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 submit 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)
- All information entered in the CSV file **must** exactly match the details shown on the Moneysmart website for the relevant unclaimed money record. Claims will be **rejected** where information does not match the Moneysmart record.
- 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: **/ & @ #**
- Include only claim amounts of $500 or more
- 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
- Australian Post Codes must be 4 digits long and match the state.
- 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 Banking Act.
- 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 submitting your CSV (summary)

- When you have finished preparing your CSV file:
  -Select File → Save As.
  -Choose CSV (Comma delimited)
- Before submitting, 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.
- Claims must be submitted through **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 claiming. If you are not registered, you must complete the MOVEit registration process before submitting 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 claim correspondence.
- After submission, ASIC will review your claim and:
  -Email remittance advice if accepted, or
  -Advise if amendments are required.

Header record (Row1) – Claiming Entity and file summary

Row 1 contains **one header record only**. It identifies the lodging organisation 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 this row as the header record. **Must** be 0.
*B (12)	Form type	CMCBANK or CMCBKOTH	Use CMCBANK for dormant accounts. Use CMCBKOTH for all non-dormant money (for example, shareholder dividends).
*C (11)	ACN / ABN	Organisation identifier	Numbers only. Do not include spaces, hyphens or punctuation.
*D (79)	Organisation name	Full legal name	Must exactly match the legal entity name associated with the funds.
*E (6)	Number of records	Total number of detail records	Must equal the total number of detail records (from row 2 onwards).
*F (12)	Total amount	Total amount due	Must exactly equal the sum of all detail amounts. Enter 2 decimal places. Do not include $ or commas.
*G-J (64 each)	Address lines	Organisation address	Address only – do not include suburb, state or postcode; Column G is mandatory, Columns H – J are optional
*K (30)	Suburb / city	Suburb or city	Required for Australian addresses only
*L (3)	State	State abbreviation	e.g. NSW, QLD
*M (4)	Postcode	4-digit postcode	Required for Australian addresses only, must match State; must be 4 digits (eg. 0824)
*N (2)	Country	Country code	ISO 3166 (use **AU** for Australia)
*O (70)	Email address	Contact email	Used for claim outcome notifications and related correspondence
*P (30)	Phone Number	Contact phone number	Used only if clarification is required during processing.

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 details

Enter the details of the record you are claiming.

Complete **one row per record.**

Column	Field	What to enter	Key rules / notes
*A (1)	Record type	**1**	**Must** be 1. Identifies this row as a detail record.
*B (12)	Original Transaction Number (OTN)	Enter Original Transaction Number (OTN)	**Must** exactly match the Original Transaction Number shown on the Moneysmart website.
*C (12)	Amount due	Unclaimed amount	**Must** exactly match the amount shown on the Moneysmart website. Enter 2 decimal places. Do not include $ or commas.
*D (4)	Year of return	Year the funds relate to	**Must** exactly match the Year of return shown on the Moneysmart website.
*E (79)	Owner surname / entity name	Surname or entity name of depositor	**Must** exactly match the name shown on the Moneysmart website. Do not include titles (for example, Mr, Mrs or Dr).
*F (79)	Owner given name or identifier	Given name or entity ACN/ABN/ARSN of depositor	**Must** exactly match the name shown on the Moneysmart website. Do not include titles. (for example, Mr, Mrs or Dr).

Before you lodge (final checks)

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

✓	Check
☐	The correct CSV claim template for the **Banking Act** has been used.
☐	The CSV template instructions have been followed (including **hovering over cells** to confirm mandatory fields, character limits and required formats).
☐	**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**.
☐	No amounts **under $500** have been included.
☐	**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 claim correspondence.
☐	The file has been saved using **Save As → CSV (Comma delimited)**.
☐	A **Declaration** has been prepared, the ASIC website has been checked for the most current required wording, and the declaration is ready to be lodged with the CSV file.