

Request for Refund of Unclaimed Monies for a Personal Account

About this Form

Please complete this form if the account is in a personal name (i.e. not a Business Entity) and provide documents as indicated to request a refund of Unclaimed Monies.

Section 1 – Your Details

Full Name of Account Transferred as Unclaimed Monies

Account Number (or Credit Card Number)

Amount

Account Holder(s) Current Residential Address

Suburb/Town

State

Postcode

Phone

Mobile

Email

Account Holder(s) Residential Address when Account was Opened (if different)

Suburb/Town

State

Postcode

ASIC OTN (This can be retrieved from ASIC's website at www.asic.gov.au)

Section 2 – Refund Details

Post a Cheque in the Name of the Account Holder(s) or Estate

Address

Suburb/Town

State

Postcode

Section 3 – Declaration

I, the undersigned, make the following declaration to Citigroup Pty Limited ("Citi"):

I had an account issued by Citi, the money from which I believe has been transferred to ASIC.

The account details were as stated above.

I am the true owner of the money that was in the account identified above and am entitled to claim the money that transferred to ASIC; or I am an attorney for the true owner acting under a power of attorney granted by the true owner.

I request Citi to act on my behalf to recover the money held as unclaimed money with respect to the account identified above and request the Treasurer to pay the proceeds to Citi.

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

Section 4 – Authorisation

All signatories or executors to print name and sign in accordance with signing instructions on the account(s).

Name

Name

Signature

Date

Signature

Date

Section 5 – Verifying Account Ownership

- Attach certified copy of document showing proof of account ownership relating to account transferred as unclaimed (e.g. bank statement)
- OR
- Attach certified proof of connection to address relating to account where unclaimed monies were held (e.g. council rates notice, utilities bill)
 - Attach certified copy of document showing proof of Power of Attorney (if applicable)

If claiming on behalf of a deceased estate

- Attach Certified copy of Probate/Letters of Administration and suitable identification of Administrator or Executor
- OR
- Attach certified copy of Death Certificate, certified copy of Will (if applicable) and suitable identification of Executor(s) or next of kin

Section 6 – Verifying Identity of Claimant

Part 1 – Primary Photographic ID Documents

Provide ONE valid option from this section only

- Current Australian Driver's Licence
- Valid Passport
(expired passport within two years is acceptable for Australians)
- Proof of Age Card
- Foreign Driver's Licence that contains a photograph and date of birth
- National ID Card issued by a foreign government containing a photograph and a signature of the person

Part 2 – Primary Non-Photographic Documents

Note: This section should be completed only if the individual does not own a document from Part 1

Provide ONE valid option from this section only

- Australian Birth Certificate
- Australian Citizenship Certificate
- Centrelink Health Card or Pensioner Concession Card or Commonwealth Seniors Health Card

In addition to Parts 1 and 2

If you have provided ONE valid option from Part 1, please provide ONE valid option from the section below.

If you have provided ONE valid option from Part 2, please provide TWO valid options from the section below.

- Medicare Card
- Tax Office Notice of Assessment less than 12 months old, which contains the individual's name and residential address. Block out the TFN before scanning, copying or storing this document
- Utility Bills and/Council Rates Notices less than three months old, which contains the individual's name and residential address
- Current Bank Statements or Credit Card issued by a recognised financial institution less than three months old, which contains the individual's name and residential address

Section 7 – Check List

- Sections 1-6 completed
- Documents required as per Sections 5 and 6 have been submitted
- I am aware that refunds from ASIC can take up to three months

Section 8 – Staff to Complete

X	/ /		
Signature Verified By (Stamp and Sign)	Date		
X	/ /	X	/ /
Maker (Stamp and Sign)	Date	Checker (Stamp and Sign)	Date