

## 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:
  - **CMCBANK** - entered into B1.  
- claims relating to dormant accounts
  - **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).
- ‘Country’ (cell N1) must be ‘AU’.

### 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](http://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](http://www.asic.gov.au/unclaimed-money) (go to Claiming unclaimed money – for institutes, ADIs.).

### Example spreadsheet

#### Header record

(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)*
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	0	CMCBANK	33001008009	GOV Banking Corporation	8	8053.70	PRIVATE AND CONFIDENTIAL	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									
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									
7	1	946523156424	1007.41	2010	A Company Pty Ltd ACN 000 111 222										
8	1	546248834245	1007.42	2010	LEE	Franny									
9	1	845352445456	1007.47	2010	Stewart	Kenji									
(1)*	Original Transaction Number (12)*	Amount due (12)*	Year of Return (4)*	Surname/company name of depositor (79)*	Given name of depositor (79)										

#### Detail records

