



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## APPLICATION FOR UNCLAIMED MONEY 'HELD BY ACT GOVERNMENT'

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

### Applicant Details:

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Bank Account Details for Approved Claim: BSB Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

### Claim Details (As referenced on the ACT Treasury Website):

Claim Amount: \$ \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lodging Party: \_\_\_\_\_

Payments of approved applications of unclaimed money will be made by electronic funds transfer to your nominated bank account as advised on this form.

### ACT Treasury Contact Details:

Send completed form and certified copies of all supporting documents by email to:

Executive Branch Manager – Investments & Borrowings  
ACT Chief Minister, Treasury and Economic Development Directorate

Email: [patrick.mcauliffe@act.gov.au](mailto:patrick.mcauliffe@act.gov.au)

cc: [patience.mutinhima@act.gov.au](mailto:patience.mutinhima@act.gov.au)

## Declaration:

I make the following declaration under the Statutory Declarations Act 1959:

1. I declare that I am entitled to the unclaimed money, the subject of this claim.
2. I declare the information and contents of this application and information provided in support of this application are, to the best of my knowledge true and correct.
3. I acknowledge that penalties may apply for making a false or misleading statement in or in connection with this application.

I make this solemn declaration by virtue of the Statutory Declarations Act 1959 and subject to the penalties provided by that Act for making of false statements in Statutory Declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised Witness Name: \_\_\_\_\_

Authorised Witness Address: \_\_\_\_\_

- Refer attached "Statutory Declaration Signatory List" for Authorised Witness.
- Witness must not be a claimant of the money being claimed and must not be related to the claimant.

## Supporting Evidence:

Have you attached sufficient evidence to support your claim using the guidance from the checklist below?

### a) Proof of Identity:

This includes a certified copy of one of the following: drivers licence, passport or birth certificate.

Where the owners name has changed from the ACT Chief Minister, Treasury and Economic Development Directorate records, attach a certified copy of documentation evidencing change of name.

### b) Proof of connection with unclaimed money:

Provide evidence in relation to the unclaimed money, for example, but not limited to:

- Rental Bond – copy of a drivers licence, a rate notice, electricity/gas bill or similar bills showing your name and the address for which the rental bond relates (address listed on the website).
- ACT Courts & Tribunal / ACT Corrective Services - any correspondence or details specifically relating to the events or circumstances in relation to the unclaimed money amount.
- Detailed description of key facts and issues supporting your claim to be the entitled beneficiary.

**Certified Copy:** All copies of documentation and the claim form are required to be certified by an authorised witness (refer attached Statutory Declaration Signatory List).

- **We appreciate it is sometime difficult to find some documentation. To the extent documents are limited please try and provide as much of a detailed description supporting your claim as possible. Our interest is in placing unclaimed moneys with the entitled beneficiary.**

## Statutory declaration signatory list

### A statutory declaration under 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	Midwife
Migration agent registered under Division 3 of Part 3 of the <i>Migration Act 1958</i>			
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