



SECTION 5

NEXT OF KIN

### NEXT OF KIN

1. Next of Kin is a subject that has yet to be tackled convincingly by the RSLAF. Next of Kin must not be mistaken for beneficiary, who in the event of death would inherit any money/property of the person who died. Next of Kin means the person who you nominate for notification in the case of death or serious injury.
2. A Copy of the Next of Kin Form, which is to be completed for all Service Personnel.
3. It is the intention to hold this form for all service personnel. One copy to be kept at the unit and another copy sent to the AFPC.
4. A soldier cannot refuse to complete the form. Disciplinary action may be taken against anyone refusing to complete one.
5. When completing the form the soldier has one chance to submit the details of all living relatives. All future forms that are completed may only have the additional names of either wives or new born children.
6. Once the list of living relatives has been completed the recording of the death of any of these personnel is to be entered in the appropriate column.
7. After the individual has completed the form he/she is to sign it. If they cannot write they are to apply their thumb print.
8. Once they have signed the form it is to be countersigned preferably by the Unit Records Officer or any other officer of Capt or above

## NEXT OF KIN FORM

This form is to be completed and signed by all personnel. 2 copies of the form is required. One copy is to be sent to the AFPC and the other copy retained at the unit. A Next of Kin form is to be completed for every officer and soldier on posting to another unit (completion to be the responsibility of the gaining unit). The form is to be verified and signed by either the Commanding Officer, 2i/c, Adjt or the Unit Records Officer (URO). Next of Kin is defined as follows:

*A Next of Kin is a person who you would want to be informed in the event of a serious injury or death to yourself or the person nominated. It does not qualify the person nominated to any associated benefits.*

Number		Rank		Name	
Unit					
<b>NOMINATED NEXT OF KIN</b>					
First Name			Surname		
Relationship <small>See Note 1</small>			Date of Birth		
Current Home Address and Contact Telephone Number <small>See Note 2</small>	Number of House and Name of Street				
	Village/Town				
	City/Province				
	Country				
	Tel No including International Code				
Any other relevant information					
Individuals Signature <small>See Note 3</small>			Individuals Thumb Print		
Date of Signature			Date of Thumb Print		
Responsible Officers Signature <small>See Note 4</small>			Rank and Name of Officer		
Date of Signature			Date form sent to AFPC		
Date Received at the AFPC					

**Notes:**

1. Relationship in this order of priority: If single, Eldest Child or Mother or Father, Sister or Brother, Other Relative, Friend. If Married, Wife, Eldest Child, Mother or Father, Sister or Brother, Other Relative, Friend.
2. As Much information as possible to be entered including, if one is owned, a mobile phone number.
3. If the person cannot write his signature a thumb print is to be used.
4. The officer who signs the form is to be of Capt Rank or above. It is recommended that the Unit Records Officer signs all forms.

This part of the form is to be used to record all living relatives and recording the death of those nominated. The only relatives to be included on the form are:

Wife (Current), Wife (Divorced), Mother, Father. All Children, Brothers and Sister

RECORD OF NOMINATED RELATIVES See Note 1						
Status ie. Mr/Mrs	First Name	Surname	Relationship	Date of Birth	Date of Marriage	Date of Death See Note 2

Notes:

- 1. Proof is to be obtained before entering any relatives' details, ie birth certificate.
- 2. Anyone wishing to take time off to Bereave can only do so if the person who has died had been entered on this form. Date of death will then be recorded in this column.
- 3. If more space is required use another form and staple them together.