

1.0 GENERAL INFORMATION ON APPLICATION FOR REFUND OF UNCLAIMED MONEYS

1.1 The Registrar of Unclaimed Moneys may refund the Unclaimed Moneys to the rightful owner as prescribed under Section 13 of the Unclaimed Moneys Act 1965:

'Registrar of Unclaimed Money upon being satisfied that the claimant is the owner of the moneys, shall authorize payment thereof to be made to him out of Consolidated Trust Account or Revenue Account (if the money had been transferred to the Consolidated Revenue Account)'

1.2 Search of Unclaimed Moneys may be conducted personally at the Registrar's office counter or at any Accountant General's Department state, branch, or by checking the Government Gazettes available at the National Library.

1.3 The Registrar of Unclaimed Moneys does not appoint any individual or company as a middle person or agent in matters relating to claim of Unclaimed Moneys.

1.4 Please visit our website at www.anm.gov.my for further information.

2.0 DOCUMENT CHECKLIST FOR APPLICATION FOR REFUND OF UNCLAIMED MONEYS

2.1 APPLICATION BY INDIVIDUAL

Types of Claims (Savings Accounts, Current Accounts, Fixed Deposits, Insurance, Salaries, Dividends, Deposits for TNB,

- Form UMA-7 duly completed and signed by the applicant.
- A copy of the applicant's identity card (both sides)/passport (for non-citizen).
- The original document (e.g.: bank account passbook/fixed deposit certificate etc).
- A confirmation letter from the company/firm which surrendered the Unclaimed Moneys to the Registrar, if the original document is not available.
- A copy of the front page of an active account passbook/bank statement of the applicant **(payment will be directly credited into the account)**.

* Note

For claims of Unclaimed Moneys by joint accounts which require joint signatures:

**Application shall be made jointly by all account holders.

** A copy of the front page of active joint account passbook/bank statement **.(payment will be directly credited into the account).**

Banker's Cheque/Bank Draft/Cashier's Order Claims

- Form UMA-7 duly completed and signed by the applicant.
- A copy of the applicant's identity card (both sides)/passport (for non-citizen).

- At least **two (2) out of three (3)** documents below:

- The original customer's copy of the Remittance Application Form for the banker's cheque/bank draft/cashier's order with the banking transaction information printed on the copy;
 - The original banker's cheque/bank draft/cashier's order;
 - A confirmation letter from the bank which surrendered the Unclaimed Moneys, bearing the names of the applicant and the beneficiary of the banker's cheque/bank draft/cashier's order in a prescribed format.
- A copy of the front page of an active account passbook/bank statement of the applicant **(payment will be directly credited into the account)**.

Claims of Unclaimed Moneys by the Heir/ Administrator of a Deceased

- Form UMA-7 duly completed and signed by the applicant.
- A copy of the applicant's identity card (both sides)/passport (for non-citizen).
- The original document (e.g.: bank account passbook/fixed deposit certificate etc).
- A confirmation letter from the company/firm which surrendered the Unclaimed Moneys, if the original document is not available.
- A Letter of Administration or Grant of Probate from the High Court, the Department of the Director-General of Federal Lands and Mines/Amanah Raya Berhad.

Note:

** **The Faraid Certificate is not a Letter of Administration.**

** **Court Orders/Grants of Probate/Letters of Administration from foreign courts must be registered in and sealed by the High Court of Malaya.**

** **Copies of documents must be certified by the agencies issuing the documents.**

- A copy of the front page of an active account passbook/bank statement of the applicant **(payment will be directly credited into the account)**.

**NOTE:

For claims of Unclaimed Moneys of up to RM2,000, in the event that the Letter of Administration is not available, the following documents are required:

- A copy of a document attesting the relationship, for e.g.: Birth Certificate or Marriage Certificate.
- A copy of the Death Certificate.
- Duly completed Indemnity Bond form (UMA-8), with a RM10 revenue stamp endorsed by the Inland Revenue Board and signed before a Sessions Court Judge, Magistrate or Commissioner for Oaths for each of unclaimed moneys.

2.2 APPLICATION BY COMPANY/FIRM

Types of Claims (Savings Accounts, Current Accounts, Fixed Deposits, Insurance, Salaries, Dividends, Deposits for TNB,

- Form UMA-7 duly completed and signed by the company's officer, stating his name and position, and affixed with the company's/firm's official seal.
- A copy of the certificate of registration of the company/firm.
- The original document (e.g.: bank account passbook/fixed deposit certificate etc).
- A confirmation letter from the company which surrendered the Unclaimed Moneys to the Registrar, if the original document is not available.
- A copy of a bank statement (active current account) bearing the name and account number of the company/firm **(payment will be directly credited into the account)**.

Banker's Cheque/Bank Draft/Cashier's Order Claims

- Form UMA-7 duly completed and signed by the company's officer, stating his name and position, and affixed with the company's/firm's official seal.
- A copy of the certificate of registration of the company/firm.
- At least **two (2) out of three (3)** documents below:
 - The original customer's copy of the Remittance Application Form for the banker's cheque/bank draft/cashier's order with the banking transaction information printed on the copy;
 - The original banker's cheque/bank draft/cashier's order;
 - A confirmation letter from the bank which surrendered the Unclaimed Moneys, bearing the names of the applicant and the beneficiary of the banker's cheque/bank draft/cashier's order in a prescribed format.
- A copy of a bank statement (active current account) bearing the name and account number of the company/firm **(payment will be directly credited into the account)**.
- Duly completed Indemnity Bond form (UMA-8) with a RM10 revenue stamp endorsed by the Inland Revenue Board and signed before a Sessions Court Judge, Magistrate or Commissioner for Oaths (if so required by the Registrar).

2.3 APPLICATION BY THE COMPANY/FIRM WHICH SURRENDERED THE UNCLAIMED MONEYS TO THE REGISTRAR

- Form UMA-7 duly completed and signed by the company's officer, stating his name and position, and affixed with the company's/firm's official seal.
- A copy of the certificate of registration of the company/firm.
- A confirmation letter regarding the surrender and information on the Unclaimed Moneys.
- A letter of clarification in relation to the application.
- Proof of payment which has been certified by the company's officer.
- Duly completed Indemnity Bond form (UMA-8) with a RM10 revenue stamp endorsed by the Inland Revenue Board and signed before a Sessions Court Judge, Magistrate or Commissioner for Oaths for each of unclaimed moneys.
- A copy of a bank statement (active current account) bearing the name and account number of the company **(payment will be directly credited into the account)**.

2.4 APPLICATION BY LIQUIDATOR

- Form UMA-7 duly completed and signed by the liquidator, stating his name and position, and affixed with the company's/firm's official seal.
- A copy of the certificate of registration of the company/firm which owns the Unclaimed Moneys.
- A copy of the document(s) in relation to the liquidation of the company/firm as follows:

Company

- i. Form 70/71/72 or form under Section 513 (1) "Notice of Appointment and Address of Liquidator (Court Winding Up/ Creditors Winding Up/ Voluntary Winding Up) together with the court order (for Court Winding Up) certified by the Companies Commission of Malaysia.

Cooperative

- i. A copy of the Appointment of Liquidator certified by the Malaysian Cooperative Societies Commission; and
- ii. A copy of the Revocation of Registration Order after Inspection certified by the Malaysian Cooperative Societies Commission.

Association/Trade Union

- i. A copy of the Revocation Order issued by the Registrar of Society certified by the Malaysian Department of Insolvency
- A copy of the appointed liquidator's identity card (both sides).
 - The original document (e.g.: bank account passbook/fixed deposit certificate/ dividend warrant etc).
 - A confirmation letter from the company which surrendered the Unclaimed Moneys to the Registrar, if the original document is not available.
 - A copy of bank statement (active current account) bearing the name, registration number and account number of the company in liquidation (**payment will be directly credited into the account**).

3.0 IMPORTANT NOTICE REGARDING THE APPLICATION FOR REFUND OF UNCLAIMED MONEYS

- 3.1 These guidelines are intended to assist applicants in preparing the necessary documents for the application. **For situations not specified in these guidelines, the Registrar has the right to determine the documents to be submitted by the applicant.**
- 3.2 The Registrar of Unclaimed Moneys has absolute authority and right to request for any additional document other than the documents already submitted by the applicant for the purpose of verifying the rightful owner.
- 3.3 To ensure that the refund is credited into the account of the applicant, please ensure that the copy of the passbook /bank statement provided to the Registrar is of an active account (not dormant).

Attention: As per common banking practice, an account is deemed inactive/dormant if no transaction (deposits and/or withdrawal) is shown over a certain period.

- 3.4 In cases involving appointment of an Administrator of Estate, only the Administrator may claim on behalf of all beneficiaries.

- 3.5 In the event that the original bank draft or banker's cheque made in the name of the Director-General of Immigration cannot be submitted, the applicant must obtain a waiver from the Headquarters of the Immigration Department, Putrajaya.
- 3.6 The amount of payment to be made by the Registrar of Unclaimed Moneys is based on the records of the Registrar.
- 3.7 Verification of supporting documents shall be conducted as follows:
- a. Copies of Letters of Administration of estate: to be verified by the party issuing the document, by affixing the signature, name and position of the officer and the seal of the department.
- 3.8 The confirmation letter should be issued on the official letterhead of the company which surrendered the Unclaimed Moneys, and affixed with the signature, name and designation of the officer as per prescribed format.
- 3.9 For application by company/cooperative/organisation which has been dissolved, please refer to the following agencies:
- Company - Companies Commission of Malaysia /Malaysian Department of Insolvency
 - Cooperative – Malaysian Cooperative Societies Commission
 - Society / Union – Malaysian Department of Insolvency
- 3.10 The Registrar reserves the right to update these guidelines from time to time.
- 3.11 The completed application may be submitted by post or by hand to the following address:

Registrar of Unclaimed Moneys

Accountant General's Department of Malaysia
Unclaimed Moneys Division,
Level 42, Menara Maybank
100, Jalan Tun Perak
50050 Kuala Lumpur
Tel: 03-2056 8000
Fax : 03-2072 5707 /2026 7430
Call Centre: 03-20568051/52/53/54/55
Website: www.anm.gov.my

Business hours:

Monday – Thursday : 8.30 a.m. – 4.30 p.m.

Friday : 8.30 a.m. – 12.15 p.m.

2.45 p.m. – 4.30 p.m.

Close : Saturday, Sunday & Public Holidays



**ACCOUNTANT GENERAL'S DEPARTMENT OF MALAYSIA
REGISTRAR OF UNCLAIMED MONEYS**

GUIDELINES APPLICATION FOR REFUND OF UNCLAIMED MONEYS

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