



## Unclaimed Money Claim form – Statutory Declaration

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### 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](http://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 (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](mailto: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, 5 & 6)
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. 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, GPO Box 9827, Brisbane QLD 4001 AU**

Information on [How to certify a document](#) is on page 6.

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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. 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](http://www.moneysmart.gov.au) for other authorities that hold unclaimed money.
  - **Important:** ASIC reserves the right to request original documentation. Please retain your original claim documents until payment is processed. Original documents **will not** be returned unless requested.
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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](http://www.asic.gov.au).

# Commonwealth of Australia Statutory Declaration - *Statutory Declarations Act 1959*

## Part A - Applicant Details

I/We, make the following declaration under the Statutory Declarations Act 1959:

Claimant 1: (person making the claim)	Claimant 2: (person making the claim)
Surname:	Surname:
Given Name:	Given Name:
Middle Name(s):	Middle Name(s):
Date of Birth:	Date of Birth:
Postal Address:	Postal Address:
City/Suburb:	City/Suburb:
State:                      Postcode:	State:                      Postcode:
Country: (if overseas)	Country: (if overseas)
Phone:	Phone:
Email:	Email:

**Important** - Cheque(s) will be mailed to the above address, ASIC will not issue funds into a nominated bank account. Please ensure that this is your current mailing address.

## Part B – Details of the record as shown on the MoneySmart website

<b>Record 1</b>			
Account name(s):			
Address:			
Amount(s)(\$)		OTN:	
Company Name:			
<b>Record 2</b>			
Account name(s):			
Address:			
Amount(s)(\$)		OTN:	
Company Name:			
<b>Record 3</b>			
Account name(s):			
Address:			
Amount(s)(\$)		OTN:	
Company Name:			
<b>Record 4</b>			
Account name(s):			
Address:			
Amount(s)(\$)		OTN:	
Company Name:			

*If more than four records are being claimed please provide details of these additional records on a separate page*

**Important** - If N/A appears in the Date Interest Payable field on the record, then the record may relate to a gazettal. Refer to the MoneySmart website for details on how to claim gazetted funds.

## Change of Name? - you must provide:

Yes <input type="checkbox"/>	<p><b>IMPORTANT</b> - Does the owner of the funds now have a different name to that as displayed on ASIC records?</p> <p><b>Certified</b> copy of document to prove name change must be supplied:  <b>Information on <a href="#">How to certify a document</a> is on page 6</b></p> <ul style="list-style-type: none"> <li>• Official Marriage Certificate issued by Births, Deaths &amp; Marriages or Decree Nisi and evidence of original marriage(s).</li> <li>• Notice of change by Deed Poll.</li> </ul>
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## How did you find out about the unclaimed money?

<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 C – Proof of ownership – you must provide

Yes <input type="checkbox"/>	<p>I/we have provided the following with this claim:</p> <p>A <b>certified</b> document showing the address at Part B. (For information on acceptable address proof, please see <a href="#">Proof of ownership address</a> on page 6 of this declaration or contact our office for further assistance). 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><b>Information on <a href="#">How to certify a document</a> is on Page 6</b></p>
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## Part D – Claiming the money as (your role) – you must provide supporting documents

<input type="checkbox"/>	<b>Owner of the money</b>	<ul style="list-style-type: none"> <li>• One form of certified primary Identification.</li> <li>• One form of certified secondary Identification.</li> <li>• Certified copy of proof of the ownership address listed at part B or a connection to the company that is listed at part B.</li> </ul>
<input type="checkbox"/>	<b>Director(s) or Secretary – (2 Officeholders to Complete)</b> of a <u>registered</u> company or Proprietor of a <u>registered</u> business only	<p><b>Do not complete this form if your company or business is no longer registered.</b> Please see the <a href="#">How to claim money owed to a deregistered company/business</a> section on our MoneySmart website.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>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.</p>
<input type="checkbox"/>	<b>Liquidator</b> (company in liquidation)	<ul style="list-style-type: none"> <li>• Proceed to declaration. ASIC will check our records to verify liquidation status.</li> </ul>
<input type="checkbox"/>	<b>Parent of a minor</b> (under the age of 18)	<ul style="list-style-type: none"> <li>• <b>If under 18:</b> Provide a certified copy of the birth certificate of the minor</li> <li>• <b>If 18 or over:</b> They will be required to lodge their own claim as the "Owner of the money".</li> </ul>

## Part E – Proof of Identity – you must provide:

Information on [How to certify a document](#) is on Page 6

I/we declare that I/we have supplied:

<input type="checkbox"/>	<b>One form of certified Primary (back &amp; front)</b> - 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.
<input type="checkbox"/>	<b>One form of certified Secondary or a second form of Primary that differs to the one above (i.e. Passport and a Drivers License) (back &amp; front)</b> - Current Medicare card, Birth certificate, Marriage certificate if name has changed, Current Veterans affair card or Current bank/savings or debit/credit card.

## Part F – Checklist & Declaration

<input type="checkbox"/>	A <b>certified</b> copy of a document evidencing proof of the ownership address / connection to the company that is listed at Part B has been provided.
<input type="checkbox"/>	I/we have carefully considered my/our role as per Part D and have provided <b>certified</b> copies of the documents
<input type="checkbox"/>	This Statutory Declaration has been completed in full and signed <b>in front</b> 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"/>	I/we have provided 2 forms of <b>certified</b> identification documents
<input type="checkbox"/>	I/we acknowledge that there is a 28 day turnaround for my claim 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, make the following declaration under the *Statutory Declarations Act 1959*:**

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

<b>Claimant 1 Signature:</b>	
<b>Claimant 2 Signature:</b>	
<b>Witness Signature:</b>	
<b>Witness Full Name:</b>	
Declared on:	Day                      Month                      Year
Qualification of witness: (See page 6)	
Witness Phone No & Address:	
Declared at:	Suburb    State

*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](http://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	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:

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## 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 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.

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## How to certify a document

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).

<p><i>I certify that this is a true copy of the document produced to me on xx/xx/20xx</i></p> <p>Signature.....</p> <p>Name.....Qualification (e.g. JP, Pharmacist).....</p>
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### 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](mailto:unclaimed.money@asic.gov.au)  
Go: ☎ [www.moneysmart.gov.au](http://www.moneysmart.gov.au)
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