



Guide to requesting voluntary revocation using EOL

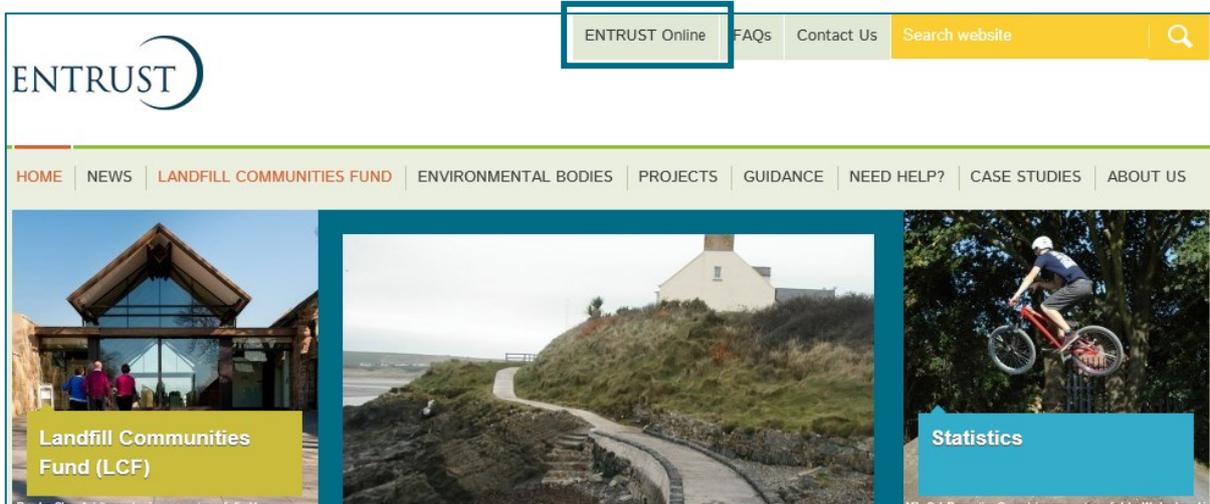
March 2022

1. Introduction

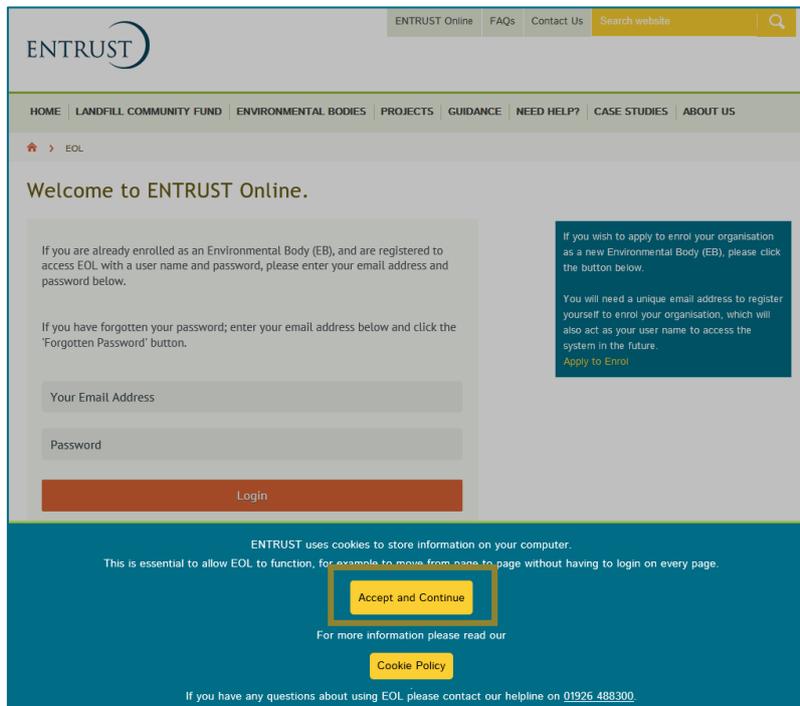
- 1.1 Environmental Bodies (EBs) who have delivered the aims, or projects for which they were formed, may find it is no longer beneficial to be enrolled in the Landfill Communities Fund (LCF) scheme. EBs who do not intend to apply for further LCF funds are able to request that their enrolment with ENTRUST is revoked, provided they:
- Have never had any LCF funding; or
 - Have completed all their projects and they have compliantly spent all of the LCF monies they have received; and
 - Have complied with all of their statutory reporting obligations under the Landfill Tax Regulations 1996 (Regulations), for example submitting all of their Annual Returns.
- 1.2 EBs requesting voluntary revocation will be assessed for compliance with the Regulations and may be subject to a compliance review by ENTRUST to confirm that all of their regulatory requirements have been fulfilled. Once all due diligence checks have been completed satisfactorily, ENTRUST's Compliance Manager (CM) 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 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 your EBs' log on details.
- 1.6 This guide provides you with the steps you should follow to submit your voluntary revocation request to ENTRUST using EOL.
- 1.7 If you require any assistance in completing this process, please contact ENTRUST's Helpline on 01926 488 300 or by emailing helpline@entrust.org.uk.

2. Login to EOL

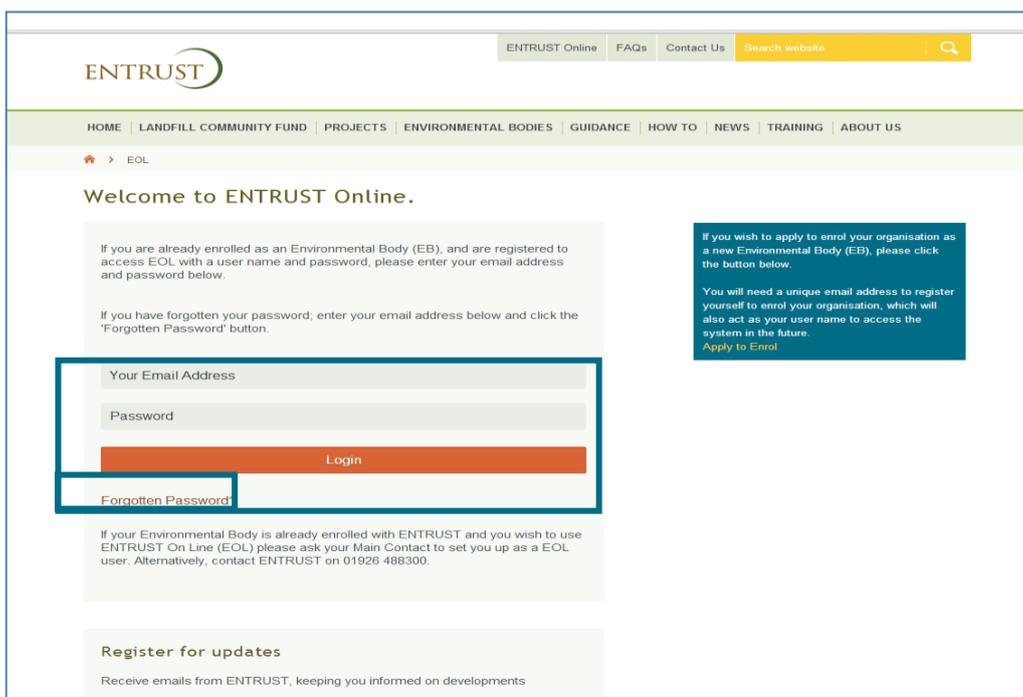
- 2.1 Go to [EOL \(eol.entrust.org.uk/\)](http://eol.entrust.org.uk/) go to our [website \(www.entrust.org.uk\)](http://www.entrust.org.uk) and click on the link to ENTRUST online at the top of the website home page (see below):



- 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 complete this security requirement every 90 days. For more information on Cookies and how EOL uses them please visit our [Cookie Policy](#):



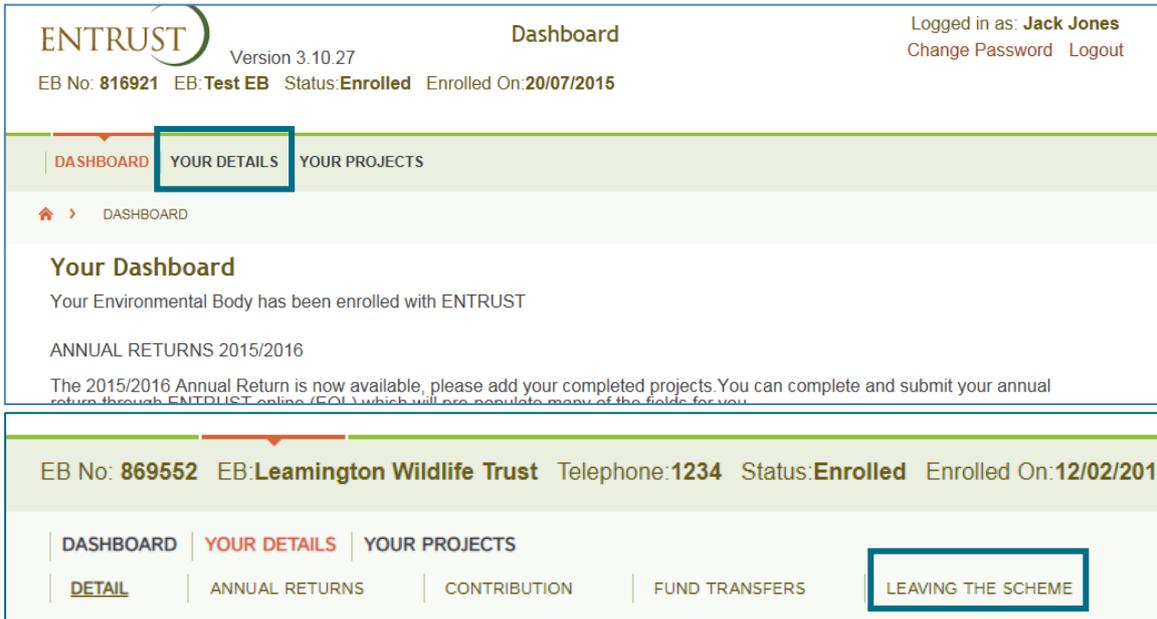
- 2.5 Enter your email address (user name) and password in the appropriate box and click the 'Login' button. Alternatively, if you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions:



- 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 have completed all of its projects, compliantly spent all LCF funds received (or not received funds at all) and complied with its statutory reporting obligations. You will also need to have the agreement of your EB's governing members. In the declaration section of the application process, 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 If there are any Statutory Annual Returns which have not been submitted when the declaration above is submitted, an error message will appear detailing the missing returns. The Voluntary Revocation request cannot be accepted until all required returns have been submitted:



 Please submit and reconcile the following Annual Returns: 2020/2021; 2021/2022

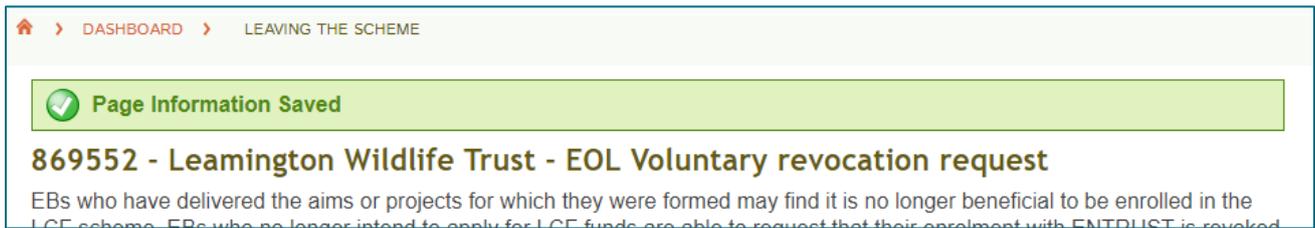
3.5 Prior to clicking 'Submit Voluntary Revocation Request' you will need to confirm whether the confirmation of revocation letter (once revocation has been approved) should be sent to the EB's registered address or a different address:

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:

- 3.6 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:



- 3.7 EBs who are planning to leave the scheme but have not completed all of their LCF activity will be unable to request revocation in advance of completing their final Annual Return. However, EBs can give advance notice of their intention to leave the scheme by emailing compliance@entrust.org.uk and we can provide guidance and assistance on the closure process.

4. Compliance process

- 4.1 Once you have submitted your voluntary revocation request ENTRUST's Compliance Team (CT) 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. ENTRUST 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 ENTRUST's Registrations Team on 01926 488 300 or by emailing helpline@entrust.org.uk.

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March 2022