**SENARAI SEMAK**
*Checklist*
**DOKUMEN SERAHAN WTD KEPADA PENDAFTAR WTD**
*Documents for Submission of Unclaimed Moneys to the Registrar of UM*

Sila tandakan (/) pada ruangan di bawah:
*Kindly tick (/) in the space below:*

|  |  |  |
| --- | --- | --- |
| **BIL *No.*** | **DOKUMEN SERAHAN WTD*****Documents for Submission of Unclaimed Moneys***  | **/** |
| 1. | Satu (1) salinan Bukti Bayaran ke Akaun Bank Pendaftar WTD*One (1) copy of Proof of Payment for payment made to the Registrar of UM bank account*Contoh: Resit bayaran melalui perbankan dalam talian *Example: Online banking payment receipt*  |  |
| 2. | Dua (2) salinan asal Borang – UMA-4 (Pin.1/2023) - Serahan Wang Tak Dituntut*Two (2) original copies of Form UMA-4 (Amd.1/2023) – UM Submission Form* |  |
| 3. | Satu (1) salinan Daftar Wang Tak Dituntut (Pin. 1/2018) – fail Excel*One (1) copy of Register of Unclaimed Moneys (Amd.1/2018) – Excel file*(i) Daftar WTD hendaklah dilakukan *encryption* dan disimpan (*burn*) dalam *Compact Disc* (CD) menggunakan format .GPG*Register of UM must be encrypted and burnt into a Compact Disc (CD) using .GPG format*(ii) *Encrypted* Daftar WTD hendaklah disimpan dengan menggunakan nama fail seperti format di bawah:*Encrypted Register of UM must be saved using filename format as below:*

|  |  |  |  |
| --- | --- | --- | --- |
| Perkara*Field* | Saiz Data*Data Size* | Format Data*Data Format* | Contoh*Example* |
| Kod Entiti*Entity Code* | 8 (mandatori)*8 (mandatory)* |  | 00123456 |
| Tarikh Bayaran*Payment Date* | 8 (mandatori)*8 (mandatory)* | ddmmyyyy | 31012025 |
| No. Rujukan Bayaran*Payment Reference No.* | 20 (max) | KOD ENTITI + NOMBOR TURUTAN BAYARAN | 00123456001 |

Nama fail: 001234563101202400123456001*Filename: 001234563101202400123456001* |  |
| 4. | Satu (1) salinan asal Borang UMA-1 (Pin.1 / 2023) – Borang Pendaftaran Serahan WTD*One (1) original copy of Form UMA-1 (Amd.1/2023) – UM Registration Form*Nota: Borang UMA-1 (Pin.1/2023) ini **hendaklah dihantar jika**:*Note: Form UMA-1 (Amd.1/2023) must be submitted when:*(i) Syarikat/firm mendaftar dan membuat serahan WTD **buat kali pertama***Company/firm register and submit UM for the first time*(ii) Terdapat **perubahan maklumat Pegawai yang Diberikuasa** Membuat Serahan WTD.*There is change in information of Authorized Officers for Submission of UM* |  |