

## SENARAI SEMAK

*Checklist*

### DOKUMEN SERAHAN WTD KEPADA PENDAFTAR WTD

*Documents for Submission of Unclaimed Moneys to the Registrar of UM*

Sila tandakan (/) pada ruangan di bawah:

*Kindly tick (/) in the space below:*

BIL No.	DOKUMEN SERAHAN WTD <i>Documents for Submission of Unclaimed Moneys</i>	/																
1.	<p>Satu (1) salinan Bukti Bayaran ke Akaun Bank Pendaftar WTD <i>One (1) copy of Proof of Payment for payment made to the Registrar of UM bank account</i></p> <p>Contoh: Resit bayaran melalui perbankan dalam talian <i>Example: Online banking payment receipt</i></p>	<input type="checkbox"/>																
2.	<p>Dua (2) salinan asal Borang – UMA-4 (Pin.1/2020) - Serahan Wang Tak Dituntut <i>Two (2) original copies of Form UMA-4 (Amd.1/2020) – UM Submission Form</i></p>	<input type="checkbox"/>																
3.	<p>Satu (1) salinan Daftar Wang Tak Dituntut (Pin. 1/2018) – fail Excel <i>One (1) copy of Register of Unclaimed Moneys (Amd.1/2018) – Excel file</i></p> <p>(i) Daftar WTD hendaklah dilakukan <i>encryption</i> dan disimpan (<i>burn</i>) dalam <i>Compact Disc (CD)</i> menggunakan format <i>.GPG</i> <i>Register of UM must be encrypted and burnt into a Compact Disc (CD) using .GPG format</i></p> <p>(ii) <i>Encrypted</i> Daftar WTD hendaklah disimpan dengan menggunakan nama fail seperti format di bawah: <i>Encrypted Register of UM must be saved using filename format as below:</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Perkara <i>Field</i></th> <th style="width: 25%;">Saiz Data <i>Data Size</i></th> <th style="width: 25%;">Format Data <i>Data Format</i></th> <th style="width: 25%;">Contoh <i>Example</i></th> </tr> </thead> <tbody> <tr> <td>Kod Entiti <i>Entity Code</i></td> <td>8 (mandatori) <i>8 (mandatory)</i></td> <td></td> <td>00123456</td> </tr> <tr> <td>Tarikh Bayaran <i>Payment Date</i></td> <td>8 (mandatori) <i>8 (mandatory)</i></td> <td>ddmmyyyy</td> <td>31012021</td> </tr> <tr> <td>No. Rujukan Bayaran <i>Payment Reference No.</i></td> <td>20 (max)</td> <td></td> <td>00123456001</td> </tr> </tbody> </table> <p>Nama fail: 001234563101202200123456001 <i>Filename: 001234563101202200123456001</i></p>	Perkara <i>Field</i>	Saiz Data <i>Data Size</i>	Format Data <i>Data Format</i>	Contoh <i>Example</i>	Kod Entiti <i>Entity Code</i>	8 (mandatori) <i>8 (mandatory)</i>		00123456	Tarikh Bayaran <i>Payment Date</i>	8 (mandatori) <i>8 (mandatory)</i>	ddmmyyyy	31012021	No. Rujukan Bayaran <i>Payment Reference No.</i>	20 (max)		00123456001	<input type="checkbox"/>
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4.	<p>Satu (1) salinan asal Borang UMA-1 (Pin.1 / 2020) – Borang Pendaftaran Serahan WTD <i>One (1) original copy of Form UMA-1 (Amd.1/2020) – UM Registration Form</i></p> <p>Nota: Borang UMA-1 (Pin.1/2020) ini hendaklah dihantar jika: <i>Note: Form UMA-1 (Amd.1/2020) must be submitted when:</i></p> <p>(i) Syarikat/firm mendaftar dan membuat serahan WTD buat kali pertama <i>Company/firm register and submit UM for the first time</i></p> <p>(ii) Terdapat perubahan maklumat Pegawai yang Diberikuasa Membuat Serahan WTD. <i>There is change in information of Authorized Officers for Submission of UM</i></p>	<input type="checkbox"/>																