



# Application for an Act of Grace Payment

## What is an act of grace payment?

Act of grace payments may be made when the Finance Minister or delegate considers it is appropriate to do so because of special circumstances (section 65 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act)).

***Act of grace payments are discretionary. There is no guarantee of an outcome in favour of the applicant.***

## What are special circumstances?

Special circumstances are not defined but may apply where a decision maker is satisfied that:

- an act of a non-corporate Commonwealth entity (NCE) has caused an unintended and inequitable result to the individual or organisation seeking the payment;
- Commonwealth legislation or policy has had an unintended, anomalous, inequitable or otherwise unacceptable impact on the claimant's circumstances; or
- the matter is not covered by legislation or specific policy, but the Commonwealth Government intends to introduce such legislation or policy.

## Who can apply?

Any individual, company or other organisation can apply for an act of grace payment, either for themselves or for a third party if authorised. If a company applies for an act of grace payment, this form must be completed by an individual who is authorised to make this claim on behalf of the company (eg. director).

Claims are made in writing. Face-to-face meetings are generally not conducted.

The act of grace power is available to provide a remedy for the actions of NCEs. A list of NCEs is available on the [Finance website](#).

If your claim relates to an entity other than a NCE, Finance may be limited to considering issues arising from the application of legislation or broader policy issues. If your claim does not relate to the Commonwealth Government, Finance will be unlikely to be able to assist.

## What happens after you apply

The investigation of an application will be a lengthy process. If you want to find out about the progress of your application, you can contact the Discretionary Payments Section.

Generally, Finance will seek information about your application from relevant NCEs. A copy of any information provided by another NCE will ordinarily be provided



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to you for an opportunity to comment, prior to a decision being made.

Once all relevant information is available, the request will be submitted for a decision as soon as practicable. You will be notified of the decision in writing.

## Privacy notice

In accordance with the *Privacy Act 1988* and the Australian Privacy Principles, the information, including personal information, provided in relation to this application will be used to assess your claim for an act of grace payment and to notify you of the outcome of your claim. In order to assess your claim Finance will share relevant information about your application with relevant Australian Government departments or agencies.

Further information on how your personal information will be handled, including how to make a complaint about the handling of your personal information, is contained in Finance's Privacy Policy. Our Privacy

policy is available at:

<https://www.finance.gov.au/publications/policy/department-finance-privacy-policy>.

You can also contact Finance to obtain a copy.

## For more information

### Website:

<http://www.finance.gov.au/resource-management/discretionary-financial-assistance/>

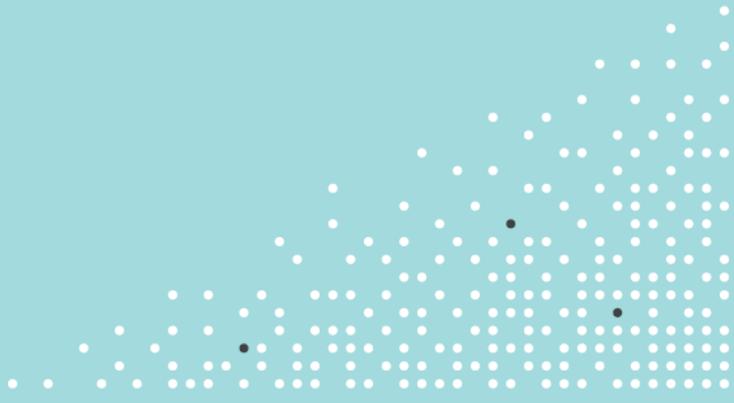
**Email:** [sfc@finance.gov.au](mailto:sfc@finance.gov.au)

**Freecall** (except from mobiles): 1800 227 572

## Where do I send this form?

Send the completed form to:

[sfc@finance.gov.au](mailto:sfc@finance.gov.au)



# Application for an Act of Grace Payment

## Part 1 (a): Personal details

<b>Title</b>	
<b>Surname (Family name)</b>	
<b>Given name(s)</b>	
<b>Date of birth</b>	

## Part 1 (b): Company details

<b>Company name</b>	
<b>Authorised officer &amp; position</b>	

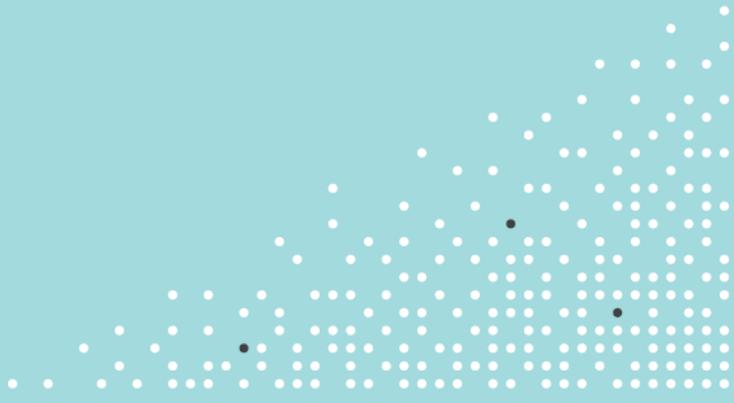
If you have completed Part 1 (b) you must also complete the declaration at Part 5.

## Part 2: Contact details

<b>Postal address</b>	
<b>Home Phone Number</b>	
<b>Work Phone Number</b>	
<b>Mobile Phone Number</b>	
<b>Email address</b>	







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## Part 4: Declaration for applicant

I declare that the information provided in this application, including in any attachments to this form, is true, correct and complete to the best of my knowledge. Should I become aware of any inaccuracies in the information provided I will inform the Discretionary Payments Section ([sfc@finance.gov.au](mailto:sfc@finance.gov.au) or 1800 227 572) as soon as practicable.

**I understand that giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.**

**Signature**

**Date**

## Part 5: Declaration for applicants on behalf of companies [complete if applicable]

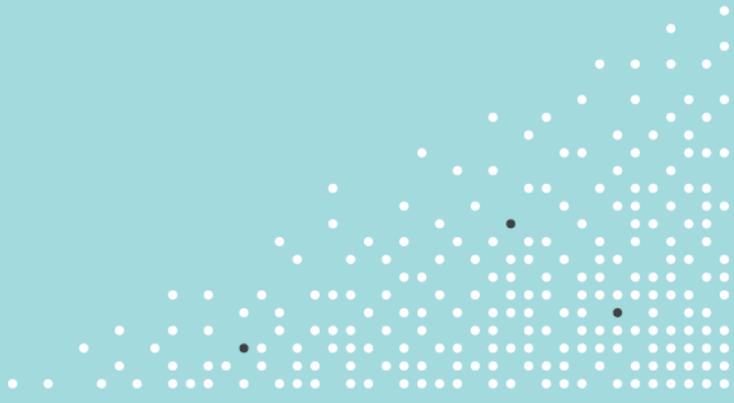
I declare that I have the authority to make this application on behalf of:

**Company name**

**Signature**

**Position**

**Date**



# Application for an Act of Grace Payment

## Part 6: Authority for Representative

Complete the following details if you would like another person or organisation to act on your behalf when dealing with Finance. The person you nominate can be anyone above the age of 18 years.

<b>Representative's name</b>	
<b>Their relationship to you (e.g. father, sister, guardian, accountant, lawyer)</b>	
<b>Representative's organisation</b>	
<b>Postal address</b>	
<b>Home Phone Number</b>	
<b>Work Phone Number</b>	
<b>Mobile Phone Number</b>	
<b>Email address</b>	

### Representative's Acceptance

I declare and accept that any personal information I am given access to under this arrangement is protected under Commonwealth legislation. I agree to access, use or disclose the information only as authorised by the person to whom the information relates.

**Signature of person authorising the representative**

**Date**

**Signature of Representative**

**Date**