

# Application for Appointment of Manager of Missing Person's Property

Under the *Guardianship and Management of Property Act 1991 (the Act)*.

Use this form to apply for appointment of a financial manager of person who has been missing for over 90 days.

ACAT file number (ACAT use only)

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## 1. Applicant

Provide your details. For more than one applicant, attach details on a separate page. ACAT will use these details to contact you.

**Note:** the preferred method for ACAT to contact the parties is by **email**.

Full name

Phonetic spelling of name

(optional)

Pronouns

(optional)

Postal address

Email

Telephone

Relationship to missing person

## 2. Missing person

Provide the details of the missing person.

Full name

Date of birth

(DD/MM/YYYY)

Usual residential address

Email

Telephone

### 3. Information about missing person

**How long has the person been missing?** (Please answer in years, months or days)

**When was the last time the person contacted someone?** (Please provide date, timeframe, person contacted and any other information)

**Does the missing person usually reside in the ACT?**

Yes       No

**What efforts have been made to locate the missing person? Provide police incident report number if available.** Attach separate page if insufficient needed.

**Why is it necessary to appoint a manager to make decisions in relation to the missing person's financial matters or property? Attach supporting evidence where possible.** Attach separate page if insufficient needed.

## 4. Interested parties

Provide the details of the missing person's domestic partner, parent/s, brothers and sisters, children, carers, guardian, manager, and attorney(s). Please provide the details for these persons as applicable. Under section 72A of the Act, the Tribunal must, as far as practicable, give notice hearing to these parties.

Persons under 18-years-old or applicant/s to this application do not need to be listed as interested parties.

If there are more than two interested parties, please attach details on a separate page.

### Interested party 1

**Full name**

**Postal address**

**Email**

**Telephone**

**Relationship to missing person**

### Interested party 2

**Full name**

**Postal address**

**Email**

**Telephone**

**Relationship to missing person**

## 5. Proposed manager and consent to act

A manager is a person appointed by the Tribunal to make decisions about property and financial matters for and on behalf of the missing person.

For more than one proposed manager, attach a separate copy of part 5 setting out the details of each person.

**Please select one and complete the required steps:**

- I am applying for the Public Trustee and Guardian to be manager of the missing person.** The Public Trustee and Guardian must not be appointed if an individual who is otherwise suitable has consented to be appointed.
- I have attached a *Statutory Declaration – Statement of Protected Person's Property*

**OR**

- I am applying as a family member or friend to be the manager of the missing person.** Provide the details of the proposed guardian below.
- I have attached a *Statutory Declaration for the Appointment of a Guardian and/or Manager*
- I have attached a *Statutory Declaration – Statement of Protected Person's Property*

### Details of proposed manager

**Full name**

**Date of birth**

**Postal address**

**Email**

**Telephone**

**Relationship to missing person**

(for example: mother, son, etc)

**I consent to act as manager of**

*Full name of missing person*

**Signature of proposed manager**

**Date**

## 6. Availability

What dates are you **not available** to attend ACAT in the next 3 months? Include any days of the week or times of day you are not available.

## 7. Accessibility

We can adjust our services to make an ACAT listing (such as a hearing) more accessible for you. Please answer the following questions:

1. Do you need an **interpreter**?  Yes  No

If yes, what is the language and dialect you need interpreting? (includes AUSLAN interpreter)

2. Do you have a **disability**?  Yes  No  Prefer not to say

3. Would you like to request a **reasonable adjustment** be made? We may be able to assist you with some adjustments that support your participation in ACAT listings.

Some adjustments that ACAT may be able to make include:

- Access to Hearing Augmentation System
- Access to a wheelchair
- Escorting to tribunal room
- Sensory adjustments
- Communication adjustments
- Pre-hearing tour
- Regular breaks

If yes, please describe the adjustment/s you are asking ACAT to make:

There is more information about reasonable adjustments on the 'Accessibility' page of the ACAT website ([www.acat.act.gov.au](http://www.acat.act.gov.au)).

If you wish to bring a non-accredited assistance animal, please contact us to discuss the details. We may ask for additional information about the animal. Our contact details are on the last page of this form.

**Important:** this application will be given to the Public Trustee and Guardian and any current guardian or enduring power of attorney.

If you have any concerns or do not want to request an adjustment on this form, please call the Disability Liaison Officer on (02) 6205 0322 or email [ACATAssistance@act.gov.au](mailto:ACATAssistance@act.gov.au).

If we are unable to make an adjustment that you request, we will contact you to let you know.

Please note that your contact details and adjustment request may be passed on to the Disability Liaison Officer who may contact you for more details about how we can help.

## 8. Signature and declaration

**Warning:** Pursuant to section 338 of the *Criminal Code 2002*, a person commits an offence if they knowingly make a statement in a document which is false or misleading to a person who is exercising a function under a territory law for which the maximum penalty is 100 penalty units, imprisonment for 1 year, or both.

By signing this form, I certify:

- a. I have read this application and consider to the best of my knowledge that all the information provided is true and correct, is not misleading and that no information relevant to the application has been omitted.
- b. I understand that a copy of this application and any attachments will be provided to any current guardians or Enduring Power of Attorneys and the Public Trustee and Guardian, unless the Tribunal orders otherwise.
- c. My signature is being witnessed by an individual over the age of 18.
- d. I have completed the checklist on the next page.

**Signature of applicant**  
(all applicants to sign)

**Name of applicant/s**

**Date**

**Signature of witness**

**Name of witness**

**Date**

**Complete the checklist on the next page before lodging with ACAT**

## Checklist

- Application for Appointment of Manager of Missing's Person's Property is correctly filled out**, including:
  - Applicant's details
  - Missing person's details
  - Information about missing person
  - Interested parties' details
  - Proposed manager's consent to act
  - Form is signed by applicant/s and witnessed
  
- Evidence to support the application is attached**

### Important Information

There is no application fee for this matter.

The contact details provided will be used by ACAT to communicate with you. You should ensure your mail, telephone and email are secure and that you check them regularly for information about your matter.

After this form is lodged, ACAT will advise the parties of the next steps

### Do you need assistance?

If a party needs an interpreter or would like to request a reasonable adjustment be made, please let ACAT know as soon as possible. A list of services ACAT can provide is available on the Accessibility page of our website ([www.acat.act.gov.au](http://www.acat.act.gov.au)).

### More information

Visit our website [www.acat.act.gov.au](http://www.acat.act.gov.au) for information about:

- What to expect
- Case types → Guardianship and management of property cases
- Fees and forms
- Lodge and serve documents

### Contact ACAT

**Telephone** (02) 6207 1740

**In person** Allara House  
15 Constitution Avenue  
CANBERRA CITY ACT 2601

**Email** [tribunal@act.gov.au](mailto:tribunal@act.gov.au)

**Post** ACT Civil and Administrative Tribunal (ACAT)  
GPO BOX 370  
CANBERRA ACT 2601