



JABATAN AKAUNTAN NEGARA MALAYSIA  
TINGKAT 42, MENARA MAYBANK  
100, JALAN TUN PERAK  
50500 KUALA LUMPUR

Telephone : 03-20568000 Faks : 03-20725707



JABATAN AKAUNTAN NEGARA MALAYSIA  
TINGKAT 42, MENARA MAYBANK  
100, JALAN TUN PERAK  
50500 KUALA LUMPUR

Telephone : 03-20568000 Faks : 03-20725707

**CHECKLIST FOR REFUND OF UNCLAIMED MONEYS  
(APPLICATION BY INDIVIDUALS)**

1. Form and mandatory supporting documents required

- i. UMA-7 Form (duly completed and signed)
- ii. Copy of identification card/passport
- iii. Original document of unclaimed money (bank savings account book/fixed deposit certificate/cheque), If NONE, original confirmation letter from company/ bank which surrendered the money to the Registrar.
- iv. Certified copy of the front page of active bank savings account book/bank statement showing clearly the name and account number of the claimant (Refund will be credited into the claimant's bank account)

(Note: For unclaimed moneys relating to joint bank account with condition of "both to sign", a claim has to be made jointly by all the account holders. Please ensure condition of operation of joint bank account is clearly stated for item iv above.)

2. Additional documents for application for refund of banker's cheque/cashier's order/bank draft where item 1(iii) is replace with

- i. Original banker's cheque/cashier's order/bank draft or original requisition form
- ii. Confirmation letter from bank stating the applicant and beneficiary of the draft

3. Additional documents for application for refund of unclaimed moneys of deceased persons

- i. Grant of Probate/Letter of Administration/ Small Estate Distribution/Court Order/ Declaration by Amanah Raya Berhad

(Note: Court Order issued outside Malaysia must be endorsed by Malaysian High Court. Copy of the above document must be certified true copy by the issuing authority)

**CHECKLIST FOR REFUND OF UNCLAIMED MONEYS  
(APPLICATION BY COMPANIES/ASSOCIATIONS)**

1. Form and mandatory supporting documents required

- i. UMA-7 Form (duly completed and signed, with name and designation of authorized officer clearly stated)
- ii. Sealed with company stamp on UMA-7 Form
- iii. Copy of the company/firm/ sole proprietor/ association registration
- iv. Original document of unclaimed money (bank savings account book/fixed deposit certificate/cheque), If NONE, original confirmation letter from company/ bank which surrendered the money to the Registrar.
- v. Certified copy of the front page of active bank account book/bank statement showing clearly the name and account number of the claimant (Refund will be credited into the claimant's bank account)

2. Additional supporting documents for companies in the process of winding up

- i. Notice of Appointment of Liquidator or Department of Insolvency appointed as Liquidator by Court Order

(Note: For companies that has been DISSOLVED, please refer to Companies Commission Of Malaysia for further action)

3. Additional supporting document for associations that has been dissolved

- i. Letter of Appointment as Liquidator from Department of Insolvency