UNCLAIMED MONEY
HOW TO CLAIM YOUR MONEY

Do not complete this form to claim funds where your search shows the Type of money as 'Banking', 'Life' or 'Company Gazette'; or if you are claiming funds listed for a deregistered company or a deregistered business.

Go to www.moneysmart.gov.au for more details.

There may be delays in processing your claim if this form is not completed in full or you do not provide the requested documents.

- Complete all sections of this application in full
- Write clearly in BLOCK LETTERS
- Submit your original application by post. Electronic documents are not accepted
- Payment will be made by cheque only
- For help completing this form please go to pages 6-8.

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.

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.

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. Overseas applicants can expect this time period to be increased.

Send your documents by post
Claims will only be accepted by post.

Post your claim to:
- ASIC – Unclaimed Money Unit
- GPO Box 9827
- Brisbane QLD 4001

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.
**COMMONWEALTH OF AUSTRALIA**

**STATUTORY DECLARATION**

*Statutory Declarations Act 1959*

**PART A – Claimant Details**

1. **Details of the person/s making the declaration (claimant). I/We,**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname/Family Name:</td>
<td></td>
<td>Surname/Family Name:</td>
</tr>
<tr>
<td>First Name:</td>
<td></td>
<td>First Name:</td>
</tr>
</tbody>
</table>

2. **Current postal address of claimant:**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 1:</td>
<td></td>
<td>Address Line 1:</td>
</tr>
<tr>
<td>Address Line 2:</td>
<td></td>
<td>Address Line 2:</td>
</tr>
<tr>
<td>City/Suburb:</td>
<td></td>
<td>City/Suburb:</td>
</tr>
<tr>
<td>State:</td>
<td>Postcode:</td>
<td>State:</td>
</tr>
<tr>
<td>Country: (if outside Australia)</td>
<td></td>
<td>Country: (if outside Australia)</td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
<td>Phone:</td>
</tr>
<tr>
<td>Email:</td>
<td></td>
<td>Email:</td>
</tr>
</tbody>
</table>

Make the following declaration under the Statutory Declarations Act 1959:

*Note*: Question 1 and 2 must be completed in full. 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; or two documents from category 1.**

*Note*: Supplying a document with your date of birth included may assist your claim.

All claimants must supply two 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 or debit/credit card

**IMPORTANT**

All identification documents must be certified by an appropriate person, or there will be delays in processing your claim. If you are unsure who can ‘certify’ your documents, a list is provided on page 7. Identification must:

- be current;
- show both sides; and
- clearly show your signature and the expiry date (primary identification).
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, include joint holders)

**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 minor.

<table>
<thead>
<tr>
<th>Owner 1.</th>
<th>Owner 2.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owners surname:</td>
<td>Owners surname:</td>
</tr>
<tr>
<td>(or former name)</td>
<td>(or former name)</td>
</tr>
<tr>
<td>First Name:</td>
<td>First Name:</td>
</tr>
</tbody>
</table>

| Company / Business Name / Trust name: |
| (only required if claiming for a Company/Business or Trust) |

5. Has the owner changed their name?

- [ ] YES then you must provide certified proof of the name change. This proof would usually be in the form of a Marriage Certificate, or notice of change by Deed Poll.
- [ ] NO proceed to Q6

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 – contact details on page 9.

<table>
<thead>
<tr>
<th>Claiming as:</th>
<th>Attach certified copy of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Trustee (of a superfund, Trust fund/account)</td>
<td>Document appointing the trustee</td>
</tr>
<tr>
<td>[ ] Executor for a deceased estate</td>
<td>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</td>
</tr>
<tr>
<td>[ ] A person holding power of attorney for the owner of the money</td>
<td>Copy of document appointing power of attorney</td>
</tr>
<tr>
<td>[ ] Parent of a minor</td>
<td>Birth certificate of a minor</td>
</tr>
<tr>
<td>[ ] Guardian appointed by the court</td>
<td>Document appointing the guardian</td>
</tr>
<tr>
<td>[ ] Director or Secretary of a registered company or Proprietor of a registered Business</td>
<td>For a registered business or a registered overseas company we require evidence of the current registration and proof that the person signing this declaration is the proprietor, director or secretary</td>
</tr>
<tr>
<td>[ ] Liquidator of a company in liquidation</td>
<td></td>
</tr>
<tr>
<td>[ ] Owner of the money</td>
<td>proceed to Q7</td>
</tr>
</tbody>
</table>
PART E – Proof of the Ownership and Address:

7. The Unclaimed Money relates to the following: (Please list all records to be claimed - If you are unsure, you can check these details on the MoneySmart website)

<table>
<thead>
<tr>
<th>Company name of investment held (e.g. AMP LIMITED)</th>
<th>Amount/s listed</th>
<th>Original Transaction Number/s (OTN)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>Note: If N/A appears on the record, then the record may be in the 'gazetta' period. Refer to the MoneySmart website for details on how to claim company gazette funds.</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

8. 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, please check the MoneySmart website.

**Note:** If the address on our records is listed as unknown or lists a share registry address, or another address, which you did not use for postage, you must list this here and provide a connection to the company listed at question 7, e.g. a dividend statement, old correspondence from the company, etc.

<table>
<thead>
<tr>
<th>No. &amp; Street:</th>
<th>Suburb:</th>
<th>State:</th>
<th>Postcode:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Country: (if outside Australia)

9. Do you hold an original Share Certificate/Holding Statement/liquidator cheque?

☐ YES  then you must provide the original certificate or cheque with your claim.
If the address on your certificate differs from that in question 8, then you need to also attach an original document showing proof of the address listed at question 8.

☐ NO they have been lost/stolen/destroyed. The share certificate(s)/holding statement(s) have not been pledged, sold or otherwise dealt with.

**Note:** You need to attach an original document showing the address at question 8. This is a requirement for a successful claim. For a list of acceptable address proof, please see page 8 of this declaration or contact our office for further assistance.

Certified copies will not be accepted. You may wish to keep a photocopy for your records.

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

☐ Media (TV, radio etc)  ☐ ASIC website
☐ Share Registry        ☐ ASIC mail
☐ Other (please specify) ☐ Money recovery agent
PART F – Declaration

Have your signature witnessed, with details of witness

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.

11. Declaration

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.

Signature of claimant/s:

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

Name, Address and qualification of Witness (In printed letters):

Date:

Declared at:

Suburb

State
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 or another 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:

☐ Marriage certificate or Deed Poll certificate
  If you have changed your name

☐ Document appointing the Trustee
  If you are claiming as a Trustee

☐ Copies of probate or death certificate and will; plus proof of the address in the name of the deceased
  If you are claiming as Executor for a deceased estate

☐ Copy of document appointing power of attorney
  If you are claiming as Attorney for another person

☐ Birth certificate of a minor
  If you are claiming as Parent of a minor

☐ Document appointing guardian
  If you are claiming as Guardian appointed by the Court

Need help?
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

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.
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
   - Medical practitioner
   - Nurse
   - Patent attorney
   - Psychologist
   - Trademarks 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](https://www.legislation.gov.au/Details/C1955C00221))
   - 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](https://www.legislation.gov.au/Details/C1955C00221); 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](https://www.legislation.gov.au/Details/C1955C00221); 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
   - 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](https://www.legislation.gov.au/Details/C1982C00526) 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
   - 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:

Original proof of the Ownership address
You must provide ASIC with one original 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
- Past tax notice of assessment issued by ATO
- Government correspondence
- Utilities bill (e.g. phone, power)

Requesting a confirmation from another organisation:
ASIC will also accept 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 8). 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 8). 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 8)
- Centrelink letter confirmation with date of birth listing current and prior address (the address listed in question 8)
- Bank or Financial Institution letter confirmation with date of birth listing current and prior address (the address listed in question 8).

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).

Note: For the purpose of verifying the holders address certified copies of documents listed above will not be accepted. You are required to provide the original to us; 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 certificate for you 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 authentic – but this can only be done by an approved person.

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 (e.g. Justice of the Peace, Pharmacist, etc).

Who can 'certify' my documents?
Any person in the list that can witness a Statutory Declaration can also witness your documents. However, your documents do not need to be certified by the same person that witnessed your Declaration.