voluntary revocation will be assessed for compliance with the Regulations and may be subject to a compliance review to confirm that all regulatory requirements have been fulfilled. Once all due diligence checks have been completed satisfactorily, the Compliance Manager will submit the EB's voluntary revocation request to the ENTRUST Board for their approval.
- 1.3 Voluntary revocation can be requested by completing the form found on ENTRUST Online (EOL) under the Leaving the Scheme tab. Only the EB's main contact or one of an EB's governing members as listed on ENTRUST Online (EOL) can complete the request.
- 1.4 In order to login to EOL and submit the voluntary revocation request form you will need to have been set-up with access to EOL.
- 1.5 If you do not have access to EOL you will need to contact the ENTRUST Helpline to be issued with log on details.
- 1.6 This guide provides you with the steps you should follow to submit your voluntary revocation request to us using EOL.
- 1.7 If you require any assistance please contact the Helpline on 01926 488 300 or by emailing [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk).

# 2. Login to EOL

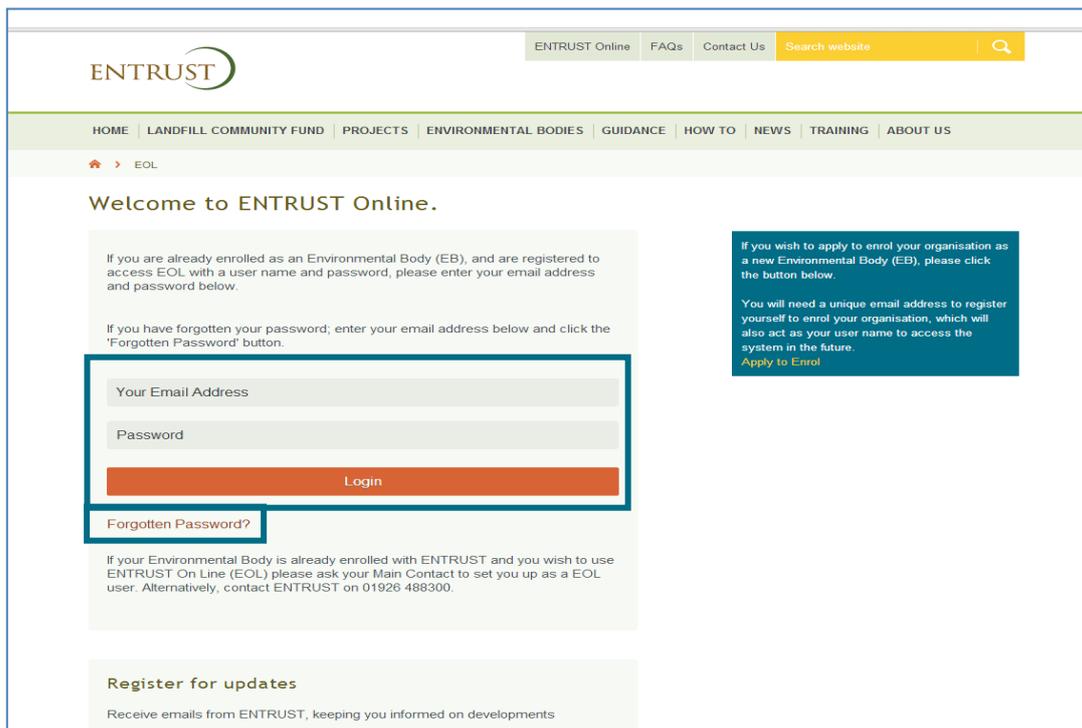
- 2.1 Go to [EOL \(eol.entrust.org.uk\)](http://eol.entrust.org.uk) go to our [website \(www.entrust.org.uk\)](http://www.entrust.org.uk) and click on the link to ENTRUST online at the top of the website home page (see below)



- 2.3 You will then be taken to the EOL login page.
- 2.4 If this is the first time you have visited EOL on your computer you will need to click on the 'Accept and Continue' button at the bottom of the page to allow cookies before attempting to login. You will need to do this every 90 days. For more information on Cookies and how EOL uses them please visit our [Cookie Policy](#).



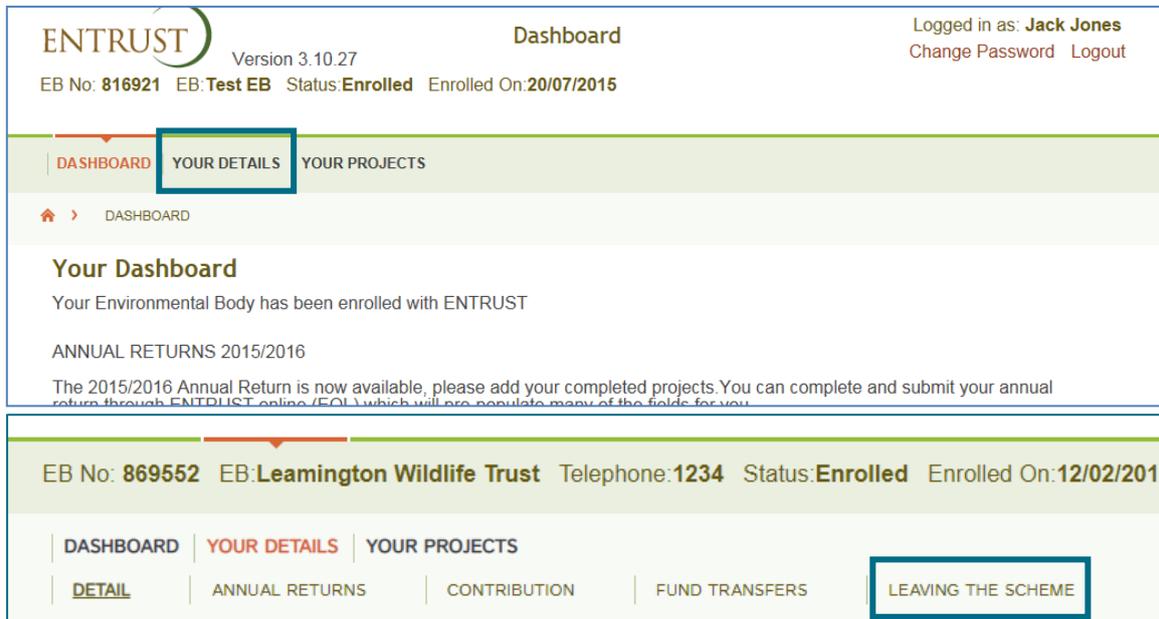
- 2.5 Enter your email address (user name) and password in the appropriate box and click the 'Login' button. Alternatively, if you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions.



2.6 Having logged in you will be taken to the dashboard for your EB. The dashboard is the main page for your EB and contains links to all the functions available to an EB.

### 3. Requesting voluntary revocation

3.1 From your dashboard click on 'YOUR DETAILS' which will take you to your EB's home page, then click on 'LEAVING THE SCHEME'.



3.2 Select a reason(s) for requesting revocation from the LCF by ticking the relevant boxes.

Reason(s) for requesting voluntary revocation:

<input type="checkbox"/> Project(s) Complete.	<input type="checkbox"/> Organisation entering administration/liquidation.
<input type="checkbox"/> Unable To secure funding	<input type="checkbox"/> Organisation intends to dissolve.
<input type="checkbox"/> Project no longer going ahead	<input type="checkbox"/> Merging with another EB.
<input type="checkbox"/> LCF Scheme is of no benefit to the EB.	<input type="checkbox"/> Merging with another organisation which is not an EB.
<input type="checkbox"/> Other - Please give details below:	

3.3 In order to request voluntary revocation from the scheme your EB will need to have completed all projects, compliantly spent all LCF funds received (or not received funds at all) and complied with the statutory reporting obligations. You will also need to have the agreement of your EB's governing members. In the declaration section you will need to tick all the boxes confirming that you meet the aforementioned criteria for voluntary revocation and provide your name, contact details and a date.

### Declarations:

I confirm that the EB has met All of the following criteria required for Voluntary Revocation to be approved by the ENTRUST Board:

- All LCF funds have been spent. \* required
- All Annual Returns, including current reporting year, have been submitted and reconciled. \* required
- All projects approved by ENTRUST have been completed. \* required
- All Project Completion Forms have been completed. \* required
- LCF funded assets are appropriately protected according to ENTRUST guidance. \* required
- All EB details on EOL are up to date (including details of current Trustees). \* required
- I am authorised by the EB Board/Management committee to make this request and the decision to leave the Landfill Communities Fund scheme is recorded in the Board/Committee minutes. \* required

Name  \* required

Telephone  \* required

Email  \* required

Role In Organisation  \* required

Date   \* required

- 3.4 Prior to clicking ‘Submit Voluntary Revocation Request’ you will need to confirm whether the confirmation of revocation letter (once revocation has been approved) should be sent to the EB’s registered address or a different address.

### Important:

Your organisation’s registered address as notified to ENTRUST at enrolment is detailed on EOL under ‘Your Details’. If this has changed or you require the confirmation letter to be sent to a different address, please provide the address below:

- Please send confirmation of revocation letter to the EB registered address as detailed on EOL.
- Please send confirmation of revocation letter to:

[Submit Voluntary Revocation Request](#)

- 3.5 Once you have clicked the ‘Submit Voluntary Revocation Request’ button a “page information saved” message will appear at the top of the page, this means that your request for voluntary revocation has been submitted successfully.

[DASHBOARD](#) > LEAVING THE SCHEME

 Page Information Saved

### 869552 - Leamington Wildlife Trust - EOL Voluntary revocation request

EBs who have delivered the aims or projects for which they were formed may find it is no longer beneficial to be enrolled in the LCF scheme. EBs who no longer intend to apply for LCF funds are able to request that their enrolment with ENTRUST is revoked.

## 4. Compliance process

- 4.1 Once you have submitted your voluntary revocation request our compliance team will carry out a review of your EB's LCF activities. Depending on the level of LCF activity and time since your previous compliance review, we may need to contact you for further information or to arrange for a compliance visit to be carried out at your organisation.
- 4.2 Once all regulatory obligations and ENTRUST requirements have been met, your request will be presented to the next available quarterly ENTRUST Board meeting for approval. We will then write to you at the EB's registered address (or, if provided, the alternative address) to confirm that your EB's enrolment in the LCF has been revoked.
- 4.3 If you require any assistance please contact the Registrations team on 01926 488 300 or by emailing [helpline@entrust.org.uk](mailto:helpline@entrust.org.uk).

**ENTRUST**

**February 2019**