

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	_____		Postcode: _____
Postal Address	_____		Postcode: _____
Home Phone	_____	Work Phone	_____
Mobile	_____	Fax Number	_____
Email Address <i>(must be provided for business applicants)</i>	_____		

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 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:-

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

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
Legal Practitioner (eg 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 application 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

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

- 1 from each category below; **OR**
- 2 from Community ID and 1 from the Home address evidence categories below.

If you currently live overseas, you may use the local equivalent for the ID items listed.

Types of ID (categories)

Personal ID	Community ID	Home address evidence
<input type="checkbox"/> Australian photo driver licence <input type="checkbox"/> Australian passport <input type="checkbox"/> Overseas passport <input type="checkbox"/> Adult Proof of Age card (formerly 18+ card)	<input type="checkbox"/> Medicare card <input type="checkbox"/> Concession or Healthcare card <input type="checkbox"/> Student ID <input type="checkbox"/> School or other educational report, less than twelve months old <input type="checkbox"/> Salary advice or payslip <input type="checkbox"/> Private Health Provider ID card <input type="checkbox"/> Defence Force or Police Service photo ID card <input type="checkbox"/> Australian Firearms licence <input type="checkbox"/> Document of identity issued by the Passport Office <input type="checkbox"/> Naturalisation, citizenship or immigration certificate <input type="checkbox"/> Full birth certificate <input type="checkbox"/> Security guard/crowd control licence <input type="checkbox"/> Government employee photo ID card <input type="checkbox"/> Blue card	<p>Provide only the page containing your name and current home address details.</p> <input type="checkbox"/> Recent utility account (gas, electricity, home phone, etc) <input type="checkbox"/> Rent/lease agreement <input type="checkbox"/> Rates notice <input type="checkbox"/> Registration or driver licence renewal notice <input type="checkbox"/> Recent official correspondence from Government service providers (not from this office) <input type="checkbox"/> Electoral enrolment document <input type="checkbox"/> Insurance policy notice

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

SECTION 2: PROOF OF ASSOCIATION

All claims require proof of association evidence.

For claims that are **less than** \$500 a Statutory Declaration outlining your connection to the funds must be provided and proof of association documents will not be required. You must state in your declaration the specific link that you have to the company/organisation who forwarded this money to us as well as specifying the last known address in full.

For claims that **exceed** \$500, you **must** send evidence with your application that links you to:

- (a) The company/organisation that forwarded the unclaimed money to The Public Trustee of Queensland

-- AND --

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

*An example of association evidence could be any correspondence sent to you by the company/organisation who forwarded the unclaimed money to our office **AND** correspondence or evidence that links you to the last known address which the company/organisation had for you at that time. Please note that you will be required to prove a link that you have to the postcode that is displayed on our website search results by providing evidence of the specific address **in full**.*

SECTION 3: DECEASED ESTATES

A separate application form must be completed by each Executor or Administrator and certified identity documents provided as advised in Section 1 (page 2) 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 and if you are claiming funds where the aggregate (total) does not exceed \$500, a Statutory Declaration can be provided advising that no legal proceedings have commenced relating to the Estate and that you do not intend on applying for a Grant of Probate or Letters of Administration.

SECTION 4: COMPANIES

A separate application form must be completed by at least 2 current directors of the company or 1 current director if the company is a sole director company. The company seal, where applicable, should also be affixed. The director/s must also satisfy the requirements of Sections 1 and 2 above in full.

A **current and historical company extract** issued in the last 30 days from Australian Securities & Investments Commission (ASIC) is also required.

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 further information or additional documents are required.

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