



Unclaimed Money Claim Form

Important Information

Do not complete this form to claim funds that show "Type of money" as;

- Banking
 - Life
 - Gazettal
 - Or if you are claiming funds listed for a deregistered company or a deregistered business, please refer to www.moneysmart.gov.au for how to claim other types of money.
 - Write in clear BLOCK LETTERS
 - Complete all sections that apply to your claim in full as there may be delays in processing your claim if this form is not completed in full or you do not provide the requested documents.
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Lodging Your Claim

- Lodge by email by scanning a clear completed copy of this form along with all accompanying certified documents as one scanned PDF (not multiple files) in the order set out below to unclaimed.money@asic.gov.au.

1. Statutory Declaration (excluding pages 1, 6 & 7)
2. Certified Primary & Secondary Identification Documents
3. Certified proof of address or connection to original company funds held under
4. Any other supporting documents that support your claim (e.g. trust deed, name change documents etc.)
5. You should also use the naming conventions in the subject line of your email shown in the following example
<SURNAME><First name> - <Related Company Name> as per listed record being claimed.

Or

- Post your completed claim along with all accompanying certified copies of documents to:
ASIC – Unclaimed Money Unit, GPO Box 9827, Brisbane QLD 4001 AU
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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:** Allow approximately 28 days for ASIC to either request further information from you to support the claim, or process a successful claim by posting a cheque. You need to also consider postage time. Avoid contacting us for updates or to see if we have received your documentation prior to the 28 days as this can cause delays for all claimants.
 - **Supporting documents:** ASIC will not approve any claims unless sufficient proof is provided to satisfy ASIC that the person making the claim is entitled to the funds. The documents requested by us are likely to provide such proof, however in some instances ASIC may request more information or documents to verify your entitlement.
 - **Other contacts:** Please note that unclaimed money such as dividends, unrepresented cheques and other types are often held with other unclaimed money authorities. Go to www.moneysmart.gov.au for other authorities that hold unclaimed money.
 - **Note:** ASIC reserves the right to request original documentation. Please retain your original claim documents until payment is processed.
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PART A – Claimant Details

1. **Details of the person/s making the declaration (claimant).** I/We, make the following declaration under the Statutory Declarations Act 1959:

**Note that your cheque(s) will be mailed to the below address unless you state otherwise – ASIC do not issue funds electronically to a nominated bank account. Please ensure you provide an email address or contact telephone number in case we are required to contact you for further information if necessary.*

Claimant 1:	Claimant 2:
Surname:	Surname:
Given Name(s):	Given Name(s):
Address Line 1:	Address Line 1:
Address Line 2:	Address Line 2:
City/Suburb:	City/Suburb:
State: Postcode:	State: Postcode:
Country: (if outside Australia)	Country: (if outside Australia)
Phone:	Phone:
Email:	Email:

PART B – Details of the funds held (As shown on ASIC records)

2. Who is listed on **ASIC records** as the owner of the money? (include joint holders)

Owner 1. Surname (or former name):
Owner 1. Given Name(s):
Owner 2. Surname (or former name):
Owner 2. Given Name(s):
Company/Business Name: <i>(only required if claiming for a Registered Company/Business)</i>
Company/Business Name ACN/ABN:
Trust/Superfund Name:
Trust/Superfund ABN:

3. Has the owner changed their name?

YES <input type="checkbox"/>	You must provide proof of name change. E.g. Marriage Certificate or notice of change by Deed Poll.
NO <input type="checkbox"/>	Proceed with application.

PART C – Proof of the Ownership and Address:

4. The Unclaimed Money relates to the following as shown on ASIC search:

- In the "Record" section please list all companies, managed investment schemes, debentures the money relates to and is **shown on ASIC records**.
- In the "Address" section please indicate the address shown as it appears **on ASIC's records**.

Note: If the address on our records is listed as "Unknown" or lists a share registry address, or another address, you must list this here and provide a connection to the Company listed, e.g. a dividend statement, old correspondence from the company, etc.

Company Name / Investment scheme (e.g. Record 1. AMP LIMITED)	Amount(s) Listed	Original Transaction Number/s (OTN)
Record 1.	\$	
Address on record:		
Record 2.	\$	
Address on record:		
Record 3.	\$	
Address on record:		
Record 4.	\$	
Address on record:		
<i>If more than 4 records being claimed please provide additional records on a separate document</i>		

5. Do you hold a Share Certificate/Holding Statement/liquidator cheque?

YES	<input type="checkbox"/>	<p>You MUST provide certified copies of original certificates or cheques with your claim.</p> <p>If the address on your certificate differs from that in question 4, then you need to supply certified copies of documents showing proof of the address listed at question 4.</p>
NO	<input type="checkbox"/>	<p>You need to supply a certified copy of a document showing the address at question 4. Your claim will be rejected without supplying a connection to the former address.</p> <p>For a list of acceptable address proof, please see page 7 of this declaration or contact our office for further assistance.</p>

6. 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 D – I am claiming the money as:

7. Carefully consider the categories below and **tick the one** that applies to your claim. If you do not fall within one of these categories, please contact the Unclaimed Money Unit – contact details on page 7.

Claiming money as:	What you need to provide:
<p>Owner of the money <input type="checkbox"/></p>	<p>Proceed to declaration.</p>
<p>Executor of an Estate <input type="checkbox"/> An executor listed on the Will or Probate is required to make a claim.</p>	<p>If Probate has been granted, you must provide a certified 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.</p> <p>For estates where Probate has been granted in South Australia, a Registrars Certificate disclosing the assets MUST be provided.</p> <p>If the deceased did not have a Will (intestate) go to "How to claim money owed to someone who dies without a Will" on the MoneySmart website.</p>
<p>Director or Secretary <input type="checkbox"/> (of a <u>registered</u> company or Proprietor of a <u>registered</u> business)</p>	<p>For a registered business or a registered overseas company we require evidence of the current registration of the business name or overseas company. Do not complete this form if your company or Business is no longer registered. Please see the "How to claim money owed to a deregistered company" or the "How to claim money owed to a deregistered business" section on our MoneySmart website.</p>
<p>Trustee <input type="checkbox"/> (of a superfund, trust fund/account)</p>	<p>Certified copy of document appointing the trustee including any amendments, generally located within the trust deed or deed of amendment. A claim from all listed trustees must be provided. Please ensure that the ABN for the superfund/trust fund is provided in question 2 of this declaration.</p>
<p>Power of Attorney <input type="checkbox"/> A person holding power of attorney for the owner of the money</p>	<p>Provide a certified copy of document verifying your appointment as power of attorney with your claim.</p>
<p>Parent of a minor <input type="checkbox"/></p>	<p>Provide a certified copy of the Birth certificate of a minor. If minor is now 18 years of age they will be required to lodge the claim on their own behalf.</p>
<p>Guardian appointed by court <input type="checkbox"/></p>	<p>Provide certified copy of documents verifying your appointment as the guardian.</p>
<p>Liquidator <input type="checkbox"/> (of a company in liquidation)</p>	<p>Proceed to declaration. ASIC will check our records to verify liquidation status.</p>

Who can witness a Statutory Declaration?

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

- (1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon
- (2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
- (3) a person who is in the following list:

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 1955*)
Bailliff

Bank officer with 5 or more continuous years of service
Building society officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court
Clerk of a court
Commissioner for Affidavits
Commissioner for Declarations
Credit union officer with 5 or more years of continuous service
Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association
Finance company officer with 5 or more years of continuous service
Holder of a statutory office not specified in another item in this list
Judge of a court
Justice of the Peace
Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
Master of a court

Member of Chartered Secretaries Australia
Member of Engineers Australia, other than at the grade of student
Member of the Association of Taxation and Management Accountants
Member of the Australasian Institute of Mining and Metallurgy
Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority; or
- (c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

Information to help you with your claim:

Proof of the Ownership address

You must provide ASIC with one **certified copy** of a document that shows the owner of the money and the address that the money is listed at on our records.

This document needs to be official correspondence. Suitable examples include (but are not limited to):

- Dividend advice from any company
- Bank Statement
- Rates notice
- Birth / marriage / death certificate for you or relatives (please provide documents to link yourself to the person who is the subject of the certificate).
- Government correspondence
- Utilities bill (e.g. phone, power)
- Certificates / academic results of any kind, displaying your name and address.

Requesting a confirmation from another organisation:

ASIC will also accept certified original official documents that you can request from the below 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 4). 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 4). You can call the Department of Transport in the relevant state to request this
- Medicare Australia confirmation letter with **date of birth** listing current address and prior address (the address listed in question 4)
- Centrelink letter confirmation with **date of birth** listing current and prior address (the address listed in question 4)
- Bank or Financial Institution letter confirmation with **date of birth** listing current and prior address (the address listed in question 4).

Alternatively, if the address on your unclaimed money record was for a business or company, you can provide ASIC with a document from that business (showing the address as it appears on the unclaimed money record).

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

Need help before you sign and have witnessed this declaration?

If you require assistance completing your form, please contact the Unclaimed Money Unit:

Phone: ☎ 1300 301 198
Fax: 📠 +61 7 3867 4725
Email: ✉ unclaimed.money@asic.gov.au
Go: ✉ www.moneysmart.gov.au