



UNCLAIMED MONEY

OWNERSHIP CLAIM STATUTORY DECLARATION

INDIVIDUALS, REGISTERED COMPANY/BUSINESS, LIQUIDATOR & PARENT OF A MINOR CLAIMS

Complete this form if:

- You are the owner listed on the record
- You are a director/secretary/liquidator of a Registered company/business
- You are an appointed liquidator
- You are the parent of a minor under the age of 18 years old

Do not complete this form if:

- Funds are the asset of a deceased estate
 - Funds are asset of a trust/superannuation fund
 - You are an appointed Power of Attorney or guardian appointed by the court
 - Type of money is listed as "Banking", "Life" or as "Gazetta"
 - Your company is deregistered, refer to www.moneysmart.gov.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 5

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. If we request more information from you, the 28 days will start again from when you provide that information. 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. Cheques will be posted to the address listed in Part A of Statutory declaration, unless stated otherwise.

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.

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.

Important: ASIC reserves the right to request original documentation. Please retain your original claim documents until payment is processed. All documents received by post will be destroyed 3 months after receipt. To claim any original documents (Probate, Wills, birth/marriage/death certificates, superannuation/trust deeds, etc.), please contact unclaimed.money@asic.gov.au within 1 month of sending your documents.

Have you or the owner of these funds had a change of name?

Do you or the owner of the funds now have a different name to that as displayed on ASIC records? If so, please provide a certified copy of document to prove the name change, such as:

- **Certified Official** Marriage Certificate issued by Births, Deaths & Marriages or Decree Nisi and evidence of original marriage(s).
 - Notice of change by Deed Poll.
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How to have a document certified

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).

EXAMPLE ONLY:

I certify that this is a true copy of the document produced to me on xx / xx / 20xx

Signature _____ Name _____ Qualification (e.g. JP, Pharmacist) _____

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.

(C) – CLAIMING THE MONEY AS (YOUR ROLE)

<input type="checkbox"/>	<p>Owner of the money</p> <p>Do not complete this form if you are claiming as trustee of a Superannuation/Trust Fund. You are required to complete the How to claim money form for representatives</p>	<ul style="list-style-type: none"> Statutory declaration: to be completed in full, signed & witnessed Current Primary Identification: refer to part D – Proof of Identity Current Secondary Identification: refer to part D – Proof of Identity Proof of address or connection to company: listed in Part B in the form of a certified copy Other supporting documents: (i.e Marriage certification evidencing name change)
<input type="checkbox"/>	<p>Director(s) or Secretary of a registered company or Proprietor of a registered business only (Two current officeholders to complete)</p> <p>Do not complete this form if you are claiming as trustee of a Superannuation/Trust Fund. You are required to complete the How to claim money form for representatives</p>	<ul style="list-style-type: none"> Statutory declaration: to be completed in full, signed & witnessed Current Primary Identification: refer to part D – Proof of Identity Current Secondary Identification: refer to part D – Proof of Identity Proof of address or connection to company: listed in Part B in the form of a certified copy Other supporting documents: (i.e Marriage certification evidencing name change)
<input type="checkbox"/>	<p>Liquidator (company in liquidation)</p>	<ul style="list-style-type: none"> Statutory declaration: to be completed in full, signed & witnessed Current Primary Identification: refer to part D – Proof of Identity Current Secondary Identification: refer to part D – Proof of Identity
<input type="checkbox"/>	<p>Parent of a minor (under the age of 18)</p>	<ul style="list-style-type: none"> Statutory declaration: to be completed in full, signed & witnessed Current Primary Identification: refer to part D – Proof of Identity Current Secondary Identification: refer to part D – Proof of Identity Birth Certificate: To show connection between parent and minor Proof of address or connection to company: listed in Part B in the form of a certified copy Other supporting documents: (i.e Marriage certification evidencing name change)

(D) – PROOF OF IDENTITY: YOU MUST PROVIDE

I/we declare that I/we have supplied:

<input type="checkbox"/>	<p>One form of certified Primary (back & front) - Current drivers licence, Current passport with signature showing, Current Centrelink card or 18+ card or equivalent with my/our signature clearly visible on my/our primary identification document. (Information on how to certify a document can be found on page 1)</p>
<input type="checkbox"/>	<p>One form of certified Secondary or a second form of Primary that differs to the one above (i.e. Passport and a Drivers Licence) (back & front) - Current Medicare card, Birth certificate, Marriage certificate if name has changed, Current Veterans affair card or Current bank/savings or debit/credit card. Please black out banking debit or credit card account number details prior to submitting your claim.</p>

(E) – PROOF OF OWNERSHIP – you must provide:

<input type="checkbox"/>	<p>I/we have provided the following with this claim:</p> <p>A certified document showing the address at Part B. (For information on acceptable address proof, please see Proof of ownership address on page 6 of this declaration). Your claim will be <u>rejected</u> if you fail to supply a connection to the former address or company/shareholding as displayed on MoneySmart records.</p> <p>Information on How to certify a document is on Page 1</p>
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HOW DID YOU FIND OUT ABOUT THESE FUNDS?

<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)

(F) – CHECKLIST & DECLARATION

<input type="checkbox"/>	This Statutory Declaration has been completed in full and 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"/>	Certified document evidencing proof of the ownership address / connection to the company that is listed at Part B has been provided along with certified Primary and Secondary identity documents as listed in Part E
<input type="checkbox"/>	I/we have carefully considered my/our role as per Part C and have provided certified copies of the documents required
<input type="checkbox"/>	I/we acknowledge that the claim will take approximately 28 days to be processed

I/we 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.

I/we agree to my/our identifying information being checked with the Issuer or Official Record Holder.

Claimant 1 Name:	
Claimant 1 Signature:	
Claimant 2 Name:	
Claimant 2 Signature:	

See [page 5](#) for persons who can witness your signature.

Witness Name:	
Witness Signature:	
Witness Qualification:	
Witness Telephone:	
Witness Address:	
Declared on Date:	
Declared at (suburb):	

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*.

Phone: 1300 301 198
 Email: unclaimed.money@asic.gov.au
 Website: www.moneysmart.gov.au

Where to send the completed claim?

Scan a clear completed copy of this form along with all accompanying certified documents as **one** scanned PDF to unclaimed.money@asic.gov.au. Please retain originals as ASIC reserves the rights to request original documentation for review.

OR Post your completed claim along with all accompanying documents to:

C/- ASIC Unclaimed Money Unit
GPO Box 9827, BRISBANE QLD 4001

Important: All documents received by post will be destroyed 3 months after receipt. To claim any original documents (Probate, Wills, birth/marriage/death certificates, superannuation/trust deeds, etc.), please contact unclaimed.money@asic.gov.au within 1 month of sending your documents.

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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 of a state or territory to practise in one of the following occupations:
 - architect
 - nurse
 - chiropractor
 - occupational therapist
 - dentist
 - optometrist
 - financial adviser or financial planner
 - patent attorney
 - legal practitioner
 - pharmacist
 - medical practitioner
 - physiotherapist
 - midwife
 - psychologist
 - migration agent registered under Division 3 of Part 3 of the *Migration Act 1958*
 - 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:
 - accountant who is:
 - a. a fellow of the National Tax Accountants' Association, or
 - b. a member of any of the following:
 - i. Chartered Accountants Australia and New Zealand
 - ii. the Association of Taxation and Management Accountants
 - iii. CPA Australia
 - iv. the Institute of Public Accountants
 - agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 - APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this Part
 - 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 a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part
 - employee of the Australian Trade and Investment 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
 - engineer who is:
 - a. a member of Engineers Australia, other than at the grade of student, or
 - b. a Registered Professional Engineer of Professionals Australia, or
 - c. registered as an engineer under a law of the Commonwealth, a state or territory, or
 - d. registered on the National Engineering Register by Engineers Australia
 - 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
 - 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 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 Australasian Institute of Mining and Metallurgy
 - member of the Governance Institute of Australia Ltd
 - 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
 - minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
 - notary public, including a notary public (however described) exercising functions at a place outside:
 - a. the Commonwealth, and
 - b. the external territories of the Commonwealth
 - 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. a state or territory, or a state or territory authority, or
 - b. a local government authority with 5 or more years of continuous service, other than such an employee who is specified in another item of 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
 - police officer
 - registrar, or deputy registrar, of a court
 - senior executive employee of a Commonwealth authority
 - senior executive employee of a state or territory
 - SES employee of the Commonwealth
 - sheriff
 - sheriff's officer
 - Teacher employed on a permanent full/part time basis at a school or tertiary education institution.

PROVIDING 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. Alternatively you may provide a document that will evidence a link to the company that the funds relate to and we will review.

Suitable examples of an official correspondence include (but are not limited to):

- Dividend advice from any company
- Bank Statement (black out account details)
- 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). Please note these may be certified copies.
- Government correspondence
- Utilities bill (e.g. phone, power)
- Certificates / academic results of any kind, displaying your name and address. Please note these may be certified copies.

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 Part B). 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 Part B). 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 Part B)
- Centrelink letter confirmation with **date of birth** listing current and prior address (the address listed in Part B)
- Bank or Financial Institution letter confirmation with **date of birth** listing current and prior address (the address listed in Part B).

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.

CERTIFIED PRIMARY & SECONDARY IDENTIFICATION

Primary Identification

- **Current Drivers Licence** - A current licence issued in your name with your photo and signature. We can accept current a learner permit and provisional licence.
- **Current Passport** – A current Passport issued in your name with your photo and signature. We can accept current passports issued in another country.
- **Current Centrelink, 18+ Card or Proof of Age Card** – issued by a state or territory government in your name with your photo (where applicable) and your signature.

Secondary Identification

- **Current Medicare Card** - A current Medicare Card issued in your name.
- **Bank Credit/Debit Card or Veterans Affairs Card** - A current card issued in your name with your signature. Please black out bank card details prior to submitting your claim.
- **Birth Certificate** – A birth certificate showing evidence of your name and date of birth.
- **Official Marriage Certificate** – if there has been a change in your name. This should be the official certificate issued from Births, Deaths & Marriages and not the ceremonial document.