

**FREQUENTLY ASKED QUESTIONS 2022
SUBMISSION OF UNCLAIMED MONEYS
(ENGLISH VERSION)**

1. What is Entity Code and how to obtain it?

Entity code is a unique set of numbers generated by the Registrar of UMA that will be disclosed to registered company/firm for the UM submission purposes. Company/firm shall fill up Form UMA-1 (Pin.1/2020) to obtain the Entity Code.

2. Should company/firm re-apply Entity Code for subsequent UM submissions?

No, company/firm shall continue using the same Entity Code granted by the Registrar of UMA upon the first time registration.

3. Should company/firm submit Form UMA-1 (Pin.1/2020) for subsequent UM submissions?

No, company/firm shall be requested to re-submit the Form UMA-1 (Pin.1/2020) if there are changes in the company/firm's information or authorized officer for UM submission. Company/firm shall submit one (1) copy of Form 13 (SSM) for the changes of company/firm's name.

4. Who are the rightful individuals to sign Form UMA-1 (Pin.1/2020)?

Form UMA-1 (Pin.1/2020) should be duly signed by the company/firm's Director or General Manager or any high level officers deemed fit to sign.

5. Is company/firm allowed to use digital signatories on Form UMA-1 (Pin.1/2020) and Form UMA-4 (Pin.1/2020)?

Company/firm is not allowed to use digital signatories to sign one (1) copy of Form UMA-1 (Pin.1/2020) and two (2) copies of Form UMA-4 (Pin.1/2020).

6. Is company/firm allowed to sign only one (1) copy of Form UMA-4 (Pin.1/2020) and keeping another as a copy?

Two (2) original copies of Form UMA-4 (Pin.1/2020) should be duly signed and should be submitted to the Registrar of UMA. Photocopies of the said form are not allowed.

7. Is company/firm still required to submit Form UMA-3?

No, Form UMA-3 is no longer required to be submitted starting on 1 January 2018 onwards.

8. What is the Register of UMA (Pin.1/2018)?

Register of UMA is an Excel file that is prepared according to the guideline provided by the Registrar of UMA.

9. Can all types of UMA be registered in one (1) Register of UMA (Pin.1/2018)?

All types of UM can be registered in one (1) Register of UMA (Pin.1/2018).

10. What should company/firm do if the UMA owner's details are untraceable?

Company/firm shall provide unique information that could represent the UM owners and eases the issuance of confirmation letters by company/firm prior for the upcoming claims made by the rightful applicants.

11. What should company/firm do if there are errors in the Register of UMA that was successfully submitted to the Registrar of UMA?

Company/firm is advised and responsible to comprehend all UMA information is accordingly rectified before submission.

12. What is the procedure for encrypting Register of UMA (Pin.1/2018)?

Company/firm is required to use WTD Submission Kit to encrypt the Register of UMA (Pin.1/2018).

13. How to obtain WTD Submission Kit?

Registrar of UMA will provide a Dropbox link to company/firm for downloading WTD Submission Kit upon request through e-mail to akaun.bwtd@anm.gov.my.

14. How should company/firm make payment for submission of UM?

Payment of submission of UM shall be made to the Registrar of UMA via electronic fund transfer (EFT) or cheque. All bank charges (if any) are subjected to the company/firm.

15. How to request for Registrar of UMA bank account number?

The Registrar of UMA bank account number will be provided upon request through e-mail to akaun.bwtd@anm.gov.my.

16. What needs to be filled up by company/firm in recipient's reference field upon payment?

Company/firm should fill up the recipient's reference according to the format the Registrar of UMA has outlined.

Field	Data Size	Data Format	Example
Entity Code	8 digit	Leading zero	00123456
Payment Sequence No.	4 digit		001

Example:

First submission for the year 2020 : 00123456001

Second submission for the year 2020 : 00123456002

17. Is submission of UM deemed to be completed once company/firm made payment to the Registrar of UMA bank account?

No, the submission of UMA is deemed to be completed when the Registrar of UMA has received a set of UMA submission documents and has issued an official receipts.

18. When does the UMA rightful owner can start to check the UMA details?

The rightful owners may start to check UMA details after thirty (30) working days the Registrar of UMA received a set of required documents from company/firm.

19. What should company/firm do if they lost the Register of UMA which had been submitted to the Registrar of UMA?

Company/firm are advised to keep one (1) copy of the Register of UMA as reference as long as the rightful owners are yet to claim from the Registrar of UMA.

If the company/firm lost the Register of UMA, the company/firm is advised to acquire the information from Percetakan Nasional Berhad (PNMB) or to check at National Library of Malaysia or National Archive Department.

20. Is there any minimum UMA amount that is bound to be submitted to the Registrar of UMA?

There is no minimum UMA amount bound to be submitted to the Registrar of UMA. Company/firm shall submit all UMA to the Registrar of UMA without limited to any minimum amount.

21. Should company/firm submit UMA right after they are being classified as UMA? Should the UMA identified in the month of May be submitted in the same month?

Company/firm is not advised to submit UMA right after they are being classified as UMA. Otherwise, company/firm should maintain all UM from 1st January until 31st December of the current year in one (1) Register of UMA (Pin.1/2018). Then, the company/firm shall submit the Register of UMA (Pin.1/2018) not later than 31st March in subsequent year.

22. What should be done if company/firm holds Outstanding UMA?

Outstanding UMA is the UMA that shall be submitted by company/firm in previous years but yet to be submitted to the Registrar of UMA (Pin.1/2018). Company/firm shall submit the outstanding UMA as soon as possible. Moreover, company/firm are permitted to submit the outstanding UMA along with the current year's UMA in one (1) submission.

23. What company/firm should do when they are not holding any UMA?

Company/firm should declare to the Registrar of UMA that there are no UMA for the particular year. However, the declaration is optional, not mandatory.

24. Is company/firm allowed to request for extending submission of UMA and how long the extension period?

Company/firm shall submit the request to extend submission of UMA not later than 31st March each year. Official requests shall be submitted in writings along with firm justifications. The Registrar of UMA shall consider and will determine the extension period. However, the Registrar of UMA possesses the authority to decline any request to extend the submission of UM.

25. What legal actions will be charged against company/firm that fails to comply with Section 10, Unclaimed Money Act 1965?

Company/firm which fails to comply with Section 10, Unclaimed Money Act 1965 are subjected to be compounded with the accordance to Section 16, Unclaimed Money Act 1965, not more than RM 20,000.00 with additional fine not more than RM 1,000.00 for each day during which the offence continues.

26. When shall the compound/fine be recognized under the Unclaimed Money Act 1965?

Compound/fine shall be recognized starting from date of offense until the company/firm complies with the Unclaimed Moneys Act 1965. For example, the company/firm is obliged to submit UM not later than 31st March 2020. However, company/firm submits the UM on 1st May 2020. Based on the situation, company/firm shall be compounded maximum value of RM 50,000.00 which comprises of compound not more than RM 20,000.00 due to non-compliance with Section 10(2), Unclaimed Money Act 1965 and

additional fine not more than RM 1,000.00 each day throughout thirty (30) days until the company/firm comply with the Act.

27. Is the compound due to non-compliance with Unclaimed Moneys Act 1965 only limited to company/firm?

Section 10(4), Unclaimed Money Act 1965 stated that compound/fine due to non-compliance with Unclaimed Moneys Act 1965 is not limited to company/firm. Any officers within company/firm who cause non-compliance with Section 10(1) and Section 10(2), Unclaimed Money Act 1965 are also subjected to penalty.

Section 16, Unclaimed Money Act 1965 stated that any parties that are suspected to have committed the offence shall be compounded, with consent in writing of the Public Prosecutor, by the Registrar of UMA with the amount not exceeding 50% of maximum compound. However, any prosecution actions shall not be carried out against company/firm/individual if they are proven to make payments for the charges.

28. Where the documents for submission of UMA should be submitted?

All original documents along with encrypted Register of UMA (CD) shall be submitted by the company/firm to the Registrar of UMA Office as stated below:

Registrar of Unclaimed Moneys
Accountant General's Department of Malaysia
Unclaimed Moneys Management Division
Level 1, North Block, Perbendaharaan 2
No. 7, Persiaran Perdana, Presint 2
Kompleks Kementerian Kewangan
62594 W.P. Putrajaya
(Unit Akaun, BWTD)