

INSTRUCTIONS

Certify your Documents

Below is a list of persons authorised to certify copies of documentation under the anti-money laundering legislation ("Approved Certifier").

Please note: An original certified copy of the identity documents referred to in section 4 must be provided and certification must have taken place within three months of submitting this form.

- 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;
- Judge of a court;
- Magistrate;
- Chief Executive Officer of a Commonwealth court;
- Registrar or Deputy Registrar of a court;
- Justice of the Peace;
- Notary Public;
- Police Officer;
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public;
- Permanent employee of the Australian Postal Corporation with two or more years of continuous service who is employed in an office supplying postal services to the public;
- Australian consular officer or an Australian diplomatic officer (within the meaning of the Consular Fees Act 1955);
- Officer with two or more continuous years of service with one or more Australian financial institutions (for the purposes of the Statutory Declaration Regulations 1993) or overseas financial institutions with which ANZ has an existing correspondent banking relationship;
- Officer with, or authorised representative of, a holder of an Australian financial services licence, having two or more continuous years of service with one or more licensees;
- Member of the Chartered Accountants Australia & New Zealand, CPA Australia or the Institute of Public Accountants;
- Pharmacist;
- A person in a foreign country who is authorised by law in that jurisdiction to administer oaths or affirmations or to authenticate documents; or
- Employee of the Australian Trade and Investment Commission (AUSTRADE) 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 his or her function in that place.

IMPORTANT - FOR THE CERTIFIER

We recommend you certify in the following manner:

Example

"I certify that this is a true copy of the original"

John Smith

Signature

01/01/2018

Date

John Smith

Full name of certifier

Chartered Accountant

Title/authority to certify

CPA#12345

Professional membership number (if applicable)

(02) 9888 8888

Phone number of certifier

Remember:

- Certification MUST appear on the same side as image.
- Sticker certifications will not be accepted.
- The certifier must include their title/authority to certify.

For multiple page documents:

- The first page of the document must be certified as follows:
"I certify this and the following <xx> pages are a true copy of the original sighted by me". The certifier should then sign or initial each page of the copy and number as Page 1 of <xx> etc OR
- All pages of the certified document are certified as individual pages.

UNCLAIMED MONIES REFUND REQUEST

SECTION 1. CLAIMANT DETAILS

Claimant Full Name(s)

Claimant(s) current residential/business address

Suburb

State

Postcode

Claimant(s) landline number

Claimant(s) mobile number*

Claimant(s) email address*

*Updates regarding your claim may be sent directly to your mobile or email address provided.

SECTION 2. UNCLAIMED MONEY DETAILS

Please confirm that you have Unclaimed Monies that we can assist with by checking the publicly available ASIC register at www.moneysmart.gov.au

Full Name of Unclaimed Monies Account

Address listed for Unclaimed Monies Account

Suburb

State

Postcode

OTN Reference as listed on ASIC

Unclaimed Monies Amount

SECTION 3. VERIFYING YOUR ACCOUNT OWNERSHIP

Note: Certification of documents can be done at your local branch or by an Authorised Certifier

- ☐ Attach certified copy of document showing proof of account ownership relating to account transferred as unclaimed (e.g. bank statement)
- ☐ Attach evidence to connect you to the address listed on the ASIC record (e.g. Council rates notice, Utilities bill)

For company claims only*

- ☐ Attach proof of current association and proof of current Directors/Partners/Authorised Signatories of Company/Inc.
*If the company is deregistered, please contact ASIC directly. Details can be located on www.asic.gov.au

For trust claims only:

- ☐ Attach a certified copy of the trust deed.

SECTION 4. VERIFYING IDENTITY OF CLAIMANT(S)

- ☐ Attach two certified copies of identification for the account holder; one of which includes a photo, signature, date of birth and current address (e.g. Drivers Licence or Passport)

*For authorised representatives, in addition to the above, please provide your identification and authorising document (e.g. certified copy of Power of Attorney)

SECTION 5. DECEASED ESTATES CLAIMS

The executor or administrator of the estate can claim by providing all of the above documentation, in addition to the following:

- ☐ Certified copy of Death Certificate, certified copy of Will, Identification of executor(s) and Indemnity Form

OR

- ☐ Certified copy of Probate or Letters of Administration and identification of Administrator(s) or Executor(s)

UNCLAIMED MONIES REFUND REQUEST

SECTION 6. REFUND DETAILS

Attach a certified copy of a bank statement for any non-ANZ bank account provided as proof of account ownership.

BSB

Account Number

Bank/Financial Institution

Account Name

International Transfers

For refunds to an overseas banking institution, please complete the International Money Transfer Form located on anz.com and forward together with the Claim form.

*Note: this service may incur fees and charges

*Note: If payment refund instructions are invalid, ANZ may return funds to ASIC

SECTION 7. DECLARATION AND SIGNATORIES

Declaration

This is to certify that the Claimant(s) named above is/are the rightful owner(s) of money remitted to the Australian Securities and Investments Commission (ASIC) in compliance with the Banking Act.

- I/ We had an Account/Card with ANZ of which I/we believe that the money has been transferred to ASIC
- The Account/card details were correct as stated above
- I/We are the true owner(s) of the money in the Account/Card and am/are entitled to claim the money that were available in the Account/Card immediately prior to the value being transferred and the Account/Card being closed by ANZ
- I/We request ANZ to act on our behalf for the recovery of the balance of the Account/Card and request the ASIC to pay the proceeds to ANZ
- Any previous appointment of an Agent to act on my/our behalf in this matter, and any direction or authority by me/us to pay the proceeds to the Agent, is hereby revoked
- I/We have notified or will promptly notify the Agent of the revocation of the authority
- I acknowledge refunds from the Australian Securities and Investments Commission (ASIC) can take up to 28 days
- I am aware that I am responsible for the correctness of the information provided.

Note: It is an offence under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 to give false or misleading information or documents.

All signatories (or Executors)

Full Name

Signature

Date (DD/MM/YYYY)

Full Name

Signature

Date (DD/MM/YYYY)

Send completed form with attachments to :



Statutory Compliance
Unclaimed Monies
5A/833 Collins Street
Docklands VIC 3008

ANZ is collecting your personal information to enable it to assess your application and if successful, will be used to arrange for a refund of unclaimed money. Without this information we may not be able to consider or approve your application. If the unclaimed money is held by a government body (i.e. ASIC), ANZ will disclose the collected information to the government body to process the claim. ANZ may disclose information to recipients located offshore. Information about the location of such recipients is contained in ANZ's Privacy Policy (www.anz.com/privacy).