

Application for unclaimed monies

Information sheet

When to use this form

Use this form to lodge an application for unclaimed monies from an Resolution Life plan (non-super) from the Australian Securities and Investments Commission (ASIC).

Details of the unclaimed monies can be obtained from the ASIC website at moneysmart.gov.au.

! Certified proof of identification **must** always be provided with this form. Refer to the rest of this **information sheet** for full details of identification required.

Identification requirements

We are required to comply with the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006*. This means we may need to obtain additional identification details when you commence a new account or undertake transactions in relation to your account.

Your identification may need to be verified before we can approve your application for unclaimed monies.

We may decide to delay or refuse any request or transaction, including suspending a withdrawal application, if we are concerned that there may be a breach of our legal obligations.

If you require further information, please contact your financial adviser or Resolution Life.

Verifying a customer's identity

We need to verify or confirm your identity by checking that certain details you provide in this form **match** the details that are in certain documents you need to attach to this form.

! Please send us **original certified copies** of your original documents—don't send us the original documents. If the document is not written in English, then you must also attach an English translation prepared by an accredited translator.

Getting your copies certified

A copy of a document must be certified to be a true and correct copy of the original document. Only certain people can certify copies including:

- police officer or sheriff
- justice of the peace or notary public
- legal practitioner, magistrate, judge or registrar/deputy registrar of a court
- pharmacist, physiotherapist or veterinary surgeon
- optometrist, dentist, medical practitioner or nurse
- member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants.

You can see the full list of people who can certify documents or extracts at resolutionlife.com.au/identification

Example:

I certify that this is a true and correct copy of the original document.

John Citizen

John Citizen, Justice of the Peace 10
Other Street
Suburb NSW 2000

02 9999 9999 30 May 2015

Documents for an individual

So we can verify the identity of an individual, you need to send us the documents shown under option A or B:

Option A

One of these:

- current Australian state or territory driver licence that has your photo
- Australian passport that is current or expired within the last two years
- card issued under a state or territory law to prove your age that has your photo
- current foreign government passport (or similar international travel document) that has your photo and signature
- current foreign driver licence that has your photo
- current national identity card that has your photo.

Option B

One of these:

- Australian or foreign birth certificate
- Australian or foreign citizenship certificate
- birth certificate extract
- pension card issued by Department of Human Services
- health card issued by Department of Human Services.

Plus

! The documents listed below are only **valid** if they include your full name and residential address.

One of these:

- a document issued by the Commonwealth or a state or territory within the last 12 months that shows financial benefits paid to you
- a document issued by the Australian Taxation Office within the last 12 months that shows money to be paid to you or that you need to pay to them (make sure you cross out your TFN)
- a document issued by a local government body or utility provider within the last three months that shows the services provided to you at your address
- if you're under 18 years old, a notice issued by a school principal within the last three months that shows how long you attended that school.

Have you changed your name or are you signing on behalf of another person?

If you've changed your name or are signing on behalf of the applicant, you'll need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

The following table contains example information about suitable linking documents:

Purpose	Suitable linking document
Change of name	<ul style="list-style-type: none">– Marriage certificate– Deed poll– Change of name certificate from the Births, Deaths and Marriages Registration Office.
Signing on behalf of applicant	<ul style="list-style-type: none">– Guardianship papers– Power of Attorney

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Application for unclaimed monies

Use this form to lodge an application for unclaimed monies from an Resolution Life plan (non-super) from the Australian Securities and Investments Commission (ASIC). Details of the unclaimed monies can be obtained from the ASIC website at moneysmart.gov.au.

If there are more than two plan owners, please complete additional **application for unclaimed monies** form(s), as required.

! Certified proof of identity **must** always be provided with this form. Your **personal details** below **must** match the identification documents that you are providing. You must also complete and return the attached **statutory declaration** with this form.

Please print in CAPITAL LETTERS and place a cross in any applicable boxes.

1. ASIC unclaimed money details

Provide the following details, if known.

Year of ASIC lodgement return

Original Transaction Number (OTN)

Estimated unclaimed money amount

2. Plan owner(s) personal details

Owner 1

Plan number

Title

Date of birth

Surname

Given name(s)

Residential address (a PO Box is not acceptable)

Suburb

State

Postcode

Contact phone number

Mobile number

Email address

Occupation (if retired, please specify)

Industry

2. Plan owner(s) personal details (continued)

Owner 1 (continued)

Country of residence (please specify if not Australia)

 Australia Other

Country of citizenship (please specify if not Australia)

 Australia Other

Address for communications

Please cross if same as residential address.

Address

Suburb

State

Postcode

Contact phone number

Mobile number

Email address

Previous address

Please provide details of your last change of address:

Residential address (a PO Box is not acceptable)

Suburb

State

Postcode

Owner 2 (if applicable)

Title

Date of birth

Surname

Given name(s)

2. Plan owner(s) personal details (continued)

Owner 2 (if applicable) continued

Gender

Male Female

Residential address (a PO Box is not acceptable)

Suburb

State

Postcode

Life insured person's details

Title

Date of birth

Surname

Given name(s)

3. Method of payment

We normally pay the proceeds within 5 working days after all relevant information is received. Longer periods may apply from time to time. We will transfer the funds directly to your bank account by Direct credit – Electronic funds transfer (EFT) as specified below.

How do you wish your payment to be made?

Direct credit – Electronic funds transfer (EFT)
(payable to the member only)

Name of financial institution

Address of financial institution

Name of account holder(s)

BSB number

Account number

4. Authorisation and declaration

- As the owner(s), I/we are applying for a full withdrawal from this plan.
- I/We acknowledge that Resolution Life will determine the amount payable as at the effective date. The effective date of the payment will be the day in which Resolution Life receives all of its requirements.
- I/We acknowledge that if the plan is a unit linked plan, the amount payable on withdrawal is the total number of units in each investment option, multiplied by the relevant unit or release price(s), less exit fee or cash value factor, if applicable. The unit or release price(s) will be those determined by Resolution Life.
- I/We have enclosed original certified copies of proof of identify documents. Refer to **identification requirements** in the **information sheet** for details.

Signature of owner 1

X

Date

Signature of owner 2 (if applicable)

X

Date

5. Checklist

Have you:

- Provided unclaimed money details in section 1? Provided
- your personal details in section 2?
- Provided your preferred method of payment in section 3?
- Read and signed the authorisation and declaration in section 4?
- Attached the correct proof of identification as described in the **information sheet**?
- Provided the statutory declaration information as described in the attached **statutory declaration**?

Where to send this form

Mail or email your completed forms (including the attached statutory declaration) to:

Resolution Life Customer Service
GPO Box 5441
Sydney NSW 2001
askus@resolutionlife.com.au

Any questions?
133 731

Application for unclaimed monies – Statutory declaration

Information sheet

When to use this declaration

Use this statutory declaration to declare that you are the owner(s) of the non-super plan on which you are claiming unclaimed monies.

Who can sign a statutory declaration?

A statutory declaration will be made and signed in accordance with the law of the state/territory where it is made.

Detailed below are some of the people who can sign statutory declarations in each State/Territory.

Note: Witnesses must be aged 18 years and over.

Victoria

- Justice of the Peace, or Bail Justice
- Notary Public
- Barrister or Solicitor of the Supreme Court
- Clerk to Barrister or Solicitor of Supreme Court
- Prothonotary/Deputy Prothonotary of the Supreme Court
- Principal Registrar of the Magistrates Court
- Registrar/Deputy Registrar of the County Court
- Registrar/Assistant Registrar of Probates
- Associate to a Supreme Court/County Court Judge
- Secretary of a Master of the Supreme Court/County Court
- Registered patent attorney
- Member of the Police Force
- Sheriff or Deputy Sheriff
- Member or former Member of either House of Parliament of Victoria
- Member or former Member of either House of Parliament of Commonwealth
- Councillor of a Municipality
- Senior officer of a Council (as defined in the *Local Government Act 1989*)
- Medical practitioner
- Dentist
- Veterinary surgeon
- Pharmacist
- Principal in the teaching service

- Bank manager
- Accountant (Member of the Institute of Chartered Accountants In Australia; CPA Australia; or National Institute of Accountants)
- Secretary of a building society
- Minister of Religion authorised to celebrate marriages
- Person who holds office in the public service/statutory authority (prescribed as an office to which this selection applies)
- Fellow of the Institute of Legal Executives (Victoria).

NSW

- Justice of the Peace
- Solicitor holding a current practicing certificate
- Notary Public.

Queensland

- Barrister, Solicitor, or a Conveyancer qualified under Commonwealth Law, another State or Territory
- Notary Public
- Commissioner for Declarations.

South Australia

- Justice of the Peace
- Proclaimed manager of any Bank, Building Society, or Credit Union
- Proclaimed postmaster
- Proclaimed Member of the Police Force of South Australia
- Commissioner of the Supreme Court of South Australia for Taking Affidavits
- Notary Public.

Western Australia

- Town clerk
- Member of a Municipal Council
- Electoral register
- Person in charge of a post office
- Officer of the State or Commonwealth Public Service
- Teacher
- Police officer
- Bank manager
- Building society manager
- Barrister or solicitor
- Medical practitioner
- Chemist
- Post secondary teacher
- Real estate broker
- Insurance broker
- Auditor or liquidator
- Justice of the Peace
- Commissioner of Declarations
- Member of either House of Parliament of WA or Commonwealth
- Chartered accountant.

Tasmania

- Justice of the Peace
- Town clerk, council clerk, electoral register, postmaster.

ACT and Norfolk Island

- Justice of the Peace
- Notary Public.

Northern Territory

- Any person who has attained the age of 18.

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Application for unclaimed monies – Statutory declaration

Use this statutory declaration to declare that you are the owner(s) of the non-super plan on which you are claiming unclaimed monies.

This declaration must be completed and signed by the plan owner(s). It must also be signed by the person witnessing the declaration—refer to **who can sign a statutory declaration?** in the enclosed **information sheet** for details on who can witness this declaration.

Please print in CAPITAL LETTERS and place a cross in any applicable boxes.

<div style="background-color: #1a2b4d; color: white; padding: 5px; font-weight: bold;">1. Details of person(s) making the declaration</div> <div style="background-color: #f2f2f2; padding: 5px; margin-top: 5px;">Owner 1</div> <p>Title <input style="width: 100%;" type="text"/></p> <p>Surname <input style="width: 100%;" type="text"/></p> <p>Given name(s) <input style="width: 100%;" type="text"/></p> <p>Occupation (if retired, please specify) <input style="width: 100%;" type="text"/></p> <div style="background-color: #f2f2f2; padding: 5px; margin-top: 5px;">Owner 2 (if applicable)</div> <p>Title <input style="width: 100%;" type="text"/></p> <p>Surname <input style="width: 100%;" type="text"/></p> <p>Given name(s) <input style="width: 100%;" type="text"/></p> <p>Occupation (if retired, please specify) <input style="width: 100%;" type="text"/></p> <div style="background-color: #1a2b4d; color: white; padding: 5px; margin-top: 5px; font-weight: bold;">2. Declaration</div> <ul style="list-style-type: none"> – I make this solemn declaration by virtue of the <i>Statutory Declaration Act 1959</i> (as amended) and subject to the penalties provided in that Act for the making of false statements in the statutory declaration, conscientiously believing the statements contained in the declaration to be true in every particular. – I/We solemnly and sincerely declare that I/we are the owner(s) of this plan. Plan number <input style="width: 150px;" type="text"/> Date <input style="width: 100px;" type="text"/> – I/We declare that there is no other party holding an interest in this plan. 	<div style="background-color: #1a2b4d; color: white; padding: 5px; font-weight: bold;">2. Declaration (continued)</div> <div style="background-color: #f2f2f2; padding: 5px; margin-top: 5px;">Owner 1</div> <p>Signature of owner 1 making declaration <input style="width: 100%; height: 40px;" type="text" value="X"/></p> <p>Date <input style="width: 100%;" type="text" value="DDMMYYYY"/></p> <div style="background-color: #f2f2f2; padding: 5px; margin-top: 5px;">Owner 2 (if applicable)</div> <p>Signature of owner 2 making declaration (if applicable) <input style="width: 100%; height: 40px;" type="text" value="X"/></p> <p>Date <input style="width: 100%;" type="text" value="DDMMYYYY"/></p> <div style="background-color: #f2f2f2; padding: 5px; margin-top: 5px;">Person witnessing declaration</div> <p>Declared at (insert place of declaration: City, State or Territory) <input style="width: 100%;" type="text"/></p> <p>Signature of person before whom declaration is made <input style="width: 100%; height: 40px;" type="text" value="X"/></p> <p>Date <input style="width: 100%;" type="text" value="DDMMYYYY"/></p> <div style="background-color: #f2f2f2; padding: 5px; margin-top: 5px;">Details of person witnessing declaration</div> <p>Name of witness <input style="width: 100%;" type="text"/></p> <p>Address <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/></p> <p>Suburb <input style="width: 150px;" type="text"/> State <input style="width: 50px;" type="text"/> Postcode <input style="width: 80px;" type="text"/></p> <p>Qualification <input style="width: 100%;" type="text"/></p>
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Resolution Life Customer Service
GPO Box 5441
Sydney NSW 2001
askus@resolutionlife.com.au

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