

Guide to Banking Act CSV Return Forms

Header Record

- Header record – where you put the ADIs information. (row 1 of the spreadsheet)
- ‘Form type’ and ‘Legislation reference’ must be either:
 - **CMLBANK** - entered into cell B1.
69BA - entered into cell I1.
- returns relating to dormant accounts.
 - **CMLBKOTH** - entered into cell B1.
69BADIVS - entered into cell I1.
- claims relating to all non-dormant account money provided to ASIC by the bank, e.g. dividends for shareholders.
- ‘Number of records’ (cell F1) is the total number of Detail records that make up the file.
- ‘Total amount’ (cell G1) must match the total of the ‘Amount due’ in the Detail record/s.
- ‘Return type’ (cell H1) must be entered as ‘N’ (new return).

Detail Records

- Detail records – where you put the unclaimed money record information. (rows 2, 3, 4, etc of the spreadsheet)
- ‘Amount due’ in the Detail record/s must be \$500 or more.
- State in the Detail record/s (J2, J3, etc. in the spreadsheet) must be all capitals (e.g. QLD).
- 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. “govreturn.csv”).
- Lodge your csv file with ASIC by email using the link at www.asic.gov.au/unclaimed-money (go to Lodging unclaimed money returns, ADIs).
- Payment: You will be notified by email how to make payment.
- If payment is not received within five days of ASIC's email your return may be rejected**
- More information on lodging unclaimed money with ASIC can be found at www.asic.gov.au/unclaimed-money.

Header record

Example spreadsheet

Header record (1)*	Form type (12)*	ACN/ABN/ ARSN (11)*	Company name (79)*	Year of return (4)*	Number of records (6)*	Total amount (12)*	Return type (1)*	Legislation reference (9)*					
A	B	C	D	E	F	G	H	I	J	K	L	M	
1	0	CMLBANK	124568290	Gov Limited	2012	4	26887.92	N	69BA				
2	1	6292.63	Tebble	Sean & Mrs S	89 Trend Road			Botany	NSW	2019	AU	632001	} Detail records
3	1	14501.93	Major	Peg	Paradise Lake Resort	123/368 Run Drive		Runaway Bay	QLD	4216	AU	735221	
4	1	2347.63	Fairway	Wally	4 Jones Street			Sydney	NSW	2000	AU	623001	
5	1	3745.73	Company Pty Ltd	005123241	08/21 Training Parade			Westmead	NSW	2145	AU	625344	
Detail record (1)*	Amount due (12)*	Surname/ Company name (79)*	Given name/ ACN/ABN (79)*	Last known address line 1 (64)*	Last known address line 2 (64)	Last known address line 3 (64)	Last known address line 4 (64)	City/Suburb (30)	State (3)	Postal code (4)	Country (2)	BSB Code (6)*	
Depositor/Entitled Person's Details													

