



UNCLAIMED MONEY: HOW TO CLAIM YOUR MONEY

To complete a **valid** application you must:

1. Complete all sections of this application in full
2. Write clearly in BLOCK LETTERS
3. Attach only **original** or **witnessed** documents (not everyone can 'witness' documents – see list of people who are suitable to do this on page 7)
4. Submit your original application by post.

Statutory Declaration: once signed is a legal document and can only be witnessed before certain people who have been given the authority to do so. A list of suitable people is provided on page 7. If your Declaration is not complete and witnessed appropriately we CANNOT process your claim.

Certified Documents: are clear copies of original documents that have been noted as verified by a suitable person. A list of people who can 'certify' documents is provided on page 7.

Remember: A person who can witness Statutory Declarations can **also** certify your documents.



Unless your application is completed in FULL, and the correct documentation is attached, we cannot process your claim.

After lodging your documents, you have 3 months to complete your claim.

Other Important Information:

Overseas Applications: Claimants in countries other than Australia should complete the Statutory Declaration and have it witnessed by a person who falls within categories equivalent to those listed on page 7.

Processing Time: Claims lodged with us will take up to 28 days to process. We will be in contact with you once your claim has been assessed and approved or if further information is required.

Help: If you require any assistance completing this application, or after checking pages 7 & 8 you have questions about your documentation, contact ASIC on:

Phone: 1300 301 198
Fax: (07) 3867 4725
Email: unclaimed.money@asic.gov.au

Lodgement: Claims will only be accepted by post. Send complete applications to:

ASIC – Unclaimed Money Unit
GPO Box 9827
Brisbane QLD 4001

STATUTORY DECLARATION

PART A – Claimant Details

1. Name of the person/s making the claim (claimant):

Surname/Family Name:
First Name:
Surname/Family Name:
First Name:

2. Current postal address of claimant:

Address Line 1:	
Address Line 2:	
City/Suburb:	
State:	Postcode:
Country: (if outside Australia)	
Phone:	
Email:	

Note: Question 1 and 2 **must** be completed. If boxes are left blank we may not be able to process your claim. If an email address is provided, we will contact you by email. Cheques will be sent to the postal address provided above.

PART B – Personal Identification of Claimant

3. Please **ATTACH** one document from **each** category.

Note: Supplying a certified date of birth document may assist your claim.

All claimants must supply identification documents.

Category 1 – Primary identification

- Current drivers licence
- Current passport with signature showing
- Current Centrelink card
- 18+ card or equivalent

Category 2 – Secondary identification

- Current Medicare card
- Birth certificate
- Marriage certificate if name has changed
- Current Veterans affair card
- Current bank savings card or debit/credit card

IMPORTANT INFORMATION TO NOTE

All copies of documents **MUST** be certified by an appropriate person, or we cannot process your claim. If you are unsure who can 'certify' your documents, a list is provided on page 7.

Identification must:

- be **current**;
- you must copy **both** sides; and
- the primary identification document must clearly show your signature and expiry date.

PART C – Details of the owner of the money

4. Who is listed as the **owner** of the money? (as it appears on ASIC's records)

Remember: The '**owner**' of the money could be different to the person '**claiming**' the money. This would be the case if you have changed your name (by marriage or deed poll), Power of Attorney claims, deceased estate claims, or if you are a parent/guardian claiming on behalf of a child.

Owners surname (or former name):

First Name(s):

Company / Trust name:

(only required if claiming for a Company or Trust)

5. Has the owner changed their name?

- YES** then you **MUST** provide certified proof of your name change. This proof would usually be in the form of a Marriage Certificate, or notice of change by Deed Poll.
- NO**

PART D – I am claiming the money as:

6. Carefully consider the categories below and choose the one that applies to your claim. If you do not fall within one of these categories, please contact the Unclaimed Money Unit. Refer page 1 for contact details.

Claiming as:	<u>ATTACH</u> certified copy of:
<input type="checkbox"/> Trustee (of a superfund, trust fund/account)	<i>Document appointing the trustee, generally located within the trust deed.</i>
<input type="checkbox"/> Executor for a deceased estate All executors listed on the Will or Probate are required to make a claim If the deceased did not have a Will (intestate) you will need to contact the Unclaimed Money Unit	<i>If Probate has been granted, you must provide a copy, if not, then copies of death certificate and will are required Also, provide proof of the Ownership address in the name of the deceased</i>
<input type="checkbox"/> A person holding power of attorney for the owner of the money	<i>Copy of document appointing power of attorney</i>
<input type="checkbox"/> Parent of a minor	<i>Birth certificate of a minor</i>
<input type="checkbox"/> Guardian appointed by the court	<i>Document appointing the guardian</i>
<input type="checkbox"/> Director or Secretary of a registered company Do not complete this form if your company is no longer registered. You will need to contact the Unclaimed Money Unit	<i>proceed to Q7</i>
<input type="checkbox"/> Owner of the money	<i>proceed to Q7</i>

PART E – Proof of the Ownership and Address:

7. The Unclaimed Money relates to the following. (Please **list** all companies, managed investment schemes, debentures the money relates to, eg AXA Asia Pacific Holdings, AMP Limited).

(If you are unsure, you can check these details by contacting our office)

Company Name/Investment Account	Amount/s Due	Original Transaction Number/s (OTN)
(e.g. AMP LIMITED)	\$	

8. Do you hold **original** Share Certificates, Holding Statements, liquidator cheque?

- YES** then you **MUST** provide these original certificates with your claim.
- NO** they have been lost/stolen/destroyed. The share certificate(s)/holding statement(s) have not been pledged, sold or otherwise dealt with and I undertake to forward them to ASIC if they are subsequently found by me.

9. What is the address listed for the **owner** of the money (**as it appears on ASIC's records**).

(This is often an old address. If you are unsure what address the money is listed at, contact our office)

Note: If the address on our records is listed as unknown or lists a share registry address, you must provide a connection to the Company listed at question 7.

E.g, dividend statement, correspondence from the company or a bank statement listing dividends paid into your account from the company.

No. & Street:		
Suburb:	State:	Postcode:
Country: (if outside Australia)		

10. I have **ATTACHED** an **original** document showing proof of this address

NOTE: This request is a requirement for a successful claim. If you require assistance contact ASIC.

- YES** **certified copies will not be accepted.** You may wish to keep a photocopy for your records. Only limited forms of proof will be accepted.



For a list of acceptable address proof, please see page 8.

11. How did you find out about the unclaimed money?

- | | |
|---|---|
| <input type="checkbox"/> Media (TV, radio etc) | <input type="checkbox"/> ASIC website |
| <input type="checkbox"/> Share Registry | <input type="checkbox"/> ASIC mail |
| <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Money recovery agent |

PART F – Declaration

THIS FORM MUST BE SIGNED IN FRONT OF A PERSON WHO HOLDS THE AUTHORITY TO WITNESS A STATUTORY DECLARATION UNDER THE STATUTORY DECLARATIONS ACT 1959

(a list of these people is attached on page 7)

ONCE SIGNED, THIS FORM BECOMES A LEGAL DOCUMENT

Only proceed if you have fully completed ALL previous sections in this form.

12. Declaration

And I make this solemn declaration by virtue of the *Statutory Declarations Act 1959 (Cth)* as amended and subject to the penalties provided by the law for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

Note: A person who intentionally makes false statements in a statutory declaration under the *Statutory Declarations Act 1959 (Cth)* as amended is guilty of an offence against that Act, the punishment for which is imprisonment for a term of 4 years.

I declare that the information I have provided to ASIC is true and correct in every particular:

Signature of claimant:

Signature of witness:

Title and Occupation of Witness:

Date:

Day

Month

Year

Declared at:

CHECK IF YOU HAVE ALL THE REQUIRED DOCUMENTS

Your claim is complete when:

- All sections of this form are completed in FULL
- Your Statutory Declaration is signed **in front** of a person authorised to witness it
- You have supplied two clear **certified** copies of current identification with your signature clearly visible on your primary identification document.
- Original** proof of the ownership address is provided. If the address is unknown or lists a share registry address you have provided a connection to the company that is listed at question 7.

PLUS:

Any other documents specific to your claim are certified and enclosed.

These could include:

- | | | |
|--------------------------|--|--|
| <input type="checkbox"/> | Marriage certificate or Deed Poll certificate | <i>If you have changed your name</i> |
| <input type="checkbox"/> | Document appointing the Trustee | <i>If you are claiming as a Trustee</i> |
| <input type="checkbox"/> | Copies of probate or death certificate and will; plus proof of the address in the name of the deceased | <i>If you are claiming as Executor for a deceased estate</i> |
| <input type="checkbox"/> | Copy of document appointing power of attorney | <i>If you are claiming for another person as their attorney</i> |
| <input type="checkbox"/> | Birth certificate of a minor | <i>If you are claiming as Parent of a minor</i> |
| <input type="checkbox"/> | Document appointing guardian | <i>If you are claiming as Guardian appointed by the Court</i> |

ASIC is authorised to collect information provided on this form under Part 9.7 of the Corporations Act. The information collected will be used in the assessment of an application for unclaimed money and for personal identification purposes. For more details, please see Privacy Statement on www.asic.gov.au.

Information to help you with your claim:

Who can witness a Statutory Declaration?

A statutory declaration (*under the Statutory Declarations Act 1959 as amended*) may be made before, and witnessed by:

Members of certain professions:

- Chiropractor
- Dentist
- Legal Practitioner
- Medical Practitioner
- Nurse
- Patent Attorney
- Pharmacist
- Veterinary Surgeon

Other persons:

- Justice of the Peace
- Judge of a Court
- Bailiff
- Magistrate
- Police Officer
- Sheriff or Sheriff's officer
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1985)
- Bank Officer with 5 or more continuous service
- Commissioner for Affidavits or Commissioner for Declarations
- Member of the Institute of Chartered Accountants in Australia the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
 - the Parliament of the Commonwealth; or
 - the Parliament of a State; or
 - a Territory Legislature; or
 - a Local Government authority of a State or territory
- Permanent employee of:
 - the Commonwealth or of a Commonwealth authority; or
 - a State or Territory or of a State or Territory authority; or
 - a Local authority;
 - with 5 or more years of continuous service who is not specified in another item in this Part
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Teacher employed on a full-time basis at a school or tertiary education institution

Original proof of the Ownership address

You must provide ASIC with one **original** document that shows the owner of the money used the address that the money is listed at.

Documents that ASIC considers suitable to support your claim include:

- Dividend advice from any company
- Bank Statement
- Rates notice
- Past tax notice of assessment issued by ATO
- Government correspondence
- Utilities bill (eg. phone, power)

Request from another organisation:

ASIC will also accept these original official documents that you can request from other organisations, as long as the document includes your date of birth and your address as it appears on the unclaimed money record:

- Australian Electoral Commission (AEC) roll confirmation letter with **date of birth** listing current and prior address (the address listed in question 9). AEC may not provide this information to third parties.
- Transport authority confirmation letter with **date of birth** listing current and prior address (the address listed in question 9). You can call the Department of Transport in the relevant state for this.
- Medicare Australia confirmation letter with **date of birth** listing current address and prior address (the address listed in question 9)
- Centrelink letter confirmation with **date of birth** listing current and prior address (the address listed in question 9)
- Bank or Financial Institution letter confirmation with **date of birth** listing current and prior address (the address listed in question 9)

Alternatively, if the address on your unclaimed money record was for a business or company, you can provide ASIC with a documentary link to the records for that business (showing its address as it appears on your unclaimed money record.

Note: For the purpose of verifying the shareholder address **certified copies of documents listed above will not be accepted**. You are required to provide the original to ASIC, you may wish to keep a photocopy for your records.

* Overseas claimants can obtain the same information from an equivalent organisation in their country of residence.

The only documents ASIC will accept certified copies of are:

- Certified copy of birth / marriage / death certificates for yourself or relatives (please provide documents to link yourself to the person who is the subject of the certificate).
- Certified copy of certificates / academic results of any kind, displaying your name and address.

What are 'certified' documents?

Certified Documents: are clear copies (generally photocopies) of original documents that have been noted as an authentic – but this can only be done by approved people.




Members of certain professions can certify your documents by writing on the copy, that **"I certify this document is a true copy of the original"**. The copy must be signed and dated by the person certifying it, and include their authority to do so (eg. Justice of the Peace, Pharmacist, etc).

Who can 'certify' my documents?

Any person in list above that can witness a Statutory Declaration, can also witness your documents. Your documents do not need to be certified by the same person that witnessed your Declaration.

Need help?

If you require assistance completing your form, or you are unsure what information ASIC holds for your particular claim, please contact the Unclaimed Money Unit:

Phone:  1300 301 198
Fax:  +61 7 3867 4725
Email:  unclaimed.money@asic.gov.au

ASIC will not consider any claims against funds in the Companies Unclaimed Money Account unless sufficient proof is provided to satisfy ASIC that the person making the claim is entitled to the funds.

The documentation requested by us has been devised to ensure that sufficient proof is provided and to endeavour to prevent any liability to other parties.

Further documents may be requested to substantiate your claim.

Please note that unclaimed money such as dividends, unpresented cheques and other types, are held with other unclaimed money departments.

Send completed applications to:

ASIC – Unclaimed Money Unit
GPO Box 9827
Brisbane QLD 4001

Other contacts:

Below is a list of all of other unclaimed money departments. To ensure a thorough search we suggest that you contact all states.

Eg. If you are searching for unclaimed dividends from a company registered in NSW, you need to contact the Office of State Revenue in NSW.

NSW	Office of State Revenue Phone: 1300 366 016 or (02) 9689 6200 Email: unclaimedmoney@osr.nsw.gov.au www.osr.nsw.gov.au
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VIC	State Revenue Office Phone: 13 21 61 or (03) 9628 0000 Email: sro@sro.vic.gov.au www.sro.vic.gov.au
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QLD	Public Trustee Phone: 1300 360 044 or (07) 3213 9288 Email: unclaimedmoney@pt.qld.gov.au www.pt.qld.gov.au
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NT	Territory Revenue Office Phone: 1300 305 353 or (08) 8999 7069 Email: ntrevenue.ntt@nt.gov.au www.revenue.nt.gov.au
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Australian Tax Office Lost Superannuation Enquiries Phone: 13 10 20
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SA	Department of Treasury and Finance Phone: (08) 7424 5261 Email: unclaimedmonies@saugov.sa.gov.au www.treasury.sa.gov.au
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TAS	Department of Treasury and Finance Phone: (03) 6233 3702 www.treasury.tas.gov.au
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WA	Department of Treasury and Finance Phone: (08) 9222 9185 Email: unclaimed.money@dtf.wa.gov.au www.treasury.wa.gov.au/unclaimedmoney
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ACT	Public Trustee Phone: (02) 6207 9800 www.publictrustee.act.gov.au
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AUSFund <i>Australia's Unclaimed Super Fund</i> Phone: 1300 361 798 Email: admin@ausfund.net.au www.unclaimedsuper.com.au
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