

## **GUIDANCE FOR SURRENDERING UNCLAIMED MONEYS DATA IN 'SOFT COPY'**

### **1. Opening**

- 1.1 With effect from 1 January 2006, company or firm should disclose their unclaimed moneys records as per the required procedure below :
- i) A copy of (original) Unclaimed Moneys [Form UMA-3](#) together with two copies of [Form UMA-4](#) using the same format of the form as before;
  - ii) The records of Unclaimed Moneys which reported in [Form UMA-3](#) must be attached together with a 'soft copy' in "**Excel**" format if the unclaimed money records is more than 20 records. This file should be burned into a unit of CD in "*Read Only Mode*"; and
  - iii) A cheque in the name of "Akauntan Negara Malaysia" for the payment of the Unclaimed Moneys.
- 1.2 'Soft copy' specification has been specified by the Registrar of Unclaimed Moneys as per mentioned below.

### **2. Clarification of the specification in 'Soft Copy' - "Excel" Format**

#### **2.1 The First Row is the Information of the Submission**

##### **Column**

##### **Clarification**

#### **A Company/Firm Code – Numeric(8)**

This cell must be filled with the Company or Firm Code which is given by the Registrar of Unclaimed Moneys' office. If the company/firm does not know the code, the company/firm should contact the Registrar office to obtain the code. The company/firm may request for the company/firm code by giving us the company/firm's name, company's registration no., address, phone no., fax no. and contact person via letter, fax or email to [wtdbpas@anm.gov.my](mailto:wtdbpas@anm.gov.my).

#### **B Year of UMA-3 – Numeric(4)**

This cell is to be filled with the year of UMA-3 when submitted. For example- submission of Unclaimed Moneys (UMA-3) for the year ending 31 December 2008 must be filled as 2008.

#### **C Company/Firm Name – Character(70)**

This cell is to be filled with the name of the company/firm which submits the form UMA-3 and must be the original company/firm that holds the Unclaimed Moneys. Please ensure that Company/Firm's Name is accurate as in Form Uma3.

**D Date of UMA-3 – Date(8)**

To be fill in according to the date of UMA-3 is completed using the DDMMYYYY format.

**E Total Amount (RM) – Decimal(12.2)**

This is to be filled with the total amount of the Unclaimed Moneys that is to be submitted. Please ensure this total is equal to the total in the UMA-3 Form. No (,) sign is needed for the amount more than one thousand.

**F Record Count – Numeric(6)**

This is to be filled with total records of the Unclaimed Moneys submitted.

**2.2 Second Row and Above (Unclaimed Moneys Record)**

**Column**

**Clarification**

**A Number – Numeric(6)**

This is to be filled with the serial number of the Unclaimed Moneys.

**B Branch Code – Numeric(8)**

The system has set the new branch code which begins from “1000” and the subsequent numbers used by company/firm in the submission of Unclaimed Moneys. Please use branch code ‘1000’ if the company/firm does not submit UMA-3 separately from its branches.

For large companies/firms such as Bank, Insurance and Utilities Companies which have prepared the UMA-3 in branches order before, are required to prepare the UMA-3 and its ‘soft copy’ according to its state by using the branch code as below:

- 1000 - Head Quarter
- 1001 - All branches in Johor
- 1002 - All branches in Kedah
- 1003 - All branches in Kelantan
- 1004 - All branches in Malacca
- 1005 - All branches in Negeri Sembilan
- 1006 - All branches in Pahang
- 1007 - All branches in Penang
- 1008 - All branches in Perak
- 1009 - All branches in Perlis
- 1010 - All branches in Selangor
- 1011 - All branches in Terengganu
- 1012 - All branches in Sabah
- 1013 - All branches in Sarawak
- 1014 - All branches in W/P Kuala Lumpur
- 1015 - All branches in W/P Labuan
- 1016 - All branches in W/P Putrajaya

**C BO Name – Character(70)**

This cell is compulsory to be filled. If the company/firm cannot identify the owner's name, please fill it as "UNKNOWN" or other unique reference which could be helpful for future checking or enquiries.

**D Identification Number – Character(12)**

This cell is also compulsory to be filled. It is to be filled with the Identification Number/Passport/Company/Firm of the owner. If this reference is unknown, it can be filled with bank account no. , saving certificates no., dividend warrants no., cheque no or other references which could be helpful for future enquiries.

**E Other Identification – Character(20)**

This cell can be filled with other identification besides the above 'Identification Number' such as bank account no., saving certificates no., dividend warrants no., cheque no. and etc.

**F Amount (RM) – Decimal(12.2)**

This cell is to be filled with the amount of unclaimed moneys belonging to the owner. No (,) sign is needed for the amount more than one thousand.

**G Type Of Unclaimed Money – Character(3)**

The codes for the type of unclaimed moneys which must be used by the companies/firms are:

1<sup>st</sup> category (Amount that should be paid to owner)

- 001 - Dividend/Profits declared for distribution and capital return
- 002 - Tender or other deposits
- 003 - Insurance claims which have been approved for payment
- 004 - Salaries, Bonus, Commission, and Royalty
- 005 - Bond, *Loan Stock* and interest paid
- 009 - Other payments which are legally payable to the owner within 1 year ( exclude Bank Draft, T/T and other bank services)

2<sup>nd</sup> Category (Moneys to the credit of owner's account)

- 011 - Saving Account
- 012 - Current Account
- 013 - Fixed Deposit
- 019 - Other Account, Bank Draft, T/T and other bank services

3<sup>rd</sup> Category (Moneys in credit of trading account)

- 021 - Trade Account

## UNCLAIMED MONEYS DATA IN SOFT COPY (EXCEL)

### Example: Line 1 (header)

Company/Firm Code (8)	Year of UMA-3 (4)	Company/Firm Name (70)	Date Of UMA-3 (8)	Total Amount(RM) (12.2)	Record Count (6)
Numeric	Numeric	Char	Date DDMMYYYY	Decimal 12.2 Without “,”	Numeric

### Example: Line 2 (records)

No. (6)	Branch Code (8)	BO Name (70)	Identification Number (12)	Other Identification (20)	Amount (RM) (12.2)	Type of Unclaimed Moneys (3)
Numeric	Numeric	Char	Char (Without “-“) (for new i.c)	Char	Decimal 12.2 Without “,”	Char

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K
1	8109	2008	FAME WOOD SDN BHD	25022008		8537.94	21				
2	1	1000	ABD MAHAT BIN ATAN	610202065417			800.36	004			
3	2	1000	ABD RAHIN BIN YUSOF	A2811190			100.03	004			
4	3	1000	AMINAH BINTI ABD KADIR	740911025316			208.10	004			
5	4	1000	CHAN YOEK SIEW	620606015002	323003		50.00	001			
6	5	1000	CHE PAH BINTI DAUD	UNKNOWN			100.00	004			
7	6	1000	ELLY & CO.	UNKNOWN	533561		500.00	021			
8	7	1000	FAME WOOD IND. BHD	51009T			1000.00	021			
9	8	1000	GOOD BASE BERHAD	UNKNOWN			2000.00	021			
10	9	1000	JOGINDER SINGH	570203105661			194.98	021			
11	10	1000	KOH BONN WAH	491010055001			1100.39	004			
12	11	1000	LAM YIEN SEONG	H0552180			302.03	004			
13	12	1000	LIM YOKE YONG	520303016234	323009		200.00	004			
14	13	1000	ONG KIM PING	UNKNOWN			376.00	001			
15	14	1000	PEMBINAAN BAIK SDN BHD	761219106957			150.00	001			
16	15	1000	PHOON AH LOONG	580809145662	323011		290.00	021			
17	16	1000	RODIAH BINTI MOHD SAID	800115144863			200.00	004			
18	17	1000	SHHRUL BIN AMIN	UNKNOWN			138.00	001			
19	18	1000	SHIRLEY LING	560707015991	323019		178.00	004			
20	19	1000	SIM POH YEE	UNKNOWN			100.00	001			
21	20	1000	TAIPING FURNITURE	UNKNOWN			300.00	021			
22	21	1000	TAN SIEW LING	UNKNOWN			250.00	004			
23											

Annotations in the screenshot:

- Line 1 : Company/firm and surrendering details. (points to row 1)
- Line 2 & downwards: UMA records. (points to row 2)
- Please ensure the cursor to be at the last row of column G. (points to row 22)