Guide to Banking Act CSV Claim Forms

Header Record

- Header record where you put the ADIs information (row 1 of the spreadsheet).
- 'Form type' must be either:

156143456421

125544564654

123210003011

946523156424

546248834245

845352445456

Transaction

Original

Number

(12)*

(1)*

- o **CMCBANK** entered into B1.
 - claims relating to dormant accounts
- o **CMCBKOTH** entered into B1.
 - claims relating to all non-dormant account money,
 - e.g. dividends for shareholders.
- 'Total number of records' (cell E1) is the total number of Detail records that make up the file.
- 'Total amount' (cell F1) must match the total of the 'Amount due' in the Detail record/s.
- 'State' (cell L1) must be all capitals (e.g. QLD; TAS).

Header record

1006.68

1006.7

1006.77

1007.41

1007.42

1007.47

(12)*

Amount due

'Country' (cell N1) must be 'AU'.

2009

2010

2010

2010

2010

2010

Year of

Return

(4)*

Smith

COOTE &

KERNAL

BROWN

LEE

(79)*

Stewart

A Company Pty Ltd

ACN 000 111 222

Surname/company

name of depositor

Detail Records

- Detail records where you put the unclaimed money record information. (rows 2, 3, 4, etc of the spreadsheet)
- Must enter the Original Transaction Number (cell B2, B3, etc.) for the Detail record/s claimed.
 - Original Transaction Numbers can be found by searching for the unclaimed money record on MoneySmart
 go to www.asic.gov.au/unclaimed-money
 - (follow the link to MoneySmart).
- You should complete as many fields as you can in the Detail record based on the information you hold (even though the field may not be mandatory).

General Information

- Fields have character limits shown in brackets below. If the character limits are exceeded the form may be rejected.
- Mandatory fields must be populated – identified by "*" below.
- Once all information is entered please "save-as" a csv file (e.g. "govclaim.csv").
- Lodge your csv file with ASIC by email using the link at www.asic.gov.au/unclaimed-money
 (go to Claiming unclaimed money for institutes, ADIs.).

Example spreadsheet

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	(1)*	Form Type (12)*	ABN/ACN (11)*	Company Name (79)*	Total number of records (6)*	Total amount (12)*	Address Line 1 (64)*	Address Line 2 (64)	Address Line 3 (64)	Address Line 4 (64)	City/ Suburb (30)*	State (3)*	Postal Code (4)*	Country (2)*	Email (70)*	Phone (30)*
	Α	В	С	D	Е	F	G	Н	I	J	K	L	M	N	0	P
1	0	CMCBANK	33001008009	GOV Banking Corporation	8	8053.70	PRIVATE AND CONFIDE NTIAL	GPO Box 5555			SYDNEY	NSW	2001	AU	gov@bankcorp. com.au	02 8767 8767
2	1	256326231251	1005.62	2003	JONES	AB										
3	1	526412135412	1005.63	2005	Lamb	Michael										

John

Frederick

Franny

Kenji

(79)

JAN & JACK

John Francis

Given name

of depositor

Detail records

Example Excel Screenshot

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	Α	В	C	D	E	F	G	П	1	J	N	L	IVI	14	U		Г	Q	
				GOV Banking			PRIVATE AND	GPO Box							gov@b	ankc ()2 8767		
1	0	CMCBANK	33001008009	_	8		CONFIDENTIAL				SYDNEY	NSW	2001	ΑU	_				
		256326231251	1005.62		JONES	АВ													
3	1	526412135412	1005.63	2005	LAMB	Michael													
4	1	156143456421	1006.68	2009	Smith	John Frederick													
5	1	125544564654	1006.7	2010	COOTE & KERNAL	Jan & Jack													
6	1	123210003011	1006.77	2010	BROWN	John Francis													
					A Company Pty Ltd														
7	1	946523156424	1007.41	2010	ACN 000 111 222														
8	1	546248834245	1007.42	2010	LEE	Franny													
9	1	845352445456	1007.47	2010	Stewart	Kenji													
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