General Information

This section outlines the general rules that apply to all CSV templates, what to check before you start, and a high-level summary of how to save and lodge your CSV file.

General Rules (apply to all CSV templates)

- Row 1 is the header record (Record type = 0)
- Row 2 and below are detail records (Record type = 1)
- Do not change the column order or headings
- **Mandatory** fields are marked with *
- Do not use leading or trailing spaces
- Do not use hidden or non-breaking spaces. **Only** the following special characters are permitted: **/ & @ #**
- Do not exceed **maximum character limits** shown in brackets (X).
- Enter all data in UPPER CASE Letters
- For deceased estates, add "Estate of" at the end of the given name/s
- If the record relates to a trust or super fund, enter the name in Column M.
- Australian Post Codes must be 4 digits long and match the state.
- Overseas addresses: use address fields 1-4 (columns E-H) and enter the 2-letter country code in Column L. State/Suburb/Post Code is for domestic use only.
- Country codes must be a valid 2-letter country code by ISO 3166 standards.
- To preserve leading zeros, format the columns as Text before saving as CSV.
- Remove any unused data or fields from the csv template.

Before you start

- Confirm you are using the correct CSV template for the Corporations Act section you are lodging under.
- ASIC provides different CSV templates for different sections. You must use the template that matches your section:
  -s668- compulsory acquisition
  -s1017E – money received but no financial product issued
  -s1343, s1343A, s414, s544, s601, s601NG – other company unclaimed money returns
  -s601AD(1A) – deregistered company acting as trustee (form type CMLSAC)
- s1343 lodgements: **prior** to submitting your lodgement, review ASIC's requirements on the ASIC website.
- Most instructions are built into the template.
- Hover over column headings or cells to view mandatory fields, character limits and what to enter.
- Use the header record and detail record sections of this guide for additional context.
- **Important:** Failure to follow these requirements will result in your CSV file being rejected.

Saving and lodging your CSV (summary)

- When you have finished preparing your CSV file:
  -Select File → Save As.
  -Choose CSV (Comma delimited)
- Before lodging, review the checklist at the end of this guide to confirm your CSV file has been saved correctly and you have completed all the steps.
- Lodgements must be submitted via **MOVEit,** ASIC's secure file transfer service.
- ASIC does **not** accept unclaimed money CSV files submitted by email.
- Ensure you are registered for MOVEit prior to lodging. If you are not registered, you must complete the MOVEit registration process before lodging your file.
- For upload instructions, refer to the **UM MOVEit External User Guide**.
- Ensure the email address in Row 1 (Header), is valid for all lodgement correspondence.
- After submission, ASIC will review your lodgement and:
  -Email payment instructions if accepted *(payment is required within 5 business days),* or
  -Advise if amendments are required.
- Do **not** send payment until file is accepted.

Header record (Row 1) – Lodging Entity and return summary

Row 1 contains **one header record only**. It identifies the lodging organisation, the Corporations Act section being lodged under, and summary totals for the file. **Complete Row 1 once only.**

Column	Field	What to enter	Key rules / notes
*A (1)	Record type	**0**	Identifies the header record. **Must** be 0.
*B (12)	Form type	**CMLCUMA** or **CMLSAC**	Use **CMLSAC** for s601AD(1A) only
*C (11)	ACN / ABN / ARSN	Organisation identifier	Numbers only, no spaces or punctuation
*D (79)	Organisation name	Full legal name	Must match the entity the funds relate to
*E (6)	Number of records	Total number of detail records	Must equal the number of rows from Row 2 onwards
*F (12)	Total amount	Total amount due	Must exactly match the sum of all detail amounts; 2 decimal places; no $ or commas
*G (12)	Total shares	Total number of shares	Enter **0** if no shares
*H (1)	Return type	**N**	No other value accepted
*I (9)	Legislation reference	Corporations Act section	Determines which section-specific fields apply
*J–M (64 each)	Address lines	Organisation address	Address only – do not include suburb or postcode; Column J is mandatory, Columns K – M are optional
*N (30)	Suburb / city	Suburb or city	Required for Australian addresses only
*O (3)	State	State abbreviation	e.g. NSW, QLD
*P (4)	Postcode	4-digit postcode	Required for Australian addresses only, must match State; must be 4 digits (eg. 0824)
*Q (2)	Country	Country code	ISO 3166 (use **AU** for Australia)
*R (70)	Email address	Contact email	Used for lodgement outcome and correspondence

Tip: Mandatory fields, character limits and field-specific instructions are shown in the CSV template. Hover over column headings or cells in Excel for details.

Detail Records (Row 2 onwards) – Unclaimed money record information

Enter the name and complete address details of the person or entity owed the unclaimed money. Complete **one row per record.**

Column	Field	What to enter	Key rules / notes
*A (1)	Record type	**1**	**Must** be 1. Identifies a detail record
*B (12)	Amount due	Unclaimed amount	Must be greater than 0; 2 decimal places; no $ or commas
C (12)	Number of shares	Number of shares	Required only for **Sections 668 & 1343** where shares apply
D (79)	Company shares are held in	Company name	Required only for **Sections 668 & 1343** where shares apply
*E–H (64 each)	Owner address lines	Last known address	Use address lines only (no suburb/postcode), Column E is mandatory, Columns F – H are optional
*I (30)	Owner suburb / city	Suburb or city	Required for Australian addresses only
*J (3)	Owner state	State abbreviation	Required for Australian addresses only
*K (4)	Owner postcode	4-digit postcode (eg. 0824)	Required for Australian addresses only. Must match state.
*L (2)	Owner country	Country code	ISO 3166 (use **AU** for Australia)
M (79)	Super / trust fund name	Fund name	Complete only if funds are owed to a superannuation or trust fund, mandatory for **s601AD(1A)**
*N (79)	Owner surname / entity name	Surname or entity name	Do not include titles (Mr, Mrs, Dr)
O (79)	Owner given name or ID	Given name or ACN/ABN/ARSN	Mandatory where funds are owed to an individual. Do not include titles (Mr, Mrs, Dr)
P–V (79)	Additional owners	Additional owner details	Up to **5 owners** total; same format as Columns N and O
X (79)	Bidder company name	Bidder name	**Section 668 only**
Y (11)	Bidder ABN	ABN	**Section 668 only**
Z (8)	Date funds sent	Date funds were sent to the product provider	**Section 1017E only;** Format must be **DD/MM/YYYY**
AA (20)	Payment method	EFT, cheque, etc.	**Section 1017E only**
AB (140)	Payment reference	Reference or description	**Section 1017E only**

› **Important**
- Complete **only the fields that apply** to the section you are lodging under.
- Leave all other section-specific fields **blank**.

Before you lodge (final checks)

Use this checklist to confirm your CSV file is complete and ready to lodge.

✓	Check
☐	The correct CSV template for the **Corporations Act section** being lodged has been used.
☐	The CSV template instructions have been followed by **hovering over cells** to confirm what information to enter.
☐	**Row 1** is the header record and **Column A = 0**.
☐	**Row 2 onwards** are detail records and **Column A = 1**.
☐	The **number of detail** records in the header record exactly matches the number of detail records included in the file.
☐	**The total value of all detail records** exactly matches the total amount reported in the header record.
☐	All amounts are entered with **2 decimal places** and contain **no dollar signs or commas**.
☐	**Character limits** for all cells have not been exceeded.
☐	**Leading and trailing spaces** have been removed.
☐	The CSV file does **not contain any invalid characters** (including hidden or non-breaking spaces).
☐	All data has been entered in **CAPITAL LETTERS**.
☐	**Column order and headings** have not been changed.
☐	You are registered for MOVEit, and a **valid email address** is entered in Row 1 (Header) for all lodgement correspondence.
☐	The file has been saved using **Save As → CSV (Comma delimited)**.
☐	A **Statement of Compliance** has been prepared, the ASIC website has been checked for the most current wording, and the Statement is ready to be lodged with the CSV file.