**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* |  |