

# 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):

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## 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):

Surname:

Email:

Phone number:

**Executor 4**

Given name(s):

Surname:

Email:

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:

- ☐ A copy of the Death Certificate
- ☐ A copy of the Will (if available)
- ☐ A copy of the Grant of Probate or Letters of Administration (if available)
- ☐ 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 *Rural Assistance Act 1989*, authorises the NSW Rural Assistance Authority (the Authority) to collect the personal information provided in/with this form so that we can verify identities, assess eligibility for assistance and provide any assistance those impacted are approved for. This may include names, addresses, emails, bank accounts and financial details. This information will be used to verify and update impacted claims and programs of assistance.

You must provide this information, otherwise we are unable to process impacted applications or provide further assistance.

We will not disclose information about you to any person except where required to fulfil the purpose for which you are providing the information, or where permitted by law. This may include disclosure to third parties for the purpose of auditing the performance and effectiveness of the scheme(s) and to detect and investigate potential fraud.

If you would like to gain access to, or amend your personal information, or require more details about privacy please contact us by telephone on 1800 678 593 or by emailing us at [ruralassist@raa.nsw.gov.au](mailto:ruralassist@raa.nsw.gov.au).

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

**Please forward the completed form to:**

**Email:** [rural.assist@raa.nsw.gov.au](mailto:rural.assist@raa.nsw.gov.au)

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