

Request for refund of unclaimed monies for business entity

About this form

Please complete this form if account was in a business entity name (i.e. not held in a personal name(s)) and provide documents as indicated to request a refund of Unclaimed Monies.

Please send completed form with attachments to:

ING
Reply Paid 2682
Sydney NSW 2001 (no stamp required)

Step 1: Business entity details

Business Entity name of account transferred as unclaimed monies		Business Entity ABN or ACN (as applicable)	
<input type="text"/>		<input type="text"/>	
Account number	Amount		
<input type="text"/>	<input type="text"/>		
Business Entity current mailing address	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Entity mailing address when account was opened (if different)	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 2: Current authorised user's details

Authorised User 1 Name		Position (e.g. Director or Company Secretary)	
<input type="text"/>		<input type="text"/>	
Email	Telephone number		
<input type="text"/>	<input type="text"/>		
Residential address	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorised User 2 Name		Position (e.g. Director or Company Secretary)	
<input type="text"/>		<input type="text"/>	
Email	Telephone number		
<input type="text"/>	<input type="text"/>		
Residential address	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 3: Verifying business identity

Please select the Entity Type and provide the following Information and documentation as requested:

☐ **Sole Trader**

- Complete the rest of the form
- Provide ID as per section 5

☐ **Sole Director Company**

- Certified copy of Certificate of Registration
- Provide ID as per section 5

☐ **Partnership**

- Certified copy of partnership agreement
- Minutes of partnership meeting appointing partners (if applicable. i.e. a Partner has been changed)
- Minimum of 2 partners to provide ID. At least one partner must be a 'Managing Partner'

☐ **Company (including Company as Trustee)**

- Certified copy of Certificate of Registration
- Minimum of 2 Directors OR 1 Director and the Company Secretary to provide ID

☐ **Trust**

- Certified Copy of Trust Deed (if authorised user/s are different to those named in the deed, additional documentation will need to be provided evidencing the new appointment)
- All trustees must provide ID

☐ **Incorporated Association**

- Certified copy of Rules or Constitution of Association
- Certified copies of minutes of meeting appointing office bearers
- Minimum of 2 office bearers (e.g. Chairperson/President, Treasurer or Secretary) to provide ID

Step 4: Verifying account ownership

☐ Attach certified copy of document showing proof of account ownership relating to account transferred as unclaimed (e.g. bank statement). **Note:** Please find a list of authorised certifiers at ing.com.au

OR

☐ Attach proof of connection to address relating to account where unclaimed monies was held (e.g. ASIC search showing previous principle place of business)

Step 5: Verifying identity of authorised user/s

☐ Attach certified photocopy of identification of authorised users as outlined in section 3 - must show photo and signature and have current address (e.g. drivers licence)

Step 6: Refund Details (select one option only and provide supporting documentation if applicable)

☐ Pay to existing ING account in the name of the Business Entity

Account name

Account number

OR

☐ Post cheque in the name of the Business Entity

Address

Suburb

State

Postcode

OR

☐ Pay to external account in the name of the Business Entity

(Please provide a copy of a bank statement showing the Business Entity's name for this option)

BSB

Account number

Step 7: Declaration

This is to certify that the Business Entity named above is the rightful owner of money remitted to the Federal Treasury in compliance with the Banking Act.

- I/We had an account with ING of which I/we believe that the monies have been transferred to ASIC
- The account details were correct as stated above
- I/We are the true owner(s) of the monies in the account listed above and am/are entitled to claim the monies that were available in the account immediately prior to the value being transferred and the account being closed by ING
- I/We request ING to act on our behalf for the recovery of the balance of my/our account and I/we request the Treasurer to pay the proceeds to ING
- Any previous appointment of an agent (the 'Agent') to act or to act exclusively in this matter on my/our behalf, and any direction or authority by me/us to pay the proceeds to the Agent, is hereby revoked
- I/We have notified or will promptly notify the Agent of the revocation of the authority.

NOTE: It is an offence under the Anti-Money Laundering and Counter Terrorism Financing Act 2006 to give false or misleading information or documents.

Checklist

- Have you checked www.asic.gov.au for the existence of Unclaimed Monies? Please provide the reference number of the funds.

- Have you completed Sections 1-7 in full? ☐ Yes
- Have you attached documents required under Sections 3-5 and 6 (as applicable)? ☐ Yes
- Have ALL authorised users signed the form? ☐ Yes
- Are you aware that reclaiming funds from the Australian Securities and Investments Commission (ASIC) can take up to 6 weeks? ☐ Yes
- Are you aware that you are responsible for the correctness of the information provided? ☐ Yes

Full name

Full name

Signature

Signature

Date (DD/MM/YYYY)

Date (DD/MM/YYYY)

ING is collecting your personal information to enable it to assess your application and contact you in regards to your application, as well as arrange for a refund of unclaimed monies if your application is successful. Without this information we may not be able to consider or approve your application. If the unclaimed monies is held by a government body (i.e. ASIC), ING will disclose the collected information to the government body to process the claim. You may request access to your information by calling 13 34 64. Please refer to ING's Privacy Policy available at ing.com.au.

