

# Unclaimed Money

## Return Disk Specification for Enterprises



Version 6



Office of State Revenue  
NSW TREASURY  
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# Unclaimed Money

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# General information

## 1.1 Introduction

The purpose of this document is to define the file layout expected by the Office of State Revenue (OSR) from registered clients when submitting Unclaimed Money Returns to OSR.

Registered clients have the option of submitting either an ASCII file or an Excel Spreadsheet to OSR.

**Do not use this specification for Unclaimed Superannuation Returns. Refer to separate specification provided for this purpose.**

**Note:** if you are using an **Excel format**, a sample Excel template can be downloaded from [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au) and should be used in conjunction with this document. Also provided is a blank Excel template which you can download onto your system to enter your returns in the format specified in this document.

## 1.2 What is Unclaimed Money?

Unclaimed Money is money exceeding the sum of \$100.00 held in an account that has not been operated on for at least six years. Operation on an account does not include the debiting of a fee, tax, duty or charge, or the crediting of interest or a dividend.

Enterprises must deposit unclaimed money with OSR if, after making a reasonable effort, they have not been able to locate and return the money to the rightful owner for six years or more.

Unclaimed money would generally include the following: dividends, trust account funds, refunds, overpayments, deposits, premiums, unpresented cheques, proceeds of sale, royalties, commissions, principal and interest, debentures and convertible notes.

**Money is not classed as unclaimed money if** the recovery of the money by its owner is not barred by law and:

- the enterprise holding the money also holds other money (not being unclaimed) of the owner in an account, or
- the enterprise has reason to believe the owner of the money wishes to retain the money in the account.

Since June 1999, unclaimed money held by banks, credit unions, building societies and friendly societies has been payable to the Australian Securities & Investments Commission (ASIC) [www.asic.gov.au](http://www.asic.gov.au).

## 1.3 Validation of returns

The Office of State Revenue NSW (OSR) UCM – Validate Returns software is an application that allows Enterprises to validate their Unclaimed Money returns to ensure that they comply with the required specifications.

All returns **must** be validated before they are submitted to OSR.

This software:

- takes approximately 5 minutes to download and install using a 56k modem.
- requires 5MB disc space on your machine.
- runs only on IBM or compatible PCs running Windows 95, 98, 2000, ME, XP or NT systems. If your PC is running Windows 2000, Windows XP or Windows Vista you need to download the validation program and then a patch for your operating system
- enables quick and easy validation of Unclaimed Money files.
- assists in identifying and locating errors.

### Download and installation of validation program

To download the validation program, and/or the patch for Windows 2000, XP or Vista, go to the OSR website: [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)

1. select the download validation program link
2. save the application in your 'C' drive
3. open the self-extracting file named: 'osr\_validate\_returns.exe'
4. select the file 'setup.exe' and follow the set-up process instructions
5. when the software is installed you can access the application from your 'start menu'.

**Note:** if your PC is running Windows 2000, Windows XP or Windows Vista you also need to download the patch to the validation program.

### To test a file

1. Click on the Browse Button and select the desired Input File for testing. The Input file must be in ASCII (.asc) or Excel(.xls) format only.
2. Click the Validate Return Button – The size of the file and the number of errors contained in it will determine the time taken for the file to validate.

If the file has no errors or warnings the following message will appear, "The File has passed validation and can be submitted to OSR".

If the file has not passed validation or there are warnings to view, the following message will appear, "The File has errors and/or warnings. View error file."

3. Click the View Error File Button. The error file identifies the type of error and its location in the ASCII file.

**Important** – If the input file is in Excel (.xls) format, the Validate Returns software converts the file into ASCII (.asc) format before performing the validation. The converted file can be accessed by clicking the View Converted File Button.

4. **Errors** – Errors must be corrected before the file is lodged with OSR. Files with errors will not pass validation.
5. **Warnings** – Warnings should be examined. Files with only warnings will pass validation and can be submitted to OSR.
6. Click on Exit Button to exit out of the application.

## 1.4 Lodgement of returns

Enterprises are required to lodge a return with OSR of any unclaimed money, which has been held up to 30 June in any year by 31st October of that year.

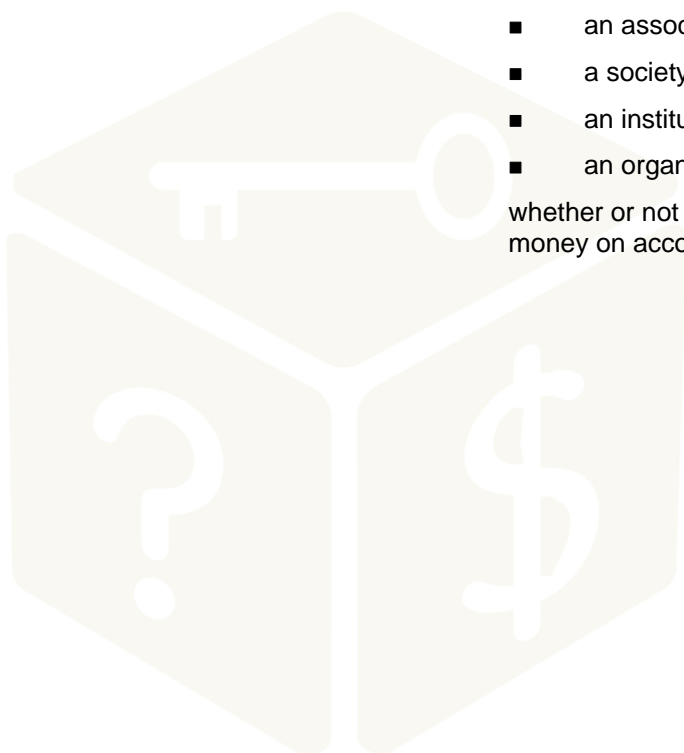
An enterprise must keep a copy of the return for **six years** after the return lodgement date and make the return available for inspection by OSR, if required.

## 1.5 Definition of an enterprise

An enterprise includes:

- a person
- a partnership
- an association
- a society
- an institution
- an organisation or other body

whether or not incorporated, that operates in any way in NSW and holds money on account of another person or body.



## 1.6 Payments made since end of reporting period

It is necessary to list those amounts that were unclaimed at the end of the period but have been claimed prior to the return being forwarded to the Chief Commissioner. Details of these payments should be recorded in a **separate** file and lodged on a **separate** disk.

## 1.7 Penalties for non-lodgement

Penalties including interest and penalty tax under the *Taxation Administration Act 1996* can be applied against an enterprise that does not lodge, or lodges late, an unclaimed money return.

## 1.8 Disk format

A CD-R (Compact Disk-Recordable) must be used and enterprises are responsible for supplying their own CD-R disks when providing unclaimed money information to the Chief Commissioner. Multiple disks are acceptable and the data file should **not** be in a compressed form.

## 1.9 Delivery address

Compact disks must be packed in a protective sleeve suitable for mailing and accompanied by an Unclaimed Money Return Cover Sheet (see Appendix A-3).

Cheques should be made payable to:

**The Chief Commissioner of State Revenue – Unclaimed Money**

All returns and payments should be forwarded to:

Office of State Revenue  
Unclaimed Money Unit  
GPO Box 4087  
Sydney NSW 2001

**Note:** for reasons of privacy and security, returns cannot be accepted via email until further notice.

## 1.10 Contact information

**Phone:** 1300 366 016  
**Fax:** (02) 9689 6345  
**Email:** [unclaimedmoney@osr.nsw.gov.au](mailto:unclaimedmoney@osr.nsw.gov.au)  
**Web:** [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)

# Data file description

## 2.1 File definition

The NSW Office of State Revenue (OSR) Unclaimed Money System (UMS) will accept Unclaimed Money Returns, submitted as a file contained on a Compact Disk Recordable (CD-R). Each file should contain only one Return. If a Return File requires multiple disks, each disk should be labelled as Disk 1, Disk 2, etc. A separate Unclaimed Money Return Cover Sheet (see Appendix A-3) is required for each Return. A separate cheque must be submitted for each Return.

Please label each disk as follows:

- Name of the Enterprise
- OSR Client Registration Number (if known)
- End Date of Reporting Period (DDMMCCYY)

**File name:** OSRUCM

**File type:** Excel Spreadsheet or ASCII format

**Field format:** Maximum field length can be used. Use of 'comma' as data should be avoided. Commas, dollar signs and decimal points should be avoided in amount fields. Slashes or hyphens should be avoided in date and tax file number fields.

Each record type is identified by a Record ID. The Record Types are defined on the following pages together with the description, sequencing and frequency of these records. The attributes of each of these record types are explained in detail in this document.

OSR will check the file for format compatibility and data quality. If a return fails to comply with formatting and validation requirements, the file may be rejected and returned for corrective action and re-lodgement.

**Enterprises must keep a copy of their returns for six years after the date the return was lodged with OSR so it can be re-supplied if necessary.**

## 2.2 File structure

The Unclaimed Money disks submitted by **registered clients** must follow the rules set out below.

- Record Id 1 (Return Header) must be recorded at the beginning of each file.
- A file must have one or more Return Items (Record Id 2) and each return item must be followed by a set of Record Id 3 to Record Id 5. Please note that for each set, Record Id 4 (Name) and Record Id 5 (Address) are mandatory records in the file.
- Record Id 6 is not applicable to returns of Unclaimed Money.
- Record Id 7 (Contact Details) is a mandatory record in the file.
- Numeric fields must not contain commas, slashes or hyphens. Amount fields must be reported in cents and not contain any dollar signs, commas or decimal points.
- No commas should appear in any fields (except as per the ASCII format).



## 2.3 File structure table

Record ID	Record Type	Option	Description
1	Return Header	<b>Mandatory.</b> File must have <b>one</b> Return Header record per file.	Provides information on the Enterprise/Agent, total amount being lodged, revenue type and the applicable return period.
2	Return Item	<b>Mandatory.</b> The file must have <b>one or more</b> Return Items per file.	Refers to the account information of the owner of the unclaimed amount. Each file must have at least one Return Item record.
3	Return Item Extra Details	Optional.	Must relate to the Return Item in Record Id 2. Only 1 record per Return Item is permitted.
4	Return Item Name	<b>Mandatory.</b> Must have at least one name but additional names are acceptable.	Name(s) of the owner(s) of the Unclaimed money amount in Record Id 2. The record must follow the related Return Item.
5	Return Item Address	<b>Mandatory.</b> Only one record allowed per return item.	Last known address of owner(s) of the Unclaimed money amount in Record Id 2. The record must follow the related Return Item Name. If the Address is not available enter 'Unknown' <b>in Address Line 1 only.</b>
7	Return Lodgement Contact Details	<b>Mandatory.</b> Only one record allowed <b>per file.</b>	Contact Details of the person responsible for lodging the return. This is the final record of the return.



# Return specifications

## 3.1 Explanation of Terms Used in specifications

### Field Format

This column identifies the data format that is allowable in the field.

- A alphabetic (A–Z), preferably in upper case.
- AN alpha–numeric, preferably in upper case.
- DT date in DDMCCYY format. Must not contain slashes or hyphens.
- N numeric (0–9).  
Amounts must be reported in cents with no commas, dollar signs, minus signs or decimal points.
- YR year in CCYY format.

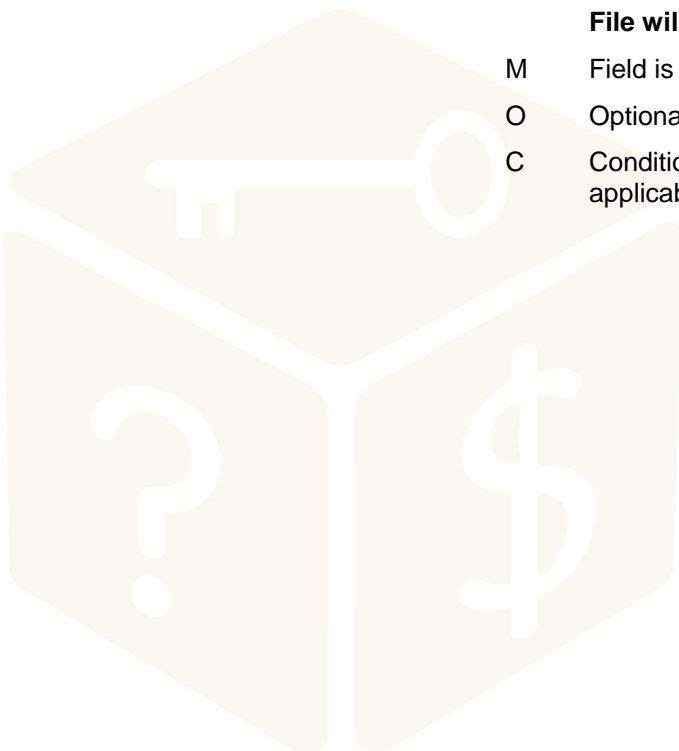
### Maximum length

The number in brackets following the Field Format denotes the maximum number of characters allowable in the field eg AN (60) means the field is alpha–numeric and can contain up to 60 characters.

### Mandatory/Optional/Conditional

This column identifies which fields must be populated to pass validation.

- M+ Mandatory field that must contain valid data.  
**File will not pass validation if any M+ fields are not populated.**
- M Field is **mandatory** if the information is available.
- O Optional field.
- C Conditional field that must contain valid data if the field is applicable.



## 3.2 Unclaimed Money Return – Excel Spreadsheet Format

### Record Id. 1 Return Header (Mandatory for each file)

Record ID	Field format and Maximum length	(M)andatory (O)ptional (C)onditional	Description
Record Id	N (1)	M+	Value must = '1'. Signifies the start of the Return.
Client Number	N (9)	M	OSR assigned value. If unknown, contact OSR Unclaimed Money Unit on 1300 366 016 or leave blank.
Client Name	AN (80)	M+	Full name of the Enterprise lodging the return.
ASIC Code	AN (5)	O	Australian Standard Industry Code, if known.
Legislation Code	A (1)	M+	Enter 'A' for Unclaimed Money Act 1995 or see Appendix A-1 for other legislation codes.
Total Return Amount	N (13)	M+	The total amount of Unclaimed Money forwarded to OSR on the return. Must be reported in cents. Must not contain any dollar signs, commas, minus signs or decimal points. Eg. \$3,489.01 would be reported as 348901  <b>Must</b> equal the total of amounts in Record ID2
Number of Items	N (5)	M+	This is the total number of items listed as unclaimed.  <b>Must</b> equal the total number of return items (Record ID2)
Agent Number	N (9)	O	To be completed when an Agent is submitting on behalf of an enterprise.
Agent Name	AN (60)	O	Full name of the Agent representing the enterprise.
Period End Date	DT (8)	M+	End date of reporting period in 'DDMMCCYY' format. <b>Must</b> be 3006CCYY if legislation code is 'A' . Cannot be future date.
Reference	AN (15)	O	Your reference details.

#### Eg

Rec Id	Client Number	Client Name	ASIC Code	Leg'n Code	Return Amount	No of Items	Agent Number	Agent Name	Period End Date	Reference
1	987654321	Riverside Pty Ltd	1234	A	260904	3	123456789	Shaun Rivers	30062002	XYZ2002

**Record Id. 2 Return Item (Mandatory – must have one or more records per file)**

Field Name	Field format and Maximum length	(M)andatory (O)ptional (C)onditional	Description
Record Id	N (1)	M+	Value must = '2'. Signifies start of a new return item.
Year Payable	YR (4)	M+	The Year of last transaction on the money (eg. 6 years prior to funds becoming unclaimed) in CCYY format. <b>Note:</b> This is NOT the Lodgement Year associated with the Return. Can not be a future year.
Amount	N (13)	M+	Total unclaimed amount payable to the owner. Must be reported in cents. Must not contain any dollar signs, commas, minus signs or decimal points eg \$3,489.01 would be reported as 348901. <b>Must</b> be greater than \$100 if legislation code is 'A'.
Account Type Code	A (2)	M+	See Appendix A-2 for a valid list of Account Type Codes.
Account No/ID	AN (15)	C	This is the enterprise's reference for identifying the unclaimed amount. Eg. Related account/ policy number, customer number etc.
Date of Birth	DT (8)	O	Date of birth of the owner in DDMMCCYY format. Leave blank if not available.

**Eg 1**

Rec Id	Year Payable	Amount	Account Type Code	Account No/Id	Date of Birth
2	1996	187452	DV	999-105	13081974

**Eg 2**

Rec Id	Year Payable	Amount	Account Type Code	Account No/Id	Date of Birth
2	1996	69412	DP	6787RPO	

**Record Id. 3 Return Item Extra Details (Optional – one record per return item)**

Field Name	Field format and Maximum length	(M)andatory (O)ptional	Description
Record Id	N (1)	M+	Value must = '3'.
Extra Data	AN (200)	M+	Extra Identification Details of the owner(s) of the Return Item. Any other details associated with the Return Item which may assist in identification of the money and has not been recorded elsewhere as a part of the Return Item.

**Eg**

Rec Id	Extra Data
3	Related to matter with Johnson & Smith 1996

**Record Id. 4 Return Item Name (Mandatory – one record per return item)**

Field Name	Field format and Maximum length	(M)andatory (O)ptional	Description
Record Id	N (1)	M+	Value must = '4'.
Name	AN (200)	M+	The name of the owner(s) for the Return Item. Enter the company/business name or for individuals, enter the Surname first followed by other names.

**Eg 1: Owner is an entity**

Rec Id	Name
4	ABC Pty Ltd

**Eg 2: Owner is an individual**

Rec Id	Name
4	Smith Robert

**Eg 3: Joint owners**

Rec Id	Name
4	Smith Robert and Jones Margaret

**Record Id. 5 Return Item Address (Mandatory – one record per return item)**

Field Name	Field format and Maximum length	(M)andatory (O)ptional (C)onditional	Description
Record Id	N (1)	M+	Value must = '5'. Signifies start of address.
Address Line 1	AN (60)	M+	1st Line of the owner's last known address (LKA). If LKA is available it <b>must</b> , be reported. If unavailable, enter 'UNKNOWN'.
Address Line 2	AN (60)	C	2nd Line of the owner's last known address.
Address Line 3	AN (60)	C	3rd Line of the owner's last known address.
Suburb	AN (24)	C	Suburb Name of the last known address of the Owner(s).
State	A (3)	C	State of the last known address of the Owner(s). Must be the abbreviated version of the State Name, eg NSW, VIC etc.
Post Code	AN (10)	C	PostCode of the last known address of the Owner(s). PostCode or ZIP Code eg 2450 or SWI201E
Country	A (30)	C	Country of the last known address of the Owner(s) if outside Australia.

**Eg 1: Australian address**

Rec Id	Address Line 1	Address Line 2	Address Line 3	Suburb	State	Post Code	Country
5	37 Plantation Ave			Coffs Harbour	NSW	2450	

**Eg 2: Overseas address**

Rec Id	Address Line 1	Address Line 2	Address Line 3	Suburb	State	Post Code	Country
5	43 Peachtree Cres		Atlanta	Georgia		514863	USA

**Eg 3: Unknown address**

Rec Id	Address Line 1	Address Line 2	Address Line 3	Suburb	State	Post Code	Country
5	Unknown						

**Record Id. 7 Return Lodgement Contact Details (Mandatory – one record per return)**

Field Name	Field format and Maximum length	(M)andatory (O)ptional (C)onditional	Description
Record Id	N (1)	M+	Value must = '7'. Signifies end of return.
Contact Name	A (60)	M+	Name of the Person responsible for lodging the return.
Contact Telephone	AN (15)	M+	Contact Telephone number including STD/Area Code where applicable
Contact Fax	AN (15)	M	Contact Fax number including STD/Area Code
Contact Email Address	AN (40)	M	Contact Email Address

**Eg 1**

Rec Id	Contact Name	Contact Telephone	Contact Fax	Contact Email Address
7	Jane Adams	(02)96892222	(02)96892223	Jane.Adams@contact.email



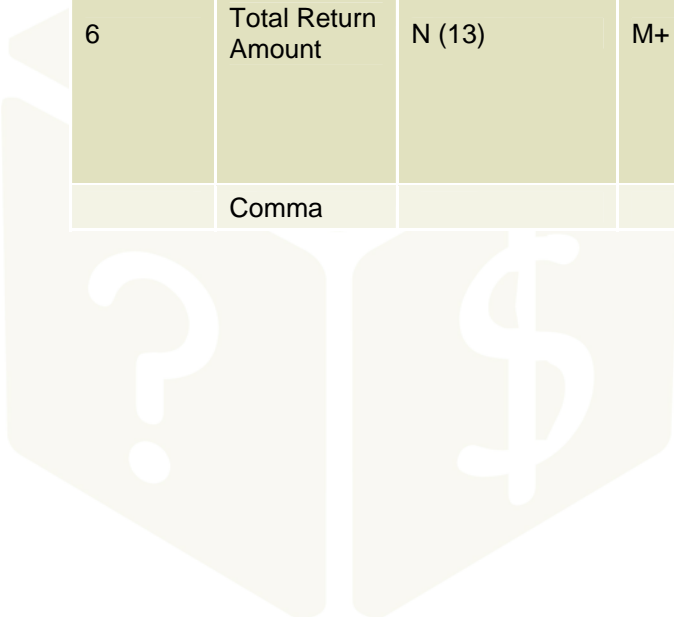
The file containing one Unclaimed Money return in Excel format would look like this:  
 A copy of this spreadsheet, in excel format is available online at [www.osr.nsw.gov.au](http://www.osr.nsw.gov.au)

Rec ID	Client Number	Client Name	ASIC Code	Leg'n Code	Return Amount	No of Items	Agent Number	Agent Name	Period End Date	Reference
1	987654321	Riverside Pty Ltd	1234	A	270904	3	123456789	Shaun Rivers	30062002	XYZ2002
Rec ID	Year payable	Amount	Account Type Code	Account No/Id	Date of Birth					
2	1996	187452	DV	999-105	13081974					
Rec ID	Extra Data									
3	Related to matter with Johnson & Smith 1996									
Rec ID	Name									
4	ABC PTY LTD									
Rec ID	Address Line 1	Address Line 2	Address Line 3	Suburb	State	Post Code	Country			
5	37 PLANTATION AVE			COFFS HARBOUR	NSW	2450				
2	1996	69412	DP	6787RPO						
4	SMITH ROBERT									
5	43 PEACHTREE CRES		ATLANTA	GEORGIA		514863	USA			
2	1996	14040	DV	999-106	28071927					
4	SMITH ROBERT & JONES MARGARET									
5	UNKNOWN									
Rec ID	Contact Name	Contact Telephone	Contact Fax	Contact Email Address						
7	Jane Adams	(02)96892222	(02)96892223	Jane.Adams@contact.email						

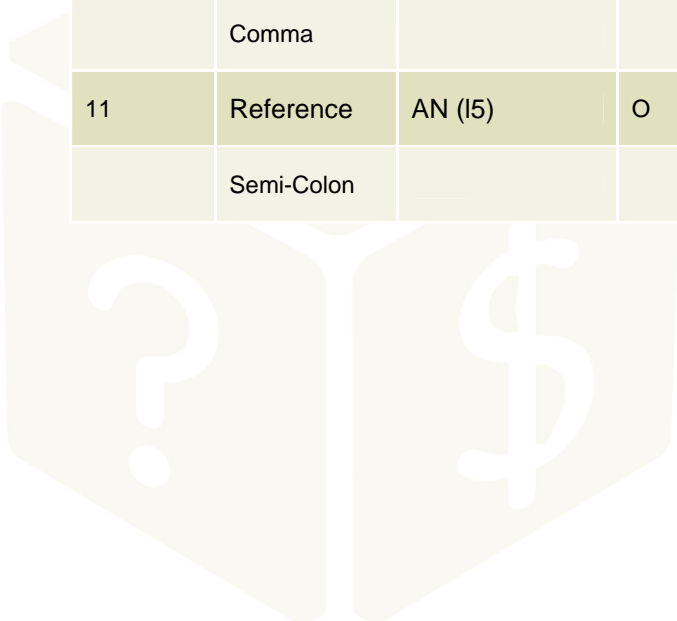
### 3.3 Unclaimed Money Return – ASCII Format

#### Record Id. 1 Return Header (Mandatory for each file)

Field #	Field Name	Field Format and (Maximum length)	(M)andatory (O)ptional (C)onditional	Description
1	Record Id	N (1)	M+	Value must = 1. Signifies the start of the Return.
	Comma			“ ” “ ”
2	Client Number	N (9)	M	OSR assigned value. If unknown, contact OSR Unclaimed Money Unit on (02) 9685 2123 or leave blank.
	Comma			“ ” “ ”
3	Client Name	AN (80)	M+	Full name of the Enterprise lodging the return.
	Comma			“ ” “ ”
4	ASIC Code	AN (5)	O	Australian Standard Industry Code, if known..
	Comma			“ ” “ ”
5	Legislation Code	A (1)	M+	Enter ‘A’ for Unclaimed Money Act 1995 or see Appendix A-1 for other legislation codes.
	Comma			“ ” “ ”
6	Total Return Amount	N (13)	M+	The total amount of Unclaimed Money forwarded to OSR on the return. Must be reported in cents. Must not contain any dollar signs, commas, minus signs or decimal points. Eg. \$3,489.01 would be reported as 348901  <b>Must</b> equal the total of amounts in Record ID 2 (Field # 3).
	Comma			“ ” “ ”



Field #	Field Name	Field Format and (Maximum length)	(M)andatory (O)ptional (C)onditional	Description
7	Number of Items	N (5)	M+	This is the total number of owners listed as unclaimed. <b>Must</b> equal the total number of return items (Record ID2)
	Comma			“ ” ,
8	Agent Number	N (9)	O	To be completed when an Agent is submitting on behalf of an enterprise.
	Comma			“ ” ,
9	Agent Name	AN (60)	O	Full name of the Agent representing the enterprise.
	Comma			“ ” ,
10	Period End Date	DT (8)	M+	End date of reporting period in 'DDMMCCYY' format. Must be 3006CCYY if legislation code is 'A'. Can not be future date.
	Comma			“ ” ,
11	Reference	AN (15)	O	Your reference details
	Semi-Colon			“,” ;



eg

Field #	1	2	3	4	5	6	7	8
Name	Record ID	Client Number	Client Name	ASIC Code	Legislation Code	Return Amount	No of Items	Agent Number
Value	1,	987654321,	Riverside Pty Ltd,	1234,	A,	260904,	3,	123456789,

Field #	9	10	11
Name	Agent Name	Period End Date	Reference
Value	Shaun Rivers,	30062002,	XYZ2002;

The resulting record would look like this:

1,987654321,Riverside Pty Ltd,1234,A,260904,3,123456789,Shaun Rivers,30062002,XYZ2002;



**Record Id. 2 Return Item (Mandatory – must have one or more records per file)**

Field #	Field Name	Field Format and (Maximum length)	(M)andatory (O)ptional (C)onditional	Description
1	Record Id	N (1)	M+	Value must = '2'. Signifies start of a new return item.
	Comma			“ ” “ , ”
2	Year Payable	YR (4)	M+	The Year of last transaction on the money (eg. 6 years prior to funds becoming unclaimed) in CCYY format.  Note: This is NOT the Lodgement Year associated with the Return. Can not be a future year.
	Comma			“ ” “ , ”
3	Amount	N (13)	M+	Total unclaimed amount payable to the owner. Must be reported in cents. Must not contain any dollar signs, commas, minus signs or decimal points. Eg. \$3,489.01 would be reported as 348901  <b>Must</b> be greater than \$100 if legislation code is 'A'
	Comma			“ ” “ , ”
4	Account Type Code	A (2)	M+	See Appendix A-2 for a valid list of Account Type Codes.
	Comma			“ ” “ , ”
5	Account No/ID	AN (15)	C	This is the enterprise's reference for identifying the unclaimed amount. Eg. Related account/ policy number, customer number etc.
	Comma			“ ” “ , ”
6	Date of Birth	DT (8)	O	Date of birth of the owner in DDMMCCYY format. Leave blank if unavailable.
	Semi-Colon			“ , ”

**eg 1:**

Field #	1	2	3	4	5	6
Name	Record ID	Year Payable	Amount	Acc Type	Account No.	Date of Birth
Value	2,	1996,	187452,	DV,	999-105,	13081974;

The resulting record would look like this:  
2,1996,187452,DV,999-105,13081974;

**eg 2:**

Field #	1	2	3	4	5	6
Name	Record ID	Year Payable	Amount	Acc Type	Account No.	Date of Birth
Value	2,	1996,	69412,	DP,	6787RPO,	;

The resulting record would look like this:  
2,1996,69412,DP,678RPO,;



**Record Id. 3 Return Item Extra Details (Optional –one records per return item)**

Field #	Field Name	Field Format and (Maximum length)	(M)andatory (O)ptional (C)onditional	Description
1	Record Id	N (1)	M+	Value must = '3'.
	Comma			“ ” “ , ”
2	Extra Data	AN (200)	M+	Extra Identification Details of the owner(s) of the Return Item. Any other details associated with the Return Item which may assist in identification of the money and has not been recorded elsewhere as part of the Return Item.
	Semi-colon			“ , ” “ ; ”

eg

Field #	1	2
Name	Record Id	Extra Data
Value	3,	Related to matter with Johnson and Smith 1996;

The resulting record would look like:

3,Related to matter with Johnson & Smith 1996;



**Record Id. 4 Return Item Name (Mandatory – one records per return item)**

Field #	Field Name	Field Format and (Maximum length)	(M)andatory (O)ptional (C)onditional	Description
1	Record Id	N (1)	M+	Value must = '4'.
	Comma			“,”
2	Name	AN (200)	M+	The name of the owner(s) for the Return Item. Enter the company/business name or for individuals, enter the Surname first followed by other names.
	Semi-colon			“,”

**Eg 1: Owner is an entity.**

Field #	1	2
Name	Record Id	Name
Value	4,	ABC PTY LTD;

The resulting record would look like:

4,ABC PTY LTD;

**Eg 2: Owner is an individual.**

Field #	1	2
Name	Record Id	Name
Value	4,	Smith Robert;

The resulting record would look like:

4,Smith Robert;

**Eg 2: Joint owners.**

Field #	1	2
Name	Record Id	Name
Value	4,	Smith Robert and Jones Margaret;

The resulting record would look like:

4,Smith Robert and Jones Margaret;

**Record Id. 5 Return Item Address (Mandatory –one record per return item)**

Field #	Field Name	Field Format and (Maximum length)	(M)andatory (O)ptional (C)onditional	Description
1	Record Id	N (1)	M+	Value must = '5'. Signifies start of address.
	Comma			“ , ”
2	Address Line 1	AN (60)	M+	1st Line of the owner's last known address (LKA). If LKA is available it <b>must</b> , be reported. If unavailable, enter 'UNKNOWN'.
	Comma			“ , ”
3	Address Line 2	AN (60)	C	2nd Line of the owner's last known address.
	Comma			“ , ”
4	Address Line 3	AN (60)	C	3rd Line of the owner's last known address.
	Comma			“ , ”
5	Suburb	AN (24)	C	Suburb Name of the last known address of the Owner(s).
	Comma			“ , ”
6	State	A (3)	C	State of the last known address of the Owner(s). Must be the abbreviated version of the State Name, e.g NSW, VIC etc.
	Comma			“ , ”
7	Post Code	AN (10)	C	PostCode of the last known address of the Owner(s). PostCode or ZIP Code eg. 2450 or SWI201E
	Comma			“ , ”
8	Country	A (30)	C	Country of the last known address of the Owner(s) if outside Australia.
	Semi-colon			“ ; ”

**Eg 1: Australian address**

Field #	1	2	3	4	5	6	7	8
<b>Name</b>	<b>Record Id</b>	<b>Address Line 1</b>	<b>Address Line 2</b>	<b>Address Line 3</b>	<b>Suburb</b>	<b>State</b>	<b>Post Code</b>	<b>Country</b>
<b>Value</b>	5,	37 Plantation Ave,	,	,	Coffs Harbour,	NSW,	2450,	;

The resulting record would look like:

5,37 Plantation Ave,,Coffs Harbour,NSW,2450,;

**Eg 1: Overseas address**

Field #	1	2	3	4	5	6	7	8
<b>Name</b>	<b>Record Id</b>	<b>Address Line 1</b>	<b>Address Line 2</b>	<b>Address Line 3</b>	<b>Suburb</b>	<b>State</b>	<b>Post Code</b>	<b>Country</b>
<b>Value</b>	5,	43 Peachtree Cres,	,	Atlanta,	Goergia,	,	514863,	USA;

The resulting record would look like:

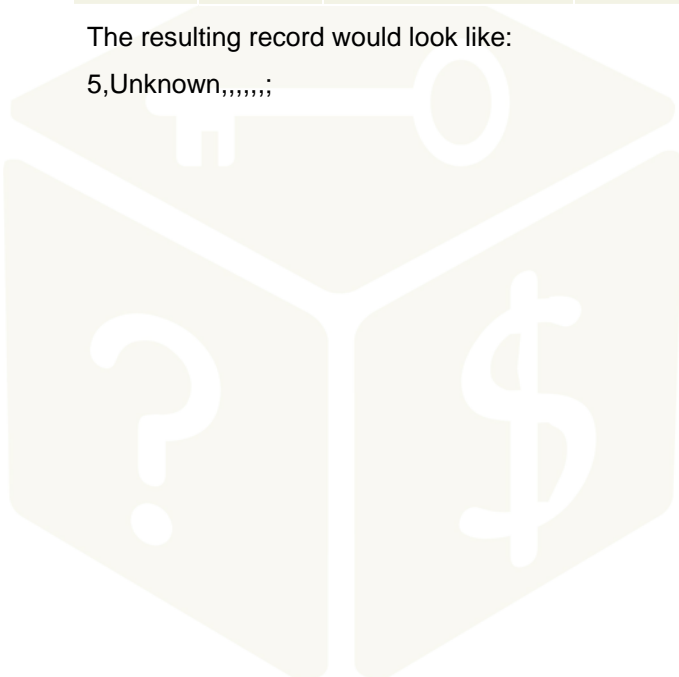
5,43 Peachtree Cres,,Atlanta,Georgia,,514863,USA;

**Eg 1: Unknown address**

Field #	1	2	3	4	5	6	7	8
<b>Name</b>	<b>Record Id</b>	<b>Address Line 1</b>	<b>Address Line 2</b>	<b>Address Line 3</b>	<b>Suburb</b>	<b>State</b>	<b>Post Code</b>	<b>Country</b>
<b>Value</b>	5,	Unknown,	,	,	,	,	,	;

The resulting record would look like:

5,Unknown,,,,,;



**Record Id. 7 Return Lodgement Contact Details (Mandatory –one record per return)**

Field #	Field Name	Field Format and (Maximum length)	(M)andatory (O)ptional (C)onditional	Description
1	Record Id	N (1)	M+	Value must = '7'. Signifies end of return.
	Comma			“ , ”
2	Contact Name	A (60)	M+	Name of the Person responsible for lodging the return.
	Comma			“ , ”
3	Contact Telephone	AN (15)	M+	Contact Telephone number, including STD/Area Code, where applicable
	Comma			“ , ”
4	Contact Fax	AN (15)	M	Contact Fax number including STD/Area Code
	Comma			“ , ”
5	Contact Email Address	AN (40)	M	Contact Email Address
	Semi-Colon			“ , ”

eg

Field #	1	2	3	4	5
Name	Record Id	Contact Name	Contact Telephone	Contact Fax	Contact Email Address
Value	7,	Jane Adams,	0296892222,	0296892223,	Jane.Adams@contact.email;

The resulting record would look like:

7,Jane Adams,0296892222,0296892223,Jane.Adams@contact.email;

The file containing one Unclaimed Money Return in ASCII format would look like this:

```
1,987654321,Riverside Pty Ltd,1234,A,270904,3,123456789,Shaun  
Rivers,30062002,XYZ2002;  
2,1996,187452,DV,999-105,13081974;  
3,Related to matter with Johnson & Smith 1996;  
4,ABC PTY LTD;  
5,37 PLANTATION AVE,,,COFFS HARBOUR,NSW,2450,;  
2,1996,69412,DP,678RPO,;  
4,SMITH ROBERT;  
5,43 PEACHTREE CRES,,ATLANTA,GEORGIA,,514863,USA;  
2,1996,14040,DV,999-106,28071927;  
4,SMITH ROBERT & JONES MARGARET;  
5,UNKNOWN,,,,,;  
7,Jane Adams,0296892222,0296892223,Jane.Adams@contact.email;
```



# Appendix A

## A-1 Legislation code list

Legislation Code	Description
A	Unclaimed Money Act
B	Legal Profession Act
C	Property Stock & Business Agents Act
D	Trustee Company Act Principal
E	Trustee Company Act Interest
F	Corporations Law S544(1)
G	Companies Code S534
H	Corporations Law S576
I	Criminal Procedure Act 1986



## A-2 Legislation code list

Account Type	Description
CN	Conv Notes
CO	Commission
CR	Creditors
DB	Debentures
DI	Distribution
DP	Deposit
DV	Dividend
EX	Expenses
IN	Interest
PA	Payment & Overpayment
PN	Principal
PR	Premium
PS	Proceed of Sale
RF	Refund
RO	Royalties
TT	Trust Fund/Trust Account
UC	Unpresented Cheque
UK	Unknown



Office of State Revenue  
NSW TREASURY  
ISO 9001-Quality Certified  
ABN: 77 456 270 638

# Enterprises Return Cover Sheet

**NOTE:**

- This sheet must be submitted to OSR with the Unclaimed Money Return Disk
- All returns must be validated using OSR's UCM – Validate Returns Software
- Print clearly in the boxed spaces

Client ID
-----------

Office use only
Return Id _____
Transaction type _____
Date received _____

## Return summary

### Enterprise details

Full name	
Postal address	Postcode
Street address	Postcode
Contact name	Position
Email	Daytime phone no. ( )

### Return details

Period start	1 July 20
Period end date	30 June 20
Total amount sent	\$
Total number of items listed	

### Agent details (if applicable)

Name	
Postal address	Postcode
Contact name	Daytime phone no. ( )
I certify that the attached return has passed validation	
Signed	Date / / 20

### Send your returns and payments to:

OSR Unclaimed Money, GPO Box 4087, SYDNEY NSW 2001

### Contact details

**Phone:** 1300 366 016 (Monday – Friday, 8.30 am – 5.00 pm)  
**Email:** unclaimedmoney@osr.nsw.gov.au

**Fax:** (02) 9689 6345  
**Website:** www.osr.nsw.gov.au

### Privacy Statement

The information in this form is required by the Office of State Revenue (OSR) to process the return of unclaimed money. Any information you provide is on a voluntary basis and will assist your lodgement of unclaimed money. The information may be disclosed to third parties with your consent or as required or permitted by law. You may review or correct personal information held by OSR by contacting the Office.