ACT Government
Chief Minister, Treasury and Economic Development

UNCLAIMED MONEY 'HELD BY ACT TREASURY' – CLAIM FORM

Please note this form is NOT for claims for Unclaimed Moneys held by the ACT Public Trustee & Guardian.
Refer to https://www.ptg.act.gov.au/unclaimed-money

How to Lodge a Claim:

Send your completed claim form and supporting documents:

by email to: Executive Branch Manager – Investments & Borrowings
alm@act.gov.au

by post to: Executive Branch Manager – Investments & Borrowings
ACT Chief Minister, Treasury and Economic Development Directorate
220 London Circuit, Canberra ACT, 2601

Proof of Ownership:

To prove you are the rightful owner, you must submit the following evidence with your claim:

1. **Proof of Identity**

   Provide two documents for the claimant.

   Evidence of change of name is required if the name on any of the documents presented is different to the name of the claimant (e.g. marriage certificate or change of name certification).

   The documentation submitted will be verified and if verification is not possible, additional documentation may be requested.

   Do not send original documents, only send *copies*.

   Acceptable document types:

   - Current Australian Drivers Licence (including front and back)
   - Current Australian Passport
   - Current Australian Proof of Age/Photo card
   - Australian Birth Certificate
   - Current Medicare Card
   - Current Centrelink Concession Card
   - Current Veteran Card
   - Current Australian Immicard
   - Current Australian Change of name Certificate
   - Current Australian Citizenship Certificate
   - Current Australian Certificate of Registration by Descent

2. **Proof of a Connection to the last known address identified in respect to the unclaimed money**

   Provide at least one official document that shows the owner of the money and the address for the money listed at on our records. For example:

   - Utility document (electricity, phone, water or gas)
   - Bank statement

- Rates notice
- Residential lease agreement
- Correspondence from an Australian Government agency
- Insurance policy

Guidance Note
If you are unable to provide a connection to the addressed listed at on our records, you must provide any correspondence or details specifically relating to the events or circumstances in relation to the unclaimed money amount including key facts and issues supporting you claim to be the entitled beneficiary. **Our interest is in placing unclaimed moneys with the entitled beneficiary.**

CLAIM DETAILS:

Claim Type

What is your entitlement to the money you are claiming (select one):

☐ I am the owner	➢ *Go to Part A*
☐ I am an authorised representative for the owner	➢ *Go to Part B*
☐ I am a family member or friend of the owner	➢ *Go to Part C*
☐ I am an agent	➢ *Go to Part D*

Part A – Claimant details

Claimant Name					
Residential address					
Suburb/Town		State		Postcode	
Postal address					
Suburb/Town		State		Postcode	
Daytime phone no.		Mobile no.			
Email address					

➢ ***Go to Part E***

Part B – Authorised representative details

Complete this section if you are submitting a claim on behalf of the owner and you have an official document that gives you authority to act (e.g. Power of Attorney, Last Will and Testament, Probate, Trust Deed etc). Select one:

☐ I am a director of the company/organisation
☐ I am the executor or administrator of the estate
☐ I am the power of attorney
☐ I am the guardian appointed by court
☐ Other – please specify _____

Authorised representative details

Provide your details

Name					
Address					
Suburb/Town		State		Postcode	
Postal address					
Suburb/Town		State		Postcode	
Daytime phone no.		Mobile no.			
Email address					

Owner details

Provide the details of the person/entity you are representing

Name					
Address					
Suburb/Town		State		Postcode	
Postal address					
Suburb/Town		State		Postcode	
Daytime phone no.		Mobile no.			
Email address					

➢ ***Go to Part E***

Part C – Family member or friend of the owner

Complete this section if you are a family member or friend of the owner, lodging this form on behalf of the owner.

☐ Please specify your relationship to the owner _____

Family member or friend of the owner details

Provide your details

Name					
Address					
Suburb/Town		State		Postcode	
Postal address					
Suburb/Town		State		Postcode	
Daytime phone no.		Mobile no.			
Email address					

Owner details

Provide the details of the person you are representing

Name					
Address					
Suburb/Town		State		Postcode	
Postal address					
Suburb/Town		State		Postcode	
Daytime phone no.		Mobile no.			
Email address					

- ***Go to Part E***

Part D – Agent details

Complete this section if you an agent lodging this form on behalf of the owner. Select one:

- ☐ I am a money recovery agent
- ☐ I am a solicitor/accountant for the owner
- ☐ Other – please specify _____

Agent details

Provide your details

Name					
Business name					
Address					
Suburb/Town		State		Postcode	
Postal address					
Suburb/Town		State		Postcode	
Daytime phone no.		Mobile no.			
Email address					

Owner details

Provide the details of the person/entity you are representing

Name					
Address					
Suburb/Town		State		Postcode	
Postal address					
Suburb/Town		State		Postcode	
Daytime phone no.		Mobile no.			
Email address					

- ***Go to Part E***

Part E – Details of unclaimed money

To assist in identifying the money you are claiming, please provide the following details:

Owners name	**Unclaimed Money Website Reference/details**	**Amount claimed**

Part F – Checklist

Please ensure that you provided all requested information:

- ☐ This claim form has been completed in full and signed by the person entitled to claim the money
- ☐ I have provided two current proof of identification documents
- ☐ I have provided an official document connecting the owner to the last known address
- ☐ If this claim related to a company or deceased estate, I have provided an official document that allows me to act on behalf of the owner
- ☐ As an Agent or a family member or friend of the owner, I have provided an authority to act that is signed by the owner
- ☐ All copies of claim documentation certified by an authorised witness (refer attached Statutory Declaration Signatory List)

I acknowledge that I must lodge a complete claim. I understand that more information or documents may be requested after lodgement of my claim and that payment may be delayed or refused if I fail to provide a complete claim.

Part G – Payment details

Please enter the bank account details of where you want your funds (subject to being a successful claim) deposited by electronic funds transfer

Account name			
Name of financial institution		Branch	
BSB Number (9 numbers)	__ __ __ - __ __ __		
Account number (max 9 numbers)	__ __ __ __ __ __ __ __ __		
Reference number (max 10 characters) *	__ __ __ __ __ __ __ __ __ __		

* To appear on your bank statement

Part H – Declaration

1. Insert the name, address and occupation of person making the declaration

I,[1] _____

_____

_____

_____

make the following declaration under section 9 of the *Statutory Declarations Act 1959*

2. Set out matter declared to in numbered paragraphs

[2] 1. I declare that I am legally entitled to the unclaimed money which is the subject of this claim

2. I declare the information and contents of this claim and information provided in support of this claim are, to the best of my knowledge, true and correct

3. I acknowledge that making a false statement under the *Statutory Declarations Act 1959* is a criminal offense and that penalties may apply for making a false or misleading statement in or in connection with this claim

I believe that the statements in this declaration are true in every particular, and I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, the punishment for which is imprisonment for a term of 4 years

3. Signature of person making the declaration

[3] _____

4. Email address or telephone number of person making the declaration

[4] _____

5. Place, 6 Day, 7 Mnth/Yr

Declared at [5] _____ on [6] _____ of [7] _____

Observed by me,

8. Signature of person observing the declaration being made

[8] _____

9. Full name, qualification and address of person observing the declaration being made

[9] _____

_____

_____

10. Email address and/or telephone number of person observing the declaration being made

[10] _____

A statutory declaration under section 9 of the *Statutory Declarations Act 1959* may be made before–

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Architect	Chiropractor	Dentist
Financial Adviser	Financial Planner	Legal Practitioner
Medical Practitioner	Migration agent registered under Division 3 of Part 3 of the *Migration Act 1958*	
Midwife	Nurse	Occupational therapist
Optometrist	Patent attorney	Pharmacist
Physiotherapist	Psychologist	Trade marks attorney
Veterinary surgeon		

(2) a person who is enrolled on the roll of the Supreme Court of a state or territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Accountant who is:

a) a fellow of the National Tax Accountants' Association; or

b) a member of any of the following:

i. Chartered Accountants Australia and New Zealand;

ii. the Association of Taxation and Management Accountants;

iii. CPA Australia;

iv. the Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list

Employee of the Australian Trade and Investment Commission who is:

a) in a country or place outside Australia; and

b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and

c) exercising the employee's function at that place

Employee of the Commonwealth who is:

a) at a place outside Australia; and

b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and

c) exercising the employee's function at that place

Engineer who is:

a) a member of Engineers Australia, other than at the grade of student; or

b) a Registered Professional Engineer of Professionals Australia; or

c) registered as an engineer under a law of the Commonwealth, a state or territory; or

d) registered on the National Engineering Register by Engineers Australia

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961

Master of a court

Member of the Australian Defence Force who is:

a) an officer
b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service
c) a warrant officer within the meaning of that Act

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of:

a) the Parliament of the Commonwealth
b) the Parliament of a state
c) a territory legislature
d) a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961

Notary public, including a notary public (however described) exercising functions at a place outside

a) the Commonwealth
b) the external territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public

Permanent employee of

a) a state or territory or a state or territory authority
b) a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior executive employee of a Commonwealth authority

Senior executive employee of a State or Territory

SES employee of the Commonwealth

Sheriff

Sheriff's officer

Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution