|  |  |  |
| --- | --- | --- |
|  | OFFICE USE ONLY | |
| Approved by (name) |  |
| Date |  |
| CRM updated Y/N |  |
|  | |

**Adding an additional right of interment holder**

This form is to be used when:

* Adding an additional right of interment holder

The variation being made is in accordance with the provisions of the granting of right of interment, subject to provisions of the *Cemeteries and Crematoria Act 2003 (Vic)* and Regulations made under this Act.

It is important that you complete all the appropriate sections and provide the necessary documents of identification and evidence, as detailed in the form below.

The addition of ROI holders is not effective until the variation form has been approved and processed by the Greater Metropolitan Cemeteries Trust (GMCT). Please allow 10 business days for this process to complete.

All fees and/or costs incurred by the ROI holder and/or their representative in relation to the gathering of documentation for this request shall be borne by that party and will not be transferred to GMCT.

Please advise us of any change of address/contact details, as we may need to contact you in the future regarding maintenance or access.

|  |
| --- |
| Certified Photo Identification must be provided with every application (i.e., Passport or front and back of a driver’s license) for each person named. (Should neither of these forms of I.D. be available, you may present a signed statutory declaration of your identity and signature) |

|  |  |
| --- | --- |
| **Location details (must be provided)** | |
| Cemetery: |  |
| Area: |  |
| Row: |  |
| Grave number: |  |

|  |
| --- |
| **SECTION 1** |

I/We request the Trustees of the GMCT make an addition to this right of interment. I/We agree that if the Trustees record the addition, I/We will indemnify them against any actions that arise from the addition.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Consent of current holder(s) of ROI or their legal representative(s)** | | | | |
|  |  |  |  |  |
| I/We are the current holder(s) of ROI |  | Yes |  | No |
| Or | | | | |
| I/We are the legal representative(s) of the holder(s) of ROI |  | Yes |  | No |



**Current ROI holder / Legal representative 1:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: | Given names: | | | Surname: | | |
| Street address: | | | | | | |
| Suburb/town: | | State: | | | | Postcode: |
| Telephone: (home) | | | (mobile) | | | |
| Email address: | | | | | | |
| Signature: | | | | | Date:    /    / | |

**Current ROI holder / Legal representative 2:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: | Given Names: | | | Surname: | | |
| Street address: | | | | | | |
| Suburb/town: | | State: | | | | Postcode: |
| Telephone: (home) | | | (mobile) | | | |
| Email address: | | | | | | |
| Signature: | | | | | Date:    /    / | |

**Current ROI holder / Legal representative 3:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: | Given Names: | | | Surname: | | |
| Street address: | | | | | | |
| Suburb/town: | | State: | | | | Postcode: |
| Telephone: (home) | | | (mobile) | | | |
| Email address: | | | | | | |
| Signature: | | | | | Date:    /    / | |

|  |
| --- |
| **IMPORTANT**: If the person(s) signing this application is not the registered holder of right of interment, documentary evidence must be supplied to support the application (See ‘required documentation’). |

|  |
| --- |
| **SECTION 2** |

**Consent of the person(s) being added to the holder of right (ROI)**

**Person 1:**

|  |  |
| --- | --- |
|  | I wish to be added to the ROI of this location |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: | Given names: | | | Surname: | | |
| Street address: | | | | | | |
| Suburb/town: | | State: | | | | Postcode: |
| Telephone: (home) | | | (mobile) | | | |
| Email address: | | | | | | |
| Signature: | | | | | Date:    /    / | |

P**erson 2:**

|  |  |
| --- | --- |
|  | I wish to be added to the ROI of this location |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: | Given names: | | | Surname: | | |
| Street address: | | | | | | |
| Suburb/Town: | | State: | | | | Postcode: |
| Telephone: (home) | | | (mobile) | | | |
| Email address: | | | | | | |
| Signature: | | | | | Date:    /    / | |

**Person 3:**

|  |  |
| --- | --- |
|  | I wish to be added to the ROI of this location |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title: | Given names: | | | Surname: | | |
| Street address: | | | | | | |
| Suburb/town: | | State: | | | | Postcode: |
| Telephone: (home) | | | (mobile) | | | |
| Email address: | | | | | | |
| Signature: | | | | | Date:    /    / | |

**Required documentation:**

**Who may sign the Variation if the holder of the right is unable to sign?**

The person named as the power of attorney may sign the application.

* A certified copy of the power of attorney must be provided.

If the person signing is not the person named as power of attorney or the power of attorney is in joint names:

* A copy of the power of attorney must be provided plus a letter signed by the person(s) named as power of attorney(s) authorising the transfer.

Where the rights holder cannot be located and is not deceased, the family must make diligent enquiries to find them. Diligent enquiries include:

* Attempting to contact rights holder(s) with contact details on record
* Searching via the internet, social media, and telephone listings
* Placing an advertisement in a local newspaper or other prominent local publication.

The family will need to provide GMCT with evidence of diligent enquiry with a statutory declaration as outlined above before they can make an application to update the ROI as per the above.