Guide to Life Insurance Act CSV Claim Form

Header Record

- Header record – where you put the institute's information (e.g. the Life company). (row 1 of the spreadsheet)

- 'Form type' (cell B1) must be **CMCLIFE**.

- '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 (follow the link to MoneySmart).

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 institutions, life insurance companies).

Header record

Example spreadsheet

(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	CMCLIFE	84079300379	GOV Life Limited	3	5280.25	GOV Life	PO Box 300			SYDNEY	NSW	2124	AU	gov@govlife.com.au	02 9768 9768
2	1	215846792531	2043.25	2004	HM034014	BARNES	BEVIN JAMES	BARNES	BEVIN JAMES	21011997					
3	1	125125486538	1730	2005	HM025313	BUTLER	MELVIN JAMES	BUTLER	JAMES MELVIN	11011998					
4	1	856498561235	1507	2004	HM020815	DAVEY	KELVIN JAMES	DAVEY	KELVIN JAMES	17121996					
(1)*	Original Transaction Number (12)*	Amount due (12)*	Year of Return (4)*	Policy number (15)*	Surname (79)*	Given names and/or initials (79)*	Surname (79)*	Given names and/or initials (79)*	Date became due DDMMYYY (8)*						
					Life/lives insured		Policy owner								

Detail records

Example Excel Screenshot

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	0	CMCLIFE	84079300379	GOV Life Limited	3	5280.3	GOV Life	PO Box 300			SYDNEY	NSW	2124	AU	gov@govlife.com.au	02 9768 9768
2	1	215846792531	2043.25		2004	HM034014	BARNES	BEVIN JAMES	BARNES	BEVIN JAMES	21011997					
3	1	125125486538	1730		2005	HM025313	BUTLER	MELVIN JAMES	BUTLER	JAMES MELVIN	11011998					
4	1	856498561235	1507		2004	HM020815	DAVEY	KELVIN JAMES	DAVEY	KELVIN JAMES	17121996					