

The Public Trustee Unclaimed Money Application Form



Unclaimed Money Register details: (if you have more than one reference number, please attach a list to your application)

Reference No. / Amount \$

Owner Name

Postcode

Applicant's Current Details

Name Date of Birth / /

Residential Address

Home Phone Work Phone

Mobile Fax Number

Email Address
(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 -

BSB Number Account Number

Account in name of

Bank

Branch

Indemnity and Direction

I indemnify The Public Trustee of Queensland against any future claims that may arise in regard to this matter for the net consideration paid to me and direct The Public Trustee of Queensland to pay such consideration to the bank account above.

Declaration

I do solemnly and sincerely declare that:-

1. I am identical with the owner of Unclaimed Money referred to in this application;
2. I have a connection to the last known address held by The Public Trustee of Queensland as is evidenced by the attached documents;
3. 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;
4. I have a lawful entitlement to claim the Unclaimed Money.

Signed: _____ / /

Witnessed: _____ / /
Justice of the Peace/ Commissioner for Declarations/Legal Practitioner

Full Name of Witness _____

Office Use Only

Date Claim Received: _____ / _____ / _____

CIMS Claim Number: _____ to _____

- Evidence of Identity Received
- Evidence Provided to Verify Ownership
- Claim Accepted Rejected

I certify that this claim is approved and can proceed for payment.

Prepared by:

_____ [_____] / /
(signature) (User ID)

Approved by:

_____ [_____] / /
(signature) (User ID)

Please refer to page 2 for proof of identity and association requirements

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PROOF OF IDENTIFICATION AND ASSOCIATION

The following sets out the documentation which *must* be provided to support your application.

All Identification and proof of association documents provided must be witnessed and certified as a 'true copy of the original which I have sighted' by a Justice of the Peace, Commissioner for Declarations or a Legal Practitioner.

Where funds are held in several names, 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

Each applicant will need to supply evidence with this application to prove their identity.

(a) Any 2 (two) of the following:

- Driver's licence*
- Medicare card*
- Credit card / bank card*
- Passport*
- Birth certificate

** must not have expired*

(b) Any 1 (one) of the following showing your current residential address:

- Council / water rates notice
- Insurance policy document
- Electricity account
- Telephone account
- Vehicle registration

AND

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.

SECTION 2: PROOF OF ASSOCIATION

If you are claiming funds where the aggregate (total) does not exceed \$500.00, a Statutory Declaration outlining your connection to the funds may be accepted and Section 2 documents are not required.

For claims that exceed \$500.00, you will need to send evidence with your application that link you to:

- (a) The enterprise that forwarded the unclaimed money to The Public Trustee of Queensland

AND

- (b) The last known address held by the enterprise when the funds were paid to The Public Trustee of Queensland

SECTION 3: DECEASED ESTATES

A separate claim form must be completed by each Executor or Administrator and certified identity documents provided as advised in Section 1 are required. Proof of association documents as described in Section 2 are also required.

A certified copy of the Death Certificate, a certified copy of the deceased's Will and where applicable, a certified copy of Probate or Letters of Administration are to be forwarded with the application.

If a Grant of Probate or Letters of Administration is not obtained, please provide a Statutory Declaration advising that no legal proceedings have commenced relating to the Estate and that you do not intend on starting any formal legal Estate Administration.

SECTION 4: COMPANIES

Company applications for unclaimed money must be completed by a person(s) who is listed on the company record held by ASIC and such person(s) must also satisfy the requirements of Section 1 and 2 above...

A current printout from the Australian Securities and Investment Commission (ASIC) website listing is required showing the Office Bearers and where applicable, the Company Seal should be affixed. An ASIC company profile printout is also required to identify certified documentation for the person(s) lodging the claim.

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IMPORTANT NOTICE

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

Incomplete applications will be returned to the applicant advising of what additional documents are required. This office does not retain a copy of your original application.

The Public Trustee reserves the right to call for additional supporting documentation.

CHECKLIST

If the money you are making a claim for is **held in your name only**, your application form will need to be accompanied by:-

- Certified proof of identity documents as listed in Section 1
- Certified proof of association documents as described in Section 2

If the money you are making a claim for is **held in joint names**, each party is required to complete a separate application form and the applications will need to be accompanied by:-

- Certified proof of identity documents as listed in Section 1 – for each applicant
- Certified proof of association documents as described in Section 2

If the money you are making a claim for is **held in the name of a deceased person**, all executors or administrators of the Estate are required to complete an application form which will need to be accompanied by:-

- Certified proof of identity documents as listed in Section 1
- Certified proof of association documents as described in Section 2
- Certified documents as described in Section 3

If the money you are making a claim for is **held in the name of a company or organisation**, an office bearer of the enterprise is required to complete an application form which will need to be accompanied by:-

- Certified proof of identity documents as listed in Section 1
- Certified proof of association documents as described in Section 2
- Documents as described in Section 4

Lodging your Application:

Mail this application to: The Unclaimed Moneys Officer
GPO Box 1449
Brisbane QLD 4001

OR deliver to any Regional Public Trust Office – Addresses can be found online at www.pt.qld.gov.au

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