## 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 <u>www.asic.gov.au/unclaimed-money</u> (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 "saveas" a **csv file** (e.g. "govclaim.csv").
- Lodge your csv file with ASIC by email using the link at

<u>www.asic.gov.au/unclaimed-money</u> (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)*
	А	В	С	D	Е	F	G	Н	Ι	J	K	L	М	Ν	0	Р
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	BARNE S	BEVIN JAMES	21011997						
3	1	125125486538	1730	2005	HM025313	BUTLER	MELVIN JAMES	BUTLER	JAMES MELVIN	11011998		Detail records				
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)* Life/lives in	Given names and/or initials (79)* nsured	Surname (79)* Policy	Given names and/or initials (79)* owner	Date became due DDMMYYY (8)*						

# Example Excel Screenshot

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		2043.25				BEVIN JAMES		BEVIN JAMES	21011997						
	125125486538					MELVIN JAMES		JAMES MELVIN	11011998						
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