

|  |
| --- |
| Update of contact details |
| Cemetery Sector Governance Support Program |

Allcemetery trust members and primary contacts must complete this document to ensure your contact details on the Department of Health and Human Services (the department) database are up to date.

Given the current circumstances the department requests trust primary contacts and trust members to provide their contact email addresses, if available, to ensure they can be contacted quickly if required. Please give this request your urgent and immediate attention and return the form to the department via one of the following methods.

|  |  |
| --- | --- |
| [**Email:**](mailto:cemeteries@dhhs.vic.gov.au) <cemeteries@dhhs.vic.gov.au> (preferred method) | **Post:**  Cemetery Sector Governance Support Program Department of Health and Human Services GPO Box 4057 Melbourne VIC 3001 |

Contact details – please respond to *all* requested information below.

| Information required | Your response |
| --- | --- |
| Cemetery trust name: |  |
| Your title and full name: |  |
| Position held (member/chairperson/secretary): |  |
| Home address: |  |
| Postal address: |  |

**When completing the section below, please circle or highlight your preferred contact**

*Note: For those members/secretaries/chairpersons who are also the primary contact for the trust, please consider which contact you nominate as your preferred contact because this will be published on the department’s website.*

| Information required | Your response |
| --- | --- |
| Email address: |  |
| Work number: |  |
| Home phone number: |  |
| Mobile number: |  |

| Information required | Your response |
| --- | --- |
| Signature: |  |
| Date: |  |