

# F7 Application for unclaimed money



Government of South Australia

Department of Treasury and Finance

Prior to completing this form, please confirm amount of the claim, if unknown, with a member of the Department of Treasury and Finance (DTF) Shared Services team via the contact details on page 3 of this form.

Please also ensure you have all the supporting evidence requested in the checklist below noting that ALL COPIES of documentation are required to be certified by an authorised witness confirmed on the following page.

**An authorised witness in South Australia is a Justice of the Peace, a Notary Public, a Commissioner for taking affidavits which includes a judge or legal practitioner, or a Proclaimed Police Officer.**

Documents submitted without correct certification will result in a delay in processing the application.

The following items are essential to substantiate the claim being made:

- a) Proof of identity plus either of the following
- b) Proof of a connection with last known address **or**
- c) Proof of a connection to the enterprise that forwarded the unclaimed money to the Department of Treasury and Finance

a) Proof of Identity  ATTACHED

*This includes a certified copy of one of the following: drivers licence, passport or birth certificate. Where the owners name has changed from the DTF records, attach a certified copy of the marriage certificate or other documentation evidencing change of name.*

*If claiming on behalf of a company, then certified proof of connection to the company e.g. ASIC extract or Company Statement must also be provided.*

b) Proof of a connection with last known address as listed on the website\*  ATTACHED

*This can be a certified copy of a council rate notice, electricity or gas bill or similar bills or correspondence with the enterprise that forwarded the money to the DTF.*

c) Proof of a connection to the enterprise that forwarded the unclaimed money to the DTF  ATTACHED

*A certified copy of correspondence from the enterprise e.g. statements, share or premium certificates. If evidence of a connection to the enterprise cannot be provided, a formal letter is required from the enterprise certifying claimant is the rightful owner.*

Depending on the circumstances of your claim additional supporting evidence may be required as follows:

d) Claims lodged for money held in the name of a deceased estate  ATTACHED

*A certified copy of the Grant of Probate or Letters of Administration. A certified copy of the Will and Death Certificate will be required where no Grant of Probate or Letters of Administration is provided.*

*Please note: if there is more than 1 Trustee/Executor, all claimants must provide certified proof of identity and complete the application form in the sections provided.*

\*[http://www.treasury.sa.gov.au/df/unclaimed\\_money/unclaimed\\_moneys\\_search\\_facility.jsp](http://www.treasury.sa.gov.au/df/unclaimed_money/unclaimed_moneys_search_facility.jsp)





## Supporting Evidence continued

e) If an Agent for the owner is claiming

ATTACHED

*Where an Agent for the owner is claiming, the original signed agency authority agreement must be provided.*

Some claims may require additional information for it to be considered properly. If this is the case you will be contacted by the Department of Treasury and Finance.

## 2. Witness Confirmation

Please advise of the capacity in which you are witnessing the supporting documents for this claim

*Choose from the list below and include registration number, signature stamp or seal. Please note the witness is still required to sign the individual supporting documents and **cannot** be certified by the claimant regardless of profession.*

Justice of the Peace

Commissioner for taking affidavits

Notary Public

Proclaimed Police Officer

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- 1 Provide certified supporting evidence
- 2 Complete confirmation of authorised witness
- 3 Provide details of the owner/s of the unclaimed money
- 4 Provide agent details if they are lodging this form on your behalf
- 5 Provide claim details.
- 6 Sign the declaration in the presence of an authorised witness

### Any questions completing this form?

Unclaimed Monies Section Corporate Services  
Branch Telephone: 08 – 7424 5261

Email: [UnclaimedMonies02@sharedservices.sa.gov.au](mailto:UnclaimedMonies02@sharedservices.sa.gov.au)

Send the completed form to:

Department of Treasury and Finance

Unclaimed Monies Section Corporate Services

GPO Box 1045 Adelaide SA 5001

(ABN 19 040 349 865)

### 3. Unclaimed monies held in the name of:

Surname or Company Name

First name(s) or ABN

Last known address as listed on the DTF website

Postcode

Current postal address

Postcode

Daytime telephone number

Email address

### Claimant (if different from above)

Surname or Company Name

First name(s) or ABN

Current residential address

Postcode

Current postal address

Postcode

Daytime telephone number

Email address

If there is more than one claimant, please attach a schedule with details as above.



## 4. Agent details (if applicable)

Business Name

Contact name

Business address

Postcode

Daytime telephone number

Email address

## 5. Claim details

Claim amount

\$

Name of the enterprise with whom the money was held prior to being unclaimed:

*Please note: ALL PAYMENTS of unclaimed money will be made by electronic funds transfer (EFT) to the bank account as advised on this form.*

**IMPORTANT: Attach supporting evidence to Part 1 of this form.**

Account holder name

BSB number

Account number

## 6. Declaration/authority

You must complete the following declaration in front of an authorised witness as indicated on page 2.

I/We (name) \_\_\_\_\_ of (address) \_\_\_\_\_

do solemnly and sincerely declare that:

1. The information and contents of this application and information provided in support of this application are, to the best of my/our knowledge, true and correct.

2. The agent identified in Section 4 is authorised to act on my/our behalf.

3. I/we make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act, 1936. Under the Oaths Act 1936, penalties will apply for making a false or misleading statement in or in connection with this application. I/we are aware that any person who willfully makes such a declaration knowing it to be untrue is guilty of an offence with a penalty of imprisonment

Owner 1 signature

Date

Owner 2 signature

Date

Authorised witness signature

Date

Authorised witness signature

Date

Authorised witness name and address

Authorised witness name and address