



# Application for Payment of Long Service Leave to a Deceased Estate

## Part 1: To be completed by the claimant

### Employee Personal Details

Registration No \_\_\_\_\_ Surname \_\_\_\_\_ First Names \_\_\_\_\_

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

Former Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

**Interstate Registration**—If the deceased was a member of an interstate portable long service leave scheme, please complete the registration number

ACT \_\_\_\_\_ NSW \_\_\_\_\_ NT \_\_\_\_\_ QLD \_\_\_\_\_ TAS \_\_\_\_\_ VIC \_\_\_\_\_ WA \_\_\_\_\_

### Claim Type

#### Employees

- The above named ceased employment on \_\_\_\_/\_\_\_\_/\_\_\_\_  
For entitlement accrued less than 2,600 service days, a pro-rata payment will be made.

#### Self-Employed Contractors/Working Directors

- The above named ceased to be a Self-Employed Contractor or Working Director on \_\_\_\_/\_\_\_\_/\_\_\_\_

### Claimant Details

Surname \_\_\_\_\_ First Names \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

- I am the executor of the deceased worker's estate claiming the entitlement. I am authorised to deal with the assets of the deceased's estate by a grant of probate.  
*Please provide a certified copy of the death certificate and a copy of the grant of probate, evidencing the claimant as executor of the estate.*
- I am the legal personal representative of the deceased worker, appointed as administrator of the estate and claiming the entitlement. I am authorised to deal with the assets of the deceased's estate.  
*Please provide a certified copy of the death certificate and documentation evidencing claimant as administrator of the estate.*
- I am administering the estate on behalf of the deceased. There will be no formal administration of the estate due to (reason) : \_\_\_\_\_  
*If you select this item, you cannot provide documentation of formal administration of the estate ie application to the Court for a grant of probate or letters of administration. Please provide a certified copy of the death certificate and sign the attached indemnity for release of payment.*

### Payment Instructions

Payment will be made by cheque to 'The Estate of' the deceased worker named above. If payment is to be made to an account other than 'The Estate of' the deceased worker, the attached indemnity must be signed for release of payment.  
If the estate will be administered informally (refer above) the attached indemnity must be signed for release of payment.

### Bank Account Details

BSB No: \_\_\_\_\_ - \_\_\_\_\_ Acc No: \_\_\_\_\_ Bank: \_\_\_\_\_

Account Name \_\_\_\_\_

*Must be in the name of 'The Estate of' the deceased worker or the attached indemnity to be signed*

### Declaration

I confirm the information provided above is correct.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**DEED OF INDEMNITY**

**To: CONSTRUCTION INDUSTRY LONG SERVICE LEAVE BOARD Trading As PORTABLE LONG SERVICE LEAVE (PLSL).**  
155 Fullarton Road  
Rose Park SA 5067

**BACKGROUND:**

- A. [ ] is the executor/ duly appointed administrator of the Estate of [ ] (**Deceased**) who died on [ ] (**Executor/ Administrator** (delete as applicable))
- B. The Executor/ Administrator is authorised to deal with the assets of the Deceased's Estate.
- C. By virtue of his employment the Deceased had an entitlement to a payment for long service leave pursuant to the *Construction Industry Long Service Leave Act 1987* (SA) (**Act**).
- D. Pursuant to Section 16(5) of the Act, the Deceased's entitlement to long service leave payment vests in the Executor/ Administrator as the Deceased's personal representative.
- E. PLSL will pay to the Executor/ Administrator, in his/ her capacity as Executor/ Administrator, the Deceased's long service leave entitlements pursuant to the Act (**Long Service Leave Payment**).
- F. The Executor/ Administrator has agreed to provide an indemnity in respect of the Long Service Leave Payment.

**INDEMNITY**

The Executor/ Administrator indemnifies PLSL and agrees to keep the PLSL indemnified against any claims, costs and expenses incurred by the PLSL in respect of the Long Service Leave Payment.

The Executor/ Administrator undertakes to reimburse PLSL for the Long Service Leave Payment and any costs and expenses if it is subsequently proved that the Executor/ Administrator was not entitled to the Long Service Leave Payment.

**DATED** the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

**SIGNED** as a Deed

**SIGNED** by [ ] in )  
the presence of: ) .....

.....

**SIGNED** by  
**CONSTRUCTION INDUSTRY  
LONG SERVICE LEAVE BOARD** )  
in the presence of: ) .....

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