Guide to Life Insurance Act CSV Return Forms

Header Record

- Header record – where you put your entity's information.
  (row 1 of the spreadsheet)

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

- '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).

- 'Legislation reference' (cell I1) must be **216LIA**.

Detail Records

- Detail records – where you put the unclaimed money record information.
  (rows 2, 3, 4, etc of the spreadsheet)

- 'State' (cells K2, K3, etc.) must be all capitals (e.g. QLD; TAS).

- 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).
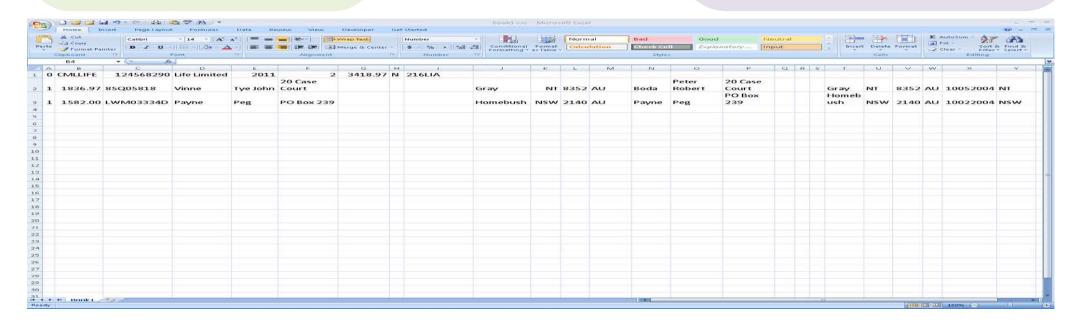
General Information

- 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, Life insurance companies).

- 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.

Example Excel Screenshot

Example spreadsheet

Header record

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
0	CMLLIFE	124568290	Life Limited	2011	2	3418.97	N	216LIA				
1	1836.97	85Q05818	Vinne	Tye John	20 Case Court				Gray	NT	8352	AU
1	1582.00	LWM03334D	Payne	Peg	PO Box 239				Homebush	NSW	2140	AU
Detail record (1)*	Amount due (12)*	Policy number (15)*	Surname (79)*	Given names and/or initials (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)

Life/Lives insured details

Detail records

Header record - continued

N	O	P	Q	R	S	T	U	V	W	X	Y
Boda	Peter Robert	20 Case Court				Gray	NT	8352	AU	10052004	NT
Payne	Peg	PO Box 239				Homebush	NSW	2140	AU	10022004	NSW
Surname (79)*	Given names and/or initials (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)	Date became due DDMMYYYY (8)*	State where registered (3)

Policy owner details

Detail records - continued