

Guide to Corporations Act CSV Return Forms

General Information

- Ensure all information is correct and accurate.
- Do not include dollar signs when entering amounts and remove any commas.
- All amounts must be rounded to 2 decimal places.
- Fields have character limits - shown in brackets in the example 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, Companies with unclaimed money/property).
- **Payment:** Your CSV return form will be checked to ensure the unclaimed money can be accepted by ASIC and that the form is compliant. ASIC will then email you with details of how to make payment of the unclaimed money to ASIC.
- For more information on how to lodge unclaimed money go to:
www.asic.gov.au/unclaimed-money.

Header Record

Your entity’s information
(row 1)

- A1 must contain a number zero ("0").
- Form type (B1) must **CMLCUMA** - for unclaimed money returns made under sections 1017E, 1343, 1343A, 414, 544, 601, 601NG or 668 of the *Corporations Act*
- ‘Number of records’ (E1) is the total number of Detail records included in the file.
- ‘Total amount’ (F1) must match the total of the amount due in the Detail record/s.
- ‘Total shares’ (G1) must be completed – e.g. if no shares, enter ‘0’.
- ‘Return type’ (H1) must be entered as ‘N’.
- Use the relevant ‘Legislation reference’ (I1) for the return which is being made under the *Corporations Act: 1017E, 1343, 1343A, 414, 544, 601, 601AD(1A), 601NG or 668*.
- ‘State’ (O1) must be the valid abbreviation (e.g. NSW, NT, WA, etc.).
- ‘Country’ (Q1) must be a valid 2-letter country code by [ISO 3166 standards](http://www.iso.org).

Detail Records

The unclaimed money record information.
(row 2 & beyond)

- Column A must contain the number one ("1").
- If two or more records have the same address & owner/s, they must be consolidated into one row.
- All overseas addresses must be contained in address fields 1-4 (columns E-H) with the 2-letter country code in column L.
*Suburb/State/Postcode is for domestic use.
- Each record may have up to five joint holders/owners (columns N&O; P&Q; R&S; T&U; V&W)
 - Remove all titles (Mr, Mrs, Dr, etc.)
 - Any company trading as another name should be included in the Company name column (e.g. "Gov Ltd T/A Government")
 - If applicable, "ESTATE OF" should appear at the end of the given names field, after the given name/s.
- **If 668:** Detail records in columns X&Y need to be completed only if your return relates to section 668 (A or B) of the *Corporations Act*.
- **If 1017E:** Detail records in columns Z, AA & AB need to be completed only if your return relates to section 1017E of the *Corporations Act*.
 - Date (column Z) to be entered DD/MM/YYYY (e.g. 30/04/2018)
 - Method funds sent by (column AA) must be included (e.g. EFT, Cheque, etc.)
 - Reference details (column AB) contains information that was provided with the payment that may assist ASIC in identifying the rightful owner of the funds.
* Any additional details are to appear in columns E-H and the reference field.

EXAMPLE SPREADSHEET

Header record – Row 1

Header record (1)*	Form type (12)*	ACN/ABN/ ARSN (11)*	Company Name (79)*	Number of records (6)*	Total amount (12)*	Total shares (12)*	Return type (1)*	Legislation reference (9)*	Address line 1 (64)*	Address line 2 (64)	Address line 3 (64)	Address line 4 (64)	
A	B	C	D	E	F	G	H	I	J	K	L	M	
1	0	CMLCUMA	10123456789	GOV LIMITED	2	215.60	100	N	668		PO BOX 1		
2	1	215.60			29 QUAY ST				MANLY	NSW	2095	AU	SMITH FAMILY TRUST
3	1	0	100	AUSILTD	SMITH HOUSE	PO BOX 329			SYDNEY	NSW	2000	AU	
Detail record (1)*	Amount due (12)*	Number of shares (12)	Name of company shares are in (79)	Owner's address line 1 (64)*	Owner's address line 2 (64)	Owner's address line 3 (64)	Owner's address line 4 (64)	City/Suburb (30)*	State (3)*	Postal code (4)*	Country (2)*	Superannuation/ Trust fund name (79)	
<i>Not mandatory for s1017E lodgements</i>													

Detail records - Row 2 & Beyond

...Header record (cont.) – Row 1

Suburb (30)*	State (3)*	Postal code (4)*	Country (2)*	Email (70)*											
N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	
BRISBANE	QLD	4000	AU	ABC@EMAIL.COM											
SMITH	ROBERT P	SMITH	JAN	SMITH	JOE					AUSI LTD	111222111				
SMITH BROS LIMITED	ACN 111 222 333									AUSI LTD	111222111				
Surname/ Entity name (79)*	Given name/ ACN/ABN/ ARSN (79)	Surname/ Entity name (79)	Given name/ ACN etc. (79)	Surname/ Entity name (79)	Given name/ ACN etc. (79)	Surname / Entity name (79)	Given name/ ACN etc. (79)	Surname / Entity name (79)	Given name/ ACN etc. (79)	Bidder company name (79)	Bidder ABN (11)	Date funds sent to provider (8)	Method funds sent by (20)	Reference Details (140)	
Owner 1		Owner 2		Owner 3		Owner 4		Owner 5		If 668*		If 1017E*			

...Detail records (cont.) – Row 2 & beyond

Example Excel Screenshot 1 – s544/s601

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	0	CMLCUMA	10123456789	SAMPLE PTY LIMITED	3	3185.21	0	N	544	GPO BOX 1				MELBOURNE	VIC	3001	AU	EMAIL@SAMPLE.COM.AU
2	1	2000.01			3/4 KING STREET				SYDNEY	NSW	2000	AU		SMITH	WILL			
3	1	100.00			6/3 QUEEN AVE				SYDNEY	NSW	2000	AU		TIMBERLAKE	JUSTIN			
4	1	1085.20			1 F STREET NE	WASHINGTON DC	20549					US		SIMMONS	PAT			

Example Excel Screenshot 2 – s1017E

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	
1	0	CMLCUMA	10123456789	ABC SUPERANNUATION FUND	2	191.34	0	N	1017E	GPO BOX 9				MELBOURNE	VIC	3001	AU	EXAMPLE@SAMPLE.COM.AU											
2	1	123.45			UNKNOWN									UNKNOWN												26/04/2018	EFT	ELTON JOHN- TINY DANCER P/L - REFERENCE:11111	
3	1	67.89			UNKNOWN									UNKNOWN												2/03/2012	BPAY	AUDREY HEP - EMPLOY#10101010 - BR TIFFANY'S PL	

Example Excel Screenshot 3 – s668

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	
1	0	CMLCUMA	10123456789	SAMPLE LIMITED	4	1000	320	N	668	GPO BOX 1				ABBOTSFORD	VIC	3067	AU	EMAIL@SAMPLE.COM.AU								
2	1	100	10		3/4 KING STREET				SYDNEY	NSW	2000	AU		UNDERWOOD	FRANCIS										EXAMPLE PTY LTD	39011111111
3	1	200	100		6/3 QUEEN AVE				SYDNEY	NSW	2000	AU		UNDERWOOD	CLAIRE										EXAMPLE PTY LTD	39011111111
4	1	300	10		PO BOX 10				PERTH	WA	6001	AU		DANTON	REMI										EXAMPLE PTY LTD	39011111111
5	1	400	200		GPO BOX 11				SYDNEY	NSW	2000	AU		STAMPER	DOUGLAS										EXAMPLE PTY LTD	39011111111