

Notification of Death Form

Please complete this form to notify the NSW Rural Assistance Authority (the Authority) of the death of a client or applicant.

Section 1 Details of the deceased

Given name(s):

Surname:

Date of birth:

Date of death:

Street address:

Postal address:

Email:

Phone number(s):

BP number (if known):

If the BP number is not known, please also provide:

Details of grants or loans applied for (if known):

Business details of the deceased (for example, business address, ABN, ACN):

Section 2 Notifying party (your details)

Given name(s):

Surname:

Email:

Phone number:

Relationship to the deceased:

Section 3 Primary contact

While the Authority will include all executors and/or legal personal representatives in email and written correspondence, please nominate a primary contact for urgent matters.

Given name(s):

Surname:

Email:

Phone number:

Relationship to the deceased:

Section 4 Executor details

Executor 1

Given name(s):

Surname:

Email:

Phone number:

Executor 2

Given name(s):

Surname:

Email:

Phone number:

Executor 3

Given name(s):

Email:

Surname:

Phone number:

Executor 4

Given name(s):

Email:

Surname:

Phone number:

Section 5 Legal representative

Name of solicitor or legal representative:

Email:

Phone number(s):

Section 6 Accompanying documentation

Please provide copies of the following documents with this form:

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A copy of the Death Certificate

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A copy of the Will (if available)

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A copy of the Grant of Probate or Letters of Administration (if available)

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Contact details for all executors and/or legal personal representatives (full name, phone and email)

The Authority will be in contact to request further information as required, this may include requesting certified documents, depending on the circumstances of your case.

Section 7

Privacy Collection Notice

The personal information you provide in this form is collected by the NSW Rural Assistance Authority (the Authority) under its statutory functions for the purpose of assessing and administering your application, in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Provision of the information requested in this form is required to assess your application. If you do not provide this information, we may be unable to process or determine your application.

Your information may be used to verify the details provided, determine eligibility, administer funding or services, monitor compliance, and evaluate the Program. We may disclose your information to other NSW Government agencies, Commonwealth agencies (including the Australian Taxation Office and Services Australia for verification purposes), contracted service providers, auditors or integrity bodies, or other persons where authorised or required by law.

The Authority takes reasonable steps to securely store and protect your information in accordance with NSW Government requirements. You may request access to or correct your personal information by contacting the Authority by telephone on 1800 678 5893 (toll-free) or by writing to: Manager Customer and Programs, NSW Rural Assistance Authority, Locked Bag 23, Orange NSW 2800. If you are not satisfied with the Authority's response to a privacy request or complaint, you may contact the Information and Privacy Commission NSW at www.ipc.nsw.gov.au or by calling 1800 472 679. Further information is available in our [Privacy Policy](#).

If you require assistance completing this form, please contact the RAA via 1800 678 593 or email rural.assist@raa.nsw.gov.au.

Please forward the completed form to:

Email: rural.assist@raa.nsw.gov.au

Post: NSW Rural Assistance Authority, Locked Bag 23, Orange NSW 2800