



ASIC

Australian Securities & Investments Commission

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.

Lodging Your Claim

- Lodge by email (or by post, not both) 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. If you are unable to email your claim as one PDF, please lodge by post as below:

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

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 6.
- **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, unpresented 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.

STATUTORY DECLARATION

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 a certified 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. You must provide proof of this address – see question 5**

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"/>	Provide: <ul style="list-style-type: none"> You must provide certified copies of original certificates or cheques with your claim. 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.
No <input type="checkbox"/>	Provide: <ul style="list-style-type: none"> Supply a certified copy of a document showing the address at question 4. (For information on acceptable address proof, please see page 7 of this declaration or contact our office for further assistance) Your claim will be rejected without supplying a connection to the former address.

6. How did you find out about the unclaimed money? (Please select an option)

<input type="checkbox"/>	Money Recovery Agent	<input type="checkbox"/>	ASIC Mail
<input type="checkbox"/>	Media (TV, Radio etc.)	<input type="checkbox"/>	ASIC Website
<input type="checkbox"/>	Share Registry	<input type="checkbox"/>	Other (please specify)

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:
Owner of the money <input style="float: right;" type="checkbox"/>	Provide: <ul style="list-style-type: none"> One form of certified primary Identification. One form of certified secondary Identification. Certified copy of proof of the ownership address listed at question 4 or a connection to the company that is listed at question 4.
Executor/Administrator of an Estate <input style="float: right;" type="checkbox"/> An executor listed on the Will or Probate is required to make a claim.	If Probate has been granted, you must provide a certified copy; if not, then certified copies of death certificate and will are required. Also, provide proof of the ownership address in the name of the deceased. For estates where Probate has been granted in South Australia, a Registrars Certificate disclosing the assets MUST be provided. 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.
Director(s) or Secretary – (2 Officeholders to Complete) <input style="float: right;" type="checkbox"/> of a <u>registered</u> company or Proprietor of a <u>registered</u> business only	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/business" section on our MoneySmart website. Two or more current officeholders (Director or Secretary) of the company are required to make a claim. In the event that there is only one officeholder, we require a claim from only that individual. For a registered overseas company or business, we require evidence of the current registration of the business name or overseas company and that the person(s) making the claim are the current officeholders or proprietors.
Trustee <input style="float: right;" type="checkbox"/> (of a superfund, trust fund/account)	Provide: <ul style="list-style-type: none"> Certified copy of a 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.
Power of Attorney (POA) <input style="float: right;" type="checkbox"/> A person holding power of attorney for the owner of the money	Provide: <ul style="list-style-type: none"> Certified copy of a document verifying your appointment as POA; One form of certified primary & secondary identification (as listed in Part E of this declaration) from the person giving POA (the donor) with your claim. One form of certified primary & secondary identification from you as the POA.
Parent of a minor <input style="float: right;" type="checkbox"/>	Provide: <ul style="list-style-type: none"> 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 as the "Owner of the money".
Guardian appointed by court <input style="float: right;" type="checkbox"/>	Provide: <ul style="list-style-type: none"> Certified copy of documents verifying your appointment as the guardian.
Liquidator <input style="float: right;" type="checkbox"/> (of a company in liquidation)	Proceed to declaration. ASIC will check our records to verify liquidation status.

PART E – Claim Checklist and Declaration

I/we declare that; (please tick)

<input type="checkbox"/>	<p>I/we have supplied clear certified copies (back & front) of current identification with my/our signature clearly visible on my/our primary identification document. One primary & one secondary or two forms of different primary identification types from the list below will be accepted.</p> <p>One form of Primary - Current drivers licence, Current passport with signature showing, Current Centrelink card or 18+ card or equivalent</p> <p>One form of Secondary - Current Medicare card, Birth certificate, Marriage certificate if name has changed, Current Veterans affair card or Current bank/savings or debit/credit card</p>
<input type="checkbox"/>	A certified copy of proof of the ownership address / connection to the company that is listed at question 4 has been provided.
<input type="checkbox"/>	My Statutory Declaration is signed in front of an authorised witness. The witness has provided their name, address, phone number and details of their qualification e.g. JP number, occupation etc.
<input type="checkbox"/>	All sections of this form are completed in full .

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

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.

Signature of claimant/s:

Once signed, this form becomes a legal document

Claimant 1 Signature:	
Claimant 2 Signature:	

Signature of person before whom the declaration is made (Witness):

Before witnessing this declaration, please ensure your occupation allows you to do so as per the list of acceptable witnesses on page 6 of this declaration, otherwise **the claim will be rejected**.

Witness Signature.			
Declared on:	Day	Month	Year
<i>Qualification of witness:</i> (See page 6)			
<i>Witness Telephone No:</i>			
Declared at:	Suburb	State	

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*)

Bailiff

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.





What does a "Certified Document" mean?

A **certified** copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document (example shown below).

<i>I certify that this is a true copy of the document produced to me on xx/xx/20xx</i>	
Signature.....	
Name.....	Qualification (e.g. JP, Pharmacist).....

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