

# Application for unclaimed money form

**Please note:** This application will not be accepted unless it is fully completed, signed and witnessed in blue or black ink. In support of your application you must provide evidence that you are the rightful owner. Print clearly in the boxes provided.

## Unclaimed Money Register details (if you have more than five reference numbers, please attach a list to your application)

Reference no.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Amount	\$	<input type="text"/>
Reference no.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Amount	\$	<input type="text"/>
Reference no.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Amount	\$	<input type="text"/>
Reference no.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Amount	\$	<input type="text"/>
Reference no.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	/	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Amount	\$	<input type="text"/>
Owner name	<input type="text"/>				Postcode	<input type="text"/>

## Applicant's current details

Name	<input type="text"/>	Date of birth	<input type="text"/>
Home address	<input type="text"/>	Postcode	<input type="text"/>
Postal address	<input type="text"/>	Postcode	<input type="text"/>
Phone (home)	<input type="text"/>	Phone (work)	<input type="text"/>
Phone (mobile)	<input type="text"/>	Email	<input type="text"/>

▲ must be provided for business applicants

## Applicant's nominated bank account details

Please provide your Australian bank account details as per your Bank Statement or passbook

**[Do not provide your card number]**

This is your authority to direct credit your bank account.

Account	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	-	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	BSB number		Account number
Account in name of	<input type="text"/>		
Bank	<input type="text"/>	Branch	<input type="text"/>

## Indemnity and direction

I direct the Public Trustee of Queensland to pay to me the amount held by the Public Trustee of Queensland to the above bank account. In consideration of the payment, I hereby indemnify the Public Trustee of Queensland against all claims, actions, losses or damages that may arise in connection with, or arising from, the payment of the above amount to me.

**Declaration:** I do solemnly and sincerely declare that: I am identical with the owner of Unclaimed Money referred to in this application;

1. I have a connection to the last known address held by The Public Trustee of Queensland as is evidenced by the attached documents;
2. I have a connection to the enterprise that paid the Unclaimed Money to The Public Trustee of Queensland as is evidenced by the attached documents;
3. I have a lawful entitlement to claim the Unclaimed Money.

Signed:  Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Witnessed:  Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Name:   
Justice of the Peace/Commissioner for Declarations/Legal Practitioner Witness full name required

Your personal information is collected for the purposes of processing your claim in relation to the Unclaimed Money Register. The Public Trustee is committed to your privacy and your personal information will not be released to any person unless you authorise such action or the release of the information is required by law.

## Proof of identification and association

Copies of Proof of ID and association documents sent to us with your application must be certified as a true and correct copy by a qualified witness.

The following persons are qualified witnesses and are able to certify photocopies of documents:

### In Australia

- Justice of the Peace
- Commissioner for Declarations
- Barrister, Solicitor or Notary Public  
(or any other approved witness in your jurisdiction)

### Outside Australia

- Notary Public
- Australian Embassy Officer
- Australian Consulate Officer

Where funds are held in more than one name, each party must complete a separate claim form and provide identification. For multiple register entries, only one application form and identity documents are required to be submitted per person or company.

## Section 1: Identification of person

☐ Attached

If the applicant's name differs to the name that is listed in the unclaimed register, we also require evidence which documents your name change/s. Such document/s must be an official registry document and not a ceremonial certificate.

You must provide **3 forms of current ID:**

### 1. Photo ID:

This includes a certified copy of one of the following: driver licence, passport, or Adult Proof of Age card.

### 2. Community ID:

This includes a certified copy of one of the following: Medicare card, Birth Certificate, Bank Card, Student Card, Salary advice or payslip, Blue Card.

### 3. Current residential address evidence:

This includes a certified copy of Utility Bill, or rates notice.

## Section 2: Proof of association

☐ Attached

**All claims require proof of association evidence.**

A proof of a connection to the enterprise that sent the unclaimed money to the QPT is required. Please provide certified copy of Linking document showing how you are connected to the unclaimed money. Also, proof of last known address held by the sender organisation is required.

## Section 3: Deceased estates

☐ Attached

A separate completed application form together with certified identity documents must be provided by all Executors or Administrators. Proof of association documents as described in **Section 2** are also required.

**The following supporting documents will also be required:**

Certified copy of the Death Certificate, a certified copy of the deceased's Will and where applicable, a certified copy of Grant of Probate or Letters of Administration.

If no Grant of Probate or Letters of Administration has been obtained, a Statutory Declaration confirming that no legal proceedings have commenced relating to the Estate and that you do not intend on starting any formal legal Estate Administration will need to be completed by all executors.

**Please note:** Depending on your claim, Queensland Public Trustee may request that you obtain a Grant of Probate or Letters of Administration.

## Section 4: Companies



Attached

Company applications for unclaimed money must be completed by at least 2 Officers of the Company (either 2 Directors or 1 Director and 1 Secretary for example). These are the people listed on the company record, held by Australian Securities & Investments Commission (**ASIC**) as either a CEO, Director, or Secretary. Such person(s) must also satisfy the requirements of **Section 1** and **2** above in full.

You will also be required to provide a **Current and Historical Company Extract** issued in the last 30 days from ASIC showing the Office Bearers (where applicable, the Company Seal should be affixed).

## Section 5: Claims lodged by an agent (money finder)



Attached

Where an agent (money finder) is making a claim on behalf of the owner of unclaimed money, a cover letter from the agent **and** the original signed agency authority must also be provided.

### IMPORTANT NOTICE

Queensland Public Trustee (QPT) will not pay any claim until a completed Unclaimed Money Application Form and all supporting documentation is received.

We aim to process claims up to 28 days from receipt of all required supporting documents.

Queensland Public Trustee (QPT) may require additional supporting documents, depending on the circumstances of the claim.

### Lodging your completed Application:

Mail this application to: **Unclaimed Money  
Queensland Public Trustee  
GPO Box 1449  
Brisbane QLD 4001**

**OR** deliver to any regional Queensland Public Trustee office. Addresses can be found online at: **[www.pt.qld.gov.au/about-us/contact-us/locations](http://www.pt.qld.gov.au/about-us/contact-us/locations)**.

### Your privacy

The Public Trustee collects and manages personal information in the course of performing its activities, functions, and duties in accordance with the *Public Trustee Act 1978* (QLD). We respect the privacy of the personal information held by us. The way in which The Public Trustee manages personal information is governed by the *Information Privacy Act 2009* (QLD).

This means there are restrictions on how we can use, and when we can disclose, your personal information. When you supply us with your personal information as part of providing us with feedback or lodging a complaint, we will generally use this information only to assist us to address your concerns. We generally do not disclose your personal information outside of The Public Trustee unless we are required to do so by law or unless you have given us your consent to such disclosure. If you would like to read our Privacy Statement, please visit our website at **[www.pt.qld.gov.au](http://www.pt.qld.gov.au)**. Queensland Public Trustee is the business name of The Public Trustee of Queensland established under the *Public Trustee Act 1978* (Qld).