

**LONG SERVICE LEAVE AUTHORITY  
DECEASED MEMBER'S CLAIM FORM  
(NO WILL LEFT BY DECEASED)**

Which Scheme? (Please (✓) tick one box) Construction  Cleaning  Community  Security

**Workers  
Details**

Registration No. \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

Worker's Surname \_\_\_\_\_

Worker's Given Names \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Death\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last Day of Work in the relevant industry**Service in Other  
States**

Worker's in the "Construction Industry only" may add long service leave credits between the ACT, New South Wales, Victoria, South Australia, Western Australia, Queensland, Tasmania and Northern Territory long service leave schemes and worker's in the "Cleaning Industry only" between the ACT, New South Wales and Queensland long service leave schemes. If the worker was registered with the Long Service Leave Schemes in any of those States, that service may be settled with this claim.

IN WHAT STATE DID THE WORKER HAVE SERVICE RECORDED?

STATE \_\_\_\_\_

REGISTRATION NO. (IF KNOWN) \_\_\_\_\_

**Evidence of Death**

Evidence of death must be attached to this application (eg. copy of death certificate or Coroner's Certificate).

**Claimants  
Details**

If this claim is being completed by the executor or legal representatives, the Authority may require proof of capacity to act prior to issuing a cheque.

Claimant's Surname \_\_\_\_\_

Claimant's Given Names \_\_\_\_\_

Claimant's Street Address \_\_\_\_\_

Claimant's Suburb \_\_\_\_\_

State \_\_\_\_\_

Post Code \_\_\_\_\_

Relationship to Deceased \_\_\_\_\_

Phone Number \_\_\_\_\_

**Payment  
Details**

Please note cheque will be made payable to "The Estate of the Late Deceased Member"

Cheque to be sent to:

Street \_\_\_\_\_

Suburb \_\_\_\_\_

State \_\_\_\_\_

Post Code \_\_\_\_\_

**Certification  
By Claimant**

- ✓ I acknowledge that I have read the privacy information on the back of this claim form.  
✓ I declare the answers given above to be correct to the best of my knowledge and belief.

Signature to claim \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date**Statutory  
Declaration**

The statutory declaration on the attached page of this claim form must be completed in full and witnessed in front of a Justice of the Peace, Commissioner of Declarations or a person authorised to witness Statutory Declarations.

**Street Address:**Trevor Pearcey House  
Unit 1,28 Thynne Street, BRUCE ACT 2617**Postal Address:**Reply Paid 234  
CIVIC SQUARE ACT 2608**Office Hours** 8.30am to 4.30pm

Freecall 1800 655 060

Phone (02) 6247 3900

Fax (02) 6257 5058

## LONG SERVICE LEAVE AUTHORITY

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### Claimant's privacy

The Long Service Leave Authority (the 'Authority', 'we', 'our' and 'us') is collecting personal and other information in this form to process the claimant's claim for payment of portable long service leave entitlements in accordance with either [Schedule 1 section 1.9](#), [Schedule 2 section 2.9](#), [Schedule 3 section 3.10](#) & [Schedule 4 section 4.10](#) of the *Long Service Leave (Portable Schemes) Act 2009* (ACT) (the 'Act'). We collect, use, disclose and manage personal information in accordance with the Territory Privacy Principles under the *Information Privacy Act 2014* (ACT).

**The Authority may also collect your personal information:** from reciprocal authorities (interstate agencies and bodies that are responsible for administering similar portable long service leave schemes), such as if you apply to the Authority for payment of a long service leave entitlement under a corresponding law in another State or Territory.

**The Authority will use your personal and other information to:** process the application for payment of long service leave entitlements; maintain and update details in the applicable workers register(s); otherwise administer the portable long service leave scheme(s); administer the Authority's general business requirements; meet our legal and regulatory obligations, including as a Territory Authority; undertake surveys, monitoring, analysis and evaluation of the portable long service leave schemes and the Authority's performance of its functions and activities; communicate with you; respond to enquiries and feedback; and provide you with information about our activities, events, news and publications.

Without your personal information, we will be unable to process your application for payment of long service leave entitlements.

**The Authority may disclose your personal information to:** our contracted service providers, (e.g. information communications and technology providers who help us to manage our databases and other information technology needs; auditors; actuaries; and for surveys, monitoring, analysis and evaluation purposes); reciprocal authorities (interstate agencies and bodies that are responsible for administering similar portable long service leave schemes); your authorised representative; our external advisers; and as otherwise authorised or required by law (e.g. when we remit tax on leave payments to the Australian Tax Office).

Our privacy policy (available at <http://www.actleave.act.gov.au/privacy-policy.html>) contains further information about how you can access and correct your personal information, how you can complain about a breach of your privacy, as well as further information about how we will manage your personal information.

**Commonwealth of Australia**  
**STATUTORY DECLARATION**  
*Statutory Declarations Act 1959*

I, \_\_\_\_\_  
*(full name of person making declaration)*      *(occupation at time of making declaration)*

\_\_\_\_\_  
*(current residential address at time of making declaration)*

do solemnly and sincerely declare that, I am the **next of kin\*/de facto spouse\*** (*\*delete whichever is not applicable and initial the amendment*)

of \_\_\_\_\_  
*(name of deceased person)*

of \_\_\_\_\_  
*(deceased person's last known address)*

1. I have made the following searches for a Will:

amongst the deceased's personal papers,      )  
at the deceased's solicitors,      ) *(cross out any which do not apply*  
at the deceased's bank, and      ) *and initial the amendment)*  
at the deceased's former place of employment )

2. I believe the deceased did not leave a Will.

3. I am not aware of any outstanding debts against the deceased's Estate which should be satisfied by the ACT Long Service Leave Authority prior to distribution of the unclaimed benefit.

4. I have not applied for Probate or Letters of Administration and as far as I am aware no such application has been made.

5. I indemnify and hold the ACT Long Service Leave Authority harmless, from all and any suits, claims or actions made by any person in connection with the long service leave benefit due in respect of the late

\_\_\_\_\_ *(name of deceased).*

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

Signature of person making declaration \_\_\_\_\_

Declared at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
*(Place declaration made, eg Canberra)*

Before me \_\_\_\_\_  
*(Signature of person before whom the declaration is made)*      *(Full name, qualification and address of person before whom the declaration is made)*

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NOTE 1 – A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years – see section 11 of the *Statutory Declarations Act 1959*.

NOTE 2 – Chapter 2 of the Criminal Code applies to all, offences against the *Statutory Declarations Act 1959* – see section 5A of the *Statutory Declarations Act 1959*.

(No will left by deceased)

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before—**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution