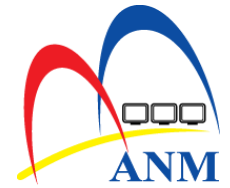




**THE REGISTRAR OF UNCLAIMED MONEYS
UNCLAIMED MONEYS MANAGEMENT DIVISION
ACCOUNTANT GENERAL'S DEPARTMENT OF MALAYSIA**



GUIDELINE ON SUBMISSION OF UNCLAIMED MONEYS

REGISTER OF UNCLAIMED MONEYS FOR THE YEAR ENDED 31st DECEMBER 2021

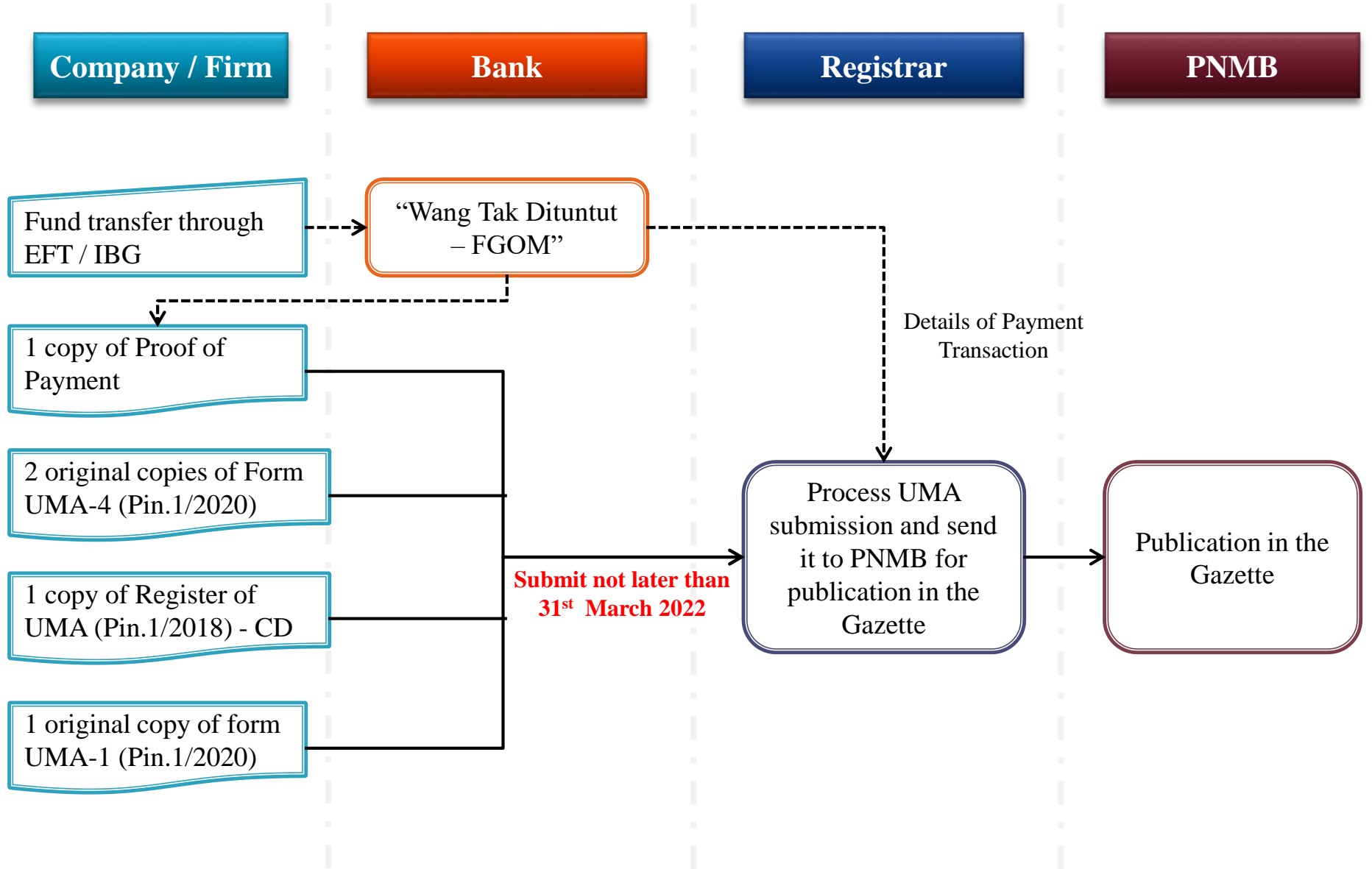
PREPARED BY:

**ACCOUNTANT GENERAL'S DEPARTMENT OF MALAYSIA
UNCLAIMED MONEYS MANAGEMENT DIVISION
LEVEL 1, BLOK UTARA, PERBENDAHARAAN 2
NO. 7, PERSIARAN PERDANA, PRESINT 2
KOMPLEKS KEMENTERIAN KEWANGAN
62594, PUTRAJAYA**



PROCESS OF UMA SUBMISSION

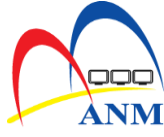
REGISTER OF UMA FOR THE YEAR ENDED 31 DECEMBER 2021





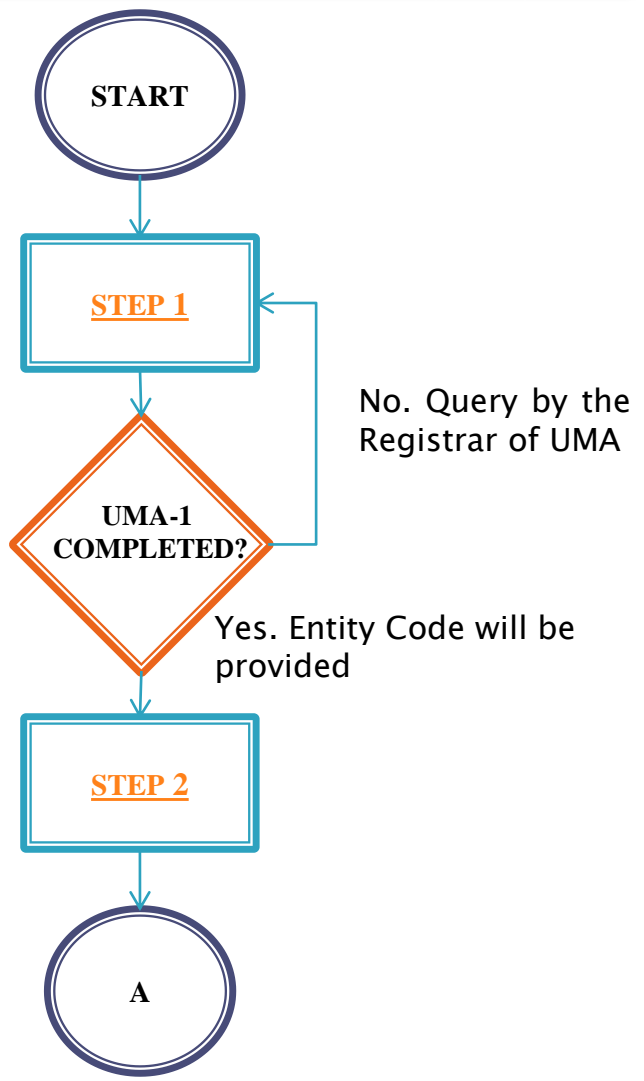
FLOW CHART FOR UMA SUBMISSION

REGISTER OF UMA FOR THE YEAR ENDED 31st DECEMBER 2021



Flow Chart

Work Process



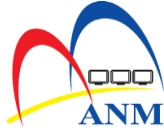
Complete & send Form UMA-1 (Pin.1/2020) altogether with one (1) official letter and company/firm's registration form (e.g.: CCM form) to the Registrar of UMA via email to obtain an Entity Code.

Has Form UMA-1 (Pin.1/2020) been completed accordingly?

Make payment to the Registrar of UMA bank account through electronic fund transfer (EFT).



FLOW CHART FOR UMA SUBMISSION REGISTER OF UMA FOR THE YEAR ENDED 31st DECEMBER 2021



Flow Chart

Work Process



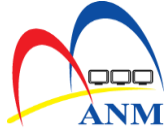
Complete Form UMA-4 (Pin.1/2020) according to the guideline prepared by the Registrar of UMA.

Complete Register of UMA (Pin.1/2018), an Excel file, according to the guideline prepared by the Registrar of UMA.

Encrypt Register of UMA (Pin.1/2018), an Excel file, and burn into a CD according to the guideline prepared by the Registrar of UMA.

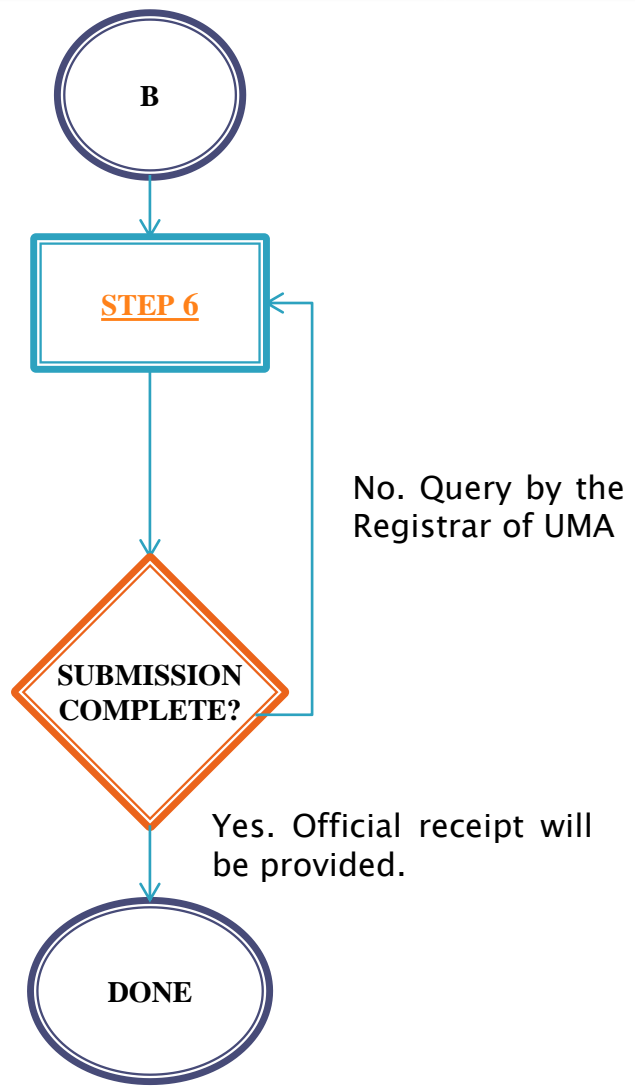


FLOW CHART FOR UMA SUBMISSION REGISTER OF UMA FOR THE YEAR ENDED 31st DECEMBER 2021



Flow Chart

Work Process



Submit all documents to the Registrar of UMA Office through counter or mail:-

- i. One (1) copy of Payment Evident
- ii. Two (2) original copies of Form UMA-4 (Pin.1/2020)
- iii. One (1) copy of Register of UMA (Pin.1/2018) - encrypted and burnt into a CD
- iv. One (1) original copy of Form UMA-1 (Pin.1/2020) - altogether with one (1) official letter & company/firm's registration form (e.g. CCM form)

Have UM submission documents been completed accordingly?

Has the encrypted Register of UMA (Pin.1/2018) been saved into system?



UMA-1 (Pin.1/2020)


**PENDAFTARAN SYARIKAT/FIRMA
SERAHAN WANG TAK DITUNTUT (WTD)**
Registration Form

(Borang ini hendaklah dienkaji secara cetakan komputer)
(This form shall be computer printed)

Jenis Pendaftaran	<input checked="" type="checkbox"/> Baru	<input type="checkbox"/> Kemaskini
-------------------	--	------------------------------------

Maklumat Syarikat/Firma¹ <small>Company's / Firm's Information¹</small>	Kod Entiti <small>Entity Code</small>			
Nama <small>Name</small>	PERPENA BERHAD			
Nama Lama (jika ada) <small>Old Name (if any)</small>	TIADA			
Alamat <small>Address</small>	MENARA PERPENA W.P. KUALA LUMPUR	No. Pendaftaran <small>Registration No.</small>	00123456-W	
		No. Telefon <small>Office Phone No.</small>	03 - 0012 3456	
		No. Fax <small>Fax No.</small>	03 - 0012 3456	
		Jenis Entiti² <small>Type of Entity²</small>	04	
		Sektor Perniagaan³ <small>Business Sector³</small>	19	

Maklumat Pegawai Yang Diberikuasa Membuat Serahan WTD			
Details of Authorized Officers for Submission of Unclaimed Monies			
Pegawai 1 Officer 1			
Nama <small>Name</small>	JEMILAH MAHMUD	Jawatan <small>Designation</small>	PENGURUS KEWANGAN
No. Pengenal <small>Identification No.</small>	780201-99-5001	Emel <small>Email</small>	jemilah@perpena.com
Nama Syarikat/Ejen Penyerah (jika berkaitan) <small>Name of Agent Company (if any)</small>	PERPENA BERHAD		
Pegawai 2 Officer 2			
Nama <small>Name</small>	ABDUL RAHMAN YAAKUB	Jawatan <small>Designation</small>	EKSEKUTIF
No. Pengenal <small>Identification No.</small>	800201-99-5000	Emel <small>Email</small>	arahman@perpena.com
Nama Syarikat/Ejen Penyerah (jika berkaitan) <small>Name of Agent Company (if any)</small>	SABANA MANAGEMENT & CONSULTANCY SDN BHD		

Tandatangan : 

Nama : SULAIMAN ARSHAD

Jawatan : PENGARAH

Tarikh : 01 JANUARI 2022

Cap Syarikat/Firma:
Company's / Firm's Stamp



STEP 1

COMPLETING FORM UMA-1 (PIN.1/2020)

Instructions:

1. Company/firm must attach one (1) official letter.
2. Company/firm must attach registration form.
3. Form UMA-1 must be typed.
Handwriting is not allowed.
4. Form UMA-1 can be downloaded from Accountant General's Department of Malaysia [portal](#)



STEP 2 ELECTRONIC FUND TRANSFER

- **Payment reference** or **payment description** field must be filled in according to format stated by the Registrar of UMA.

<Entiti Code><Payment Sequence No.>

Field	Explanation	Data Size	Example
Entity Code	A unique registration number provided by the Registrar of UM	8 (leading zero)	00123456
Payment Sequence No.	Sequence of payment made by company/firm throughout the year	4	001



STEP 2 ELECTRONIC FUND TRANSFER

<Entity Code><Payment Sequence No.>

- Below are examples of information company/firm must fill in **payment reference** or **payment description** field when making payment:

First payment:

Entity Code Payment Sequence No.

001234560001

Second Payment:

Entity Code Payment Sequence No.

001234560002

UMA-4 (Pin.1/2020)

Akta Wang Tak Dituntut 1965

SERAHAN WANG TAK DITUNTUT

Submission of Unclaimed Moneys

(Borang ini hendaklah dilengkapkan secara cetakan komputer dan dihantar beserta Daftar Wang Tak Dituntut)
(This form shall be computer printed and sent together with the Unclaimed Moneys Register)

Pendaftar Wang Tak Dituntut
Jabatan Akauntan Negara Malaysia
Aras 1, Blok Utara, Perbendaharaan 2
No. 7, Persiaran Perdana, Presint 2
Kompleks Kementerian Kewangan
62594 W.P. PUTRAJAYA

Selaras dengan Seksyen 10(1), Akta Wang Tak Dituntut 1965 (Pindaan 2002), saya selaku pegawai syarikat/firma yang diberi kuasa, memperakui bahawa butir-butir wang tak dituntut yang disertakan dalam Daftar Wang Tak Dituntut (Pin.1/2018) adalah tepat dan memperakui bahawa rekod tersebut boleh diwartakan.

In accordance with Section 10(1) of the Unclaimed Moneys Act 1965 (Amendment 2002), I being the authorized officer, certifies that the particulars of unclaimed money listed in Unclaimed Moneys Register is correct and acknowledge that the records thereof may be gazetted.

Maklumat syarikat/firma dan Wang Tak Dituntut (WTD) yang diserahkan adalah seperti berikut:

The company/firm information and the unclaimed moneys (UM) submitted are as follows:-

Maklumat Syarikat/Firma	
Company's/Firm's Information	
Nama Syarikat / Firma <i>Company's / Firm's Name</i>	PERPENA BERHAD
No. Pendaftaran <i>Registration No.</i>	00123456-W
Kod Entiti <i>Entity Code</i>	0 0 1 2 3 4 5 6
Alamat <i>Address</i>	MENARA PERPENA W.P. KUALA LUMPUR
No.Tel. Pejabat (Am) <i>Office Phone No.(GL)</i>	03 – 0012 3456
No.Tel. Pejabat (Terus) <i>Office Phone No.(DL)</i>	010 – 0012 3456
No. Fax <i>Fax No.</i>	03 – 0012 3456
Emel <i>Email</i>	kewangan@perpena.com
Pengesahan Maklumat Serahan	
Submission Details	
Serahan Daftar WTD Seperti Pada 31 Disember <i>Submission of the UM Register as at 31st December</i>	2021
Bilangan Rekod Empunya <i>No. of UM Records</i>	11
Jumlah Serahan (RM) <i>Total Submission (RM)</i>	50500707.03
No. Rujukan Bayaran dan Nama Bank Pembayar <i>Payment Reference No. and Payer Bank</i>	00123456001 & ABC BANK
Kaedah Pembayaran <i>Method of Payment</i>	CEK / EFT / FPX
Tarikh Bayaran <i>Date of Payment</i>	31.01.2022

Maklumat Pegawai Yang Diberikuasa Membuat Serahan WTD

Details of Authorized Officer for Submission of UM

Tandatangan
Signature

Nama
Name

Jawatan
Designation

Tarikh
Date

Cap Syarikat
Company's / Firm's Stamp

PERPENA
00123456

STEP 3

COMPLETING FORM UMA-4 (PIN.1/2020)

Instructions:

1. Year of Register of UMA has been fixed to 2020.
2. No. of UMA records, total submission (RM), payment reference no. and payment date must be completed accordingly and similar with the Register of UMA, an Excel file.
3. Form UMA-4 (Pin.1/2020) must be typed. **Handwriting is not allowed.**
4. Form UMA-4 (Pin.1/2020) can be downloaded from Accountant General's Department of Malaysia [portal](#).



STEP 4

COMPLETING REGISTER OF UMA (EXCEL)

How to fill up Register of UMA (Header / Row 1)

Column	Explanation	Format	Data Size	Example	Condition
A1	Entity Code	Text	8 (leading zero)	00123456	Mandatory
B1	Company/firm Registration No.	Text	20 (max)	00123456-W	Mandatory
C1	UMA Submission Year	General	4	2021	Default
D1	Date of Form UMA-4	General	10 (dd.mm.yyyy)	31.01.2022	Mandatory
E1	Mode of Payment	Text	2	04	Mandatory
F1	Payment Reference No.	General	20	00123456001	Mandatory
G1	Date of Payment	General	10 (dd.mm.yyyy)	31.01.2022	Mandatory
H1	Amount (RM)	Number	11.2 (without comma)	50500707.03	Mandatory
I1	No. of UMA Records	Text	8 (max)	11	Mandatory



STEP 4

COMPLETING REGISTER OF UMA (EXCEL)

How to fill up Register of UMA (Details/ Row 2 & below)

Column	Explanation	Format	Data Size	Example	Condition
A	No.	General	8 (without leading zero)	6	Mandatory
B	Name of UMA Owner	General	90	HASNAH BINTI ABDULLAH	Mandatory
C	Owner Identification No.	Text	12	560724115264	Mandatory
D	Payment Reference No.	Text	40	200110007968	Optional
E	Amount (RM)	Number	11.2 (without comma)	1000039.61	Mandatory
F	UMA Type	Text	2	08	Mandatory

Register of UMA can be downloaded from Accountant General's Department of Malaysia [portal](#).



STEP 4

COMPLETING REGISTER OF UMA (EXCEL)

UMA Type (1/2)

Code	Explanation
01	Dividend and Return on Capital
02	Collateral and General Deposit
03	Approved Insurance Claim
04	Salary, Bonus, Commission and Royalty
05	Bond, Loan Stock and Interest Payable
06	Other sums of money which are legally payable but have remained unpaid after 1 year
07	Saving Account
08	Current Account
09	Fixed Deposit
10	Bank Draft
11	Trade Payable



STEP 4

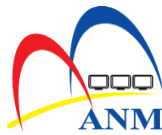
COMPLETING REGISTER OF UMA (EXCEL)

UMA Type (2/2)

Code	Explanation
14	Compensation for Foreign Workers (SPPA)
21	Excess Loan Deduction
22	Pawn Broking/Ar-Rahnu
23	Foreign Remittances
24	Non-Departing Passenger Service Charge (PSC)
25	POS Malaysia Products
26	eMoney
27	Paypal



STEP 4



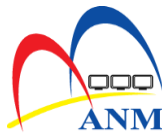
COMPLETING REGISTER OF UMA (EXCEL)

Completed Register of UMA

	A	B	C	D	E	F	G	H	I
1	00123456	00123456-W	2021	31.01.2022	04	00123456001	31.01.2022	50500707.03	11
2	1	KLB.SUKAN & KEBAJIKAN KEMAS PAHANG (FVG KLB.SUKAN & KEBAJIKAN)	0256874125W	OCBC00000107341-9456	10000087.94	09			
3	2	KIAT CHENG HO TRADING	2454545-X	CO0190303	1000005.73	06			
4	3	KONG BEE HAR	560712135874	100310014288	9000008.61	06			
5	4	KALIL BIN HASSAN	560712715393	100300003319	9820000.74	06			
6	5	LEO MIAW LAN	560721055104	200810134746	10000562.43	11			
7	6	HASNAH BINTI ABDULLAH	560724115264	200110007968	1000039.61	08			
8		PARMAN BIN MOHD YASSIN	560803105005						
9	7	KHRISNAN A/L P VELASAMY	560806055103	200240036579	950000.11	06			
10	8	LEE GEOK CHOO	560810106188	200610016488	7750000.29	06			
11	9	CHOW TAT WYE	560822085513	200570014452	610000.84	08			
12		CHONG SIEW KIM	560901085669						
13	10	RAMAN A/L KANNY	560902065379	200630021262	170000.46	11			
14	11	CREDITOR INV2018/01	INV2018/01	INV2018/01	200000.27	11			
15									

Nota:

1. Row no. 8 (PARMAN BIN MOHD YASSIN) and row no. 12 (CHONG SIEW KIM) are **ADDITIONAL OWNERS**. Therefore, company/firm shall fill in UMA Owner's Name field and UMA Owner's Identification No. field **ONLY**.
2. Company/firm **SHALL NOT** fill in **UNKNOWN, TIADA, TIDAK BERKAITAN, TIDAK BERKENAAN, NIL, N/A** or any similar word in the Register of UMA.
2. If UMA owner details are untraceable, company/firm shall provide any unique information that could represent the UMA owner, thus, eases the issuance of confirmation letter prior for the upcoming claims made by the rightful claimant. Kindly refer information in row 14.



STEP 5

ENCRYPTING AND BURNING REGISTER OF UMA INTO CD

- Completed Register of UMA must be encrypted accordingly.
- Guideline on Encryption of Register of UMA using WTD Submission Kit will be provided by the Registrar of UM upon request through email.
- Encrypted Register of UMA must be burnt into a Compact Disc (CD).
- Encrypted Register of UMA must be saved as **.GPG** format based on filename format as below:

Filename:

Entity Code **Payment Reference No.**

001234563101202100123456001.GPG

Payment Date **File Format**



LANGKAH 6 SUBMITTING DOCUMENTS

Two (2) original copies
Form UMA-4 (Pin.1/2020)

One (1) original copy
Form UMA-1 (Pin.1/2020)

Unclaimed Moneys Management Division
Level 1, Blok Utara, Perbendaharaan 2
No. 7, Persiaran Perdana, Presint 2
Kompleks Kementerian Kewangan
62594 W.P. Putrajaya
(U/P: Unit Akaun, BWTD)

One (1) copy Proof of
Payment



One (1) CD – encrypted
Register of UMA
(Pin.1/2018)



CHECKLIST



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.	<p>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</p> <p>Contoh: Resit bayaran melalui perkhidmatan dalam talian Example: Online banking payment receipt</p>	<input type="checkbox"/>																
2.	<p>Dua (2) salinan asal Borang – UMA-4 (Pin.1/2020) - Serahan Wang Tak Dituntut Two (2) original copies of Form UMA-4 (Amd.1/2020) – UM Submission Form</p>	<input type="checkbox"/>																
3.	<p>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</p> <p>(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</p> <p>(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:</p> <table border="1"> <thead> <tr> <th>Berkas Field</th> <th>Size Data Data Size</th> <th>Format Data Data Format</th> <th>Contoh Example</th> </tr> </thead> <tbody> <tr> <td>Kod Entiti Entity Code</td> <td>8 (wajib) 8 (mandatory)</td> <td></td> <td>00123456</td> </tr> <tr> <td>Tarikh Bayaran Payment Date</td> <td>8 (wajib) 8 (mandatory)</td> <td>ddmmyyyy</td> <td>31012022</td> </tr> <tr> <td>No. Bilangan Bayaran Payment Reference No.</td> <td>20 (max)</td> <td>KOD ENTITI + NOMBOR TURUTAN BAYARAN</td> <td>00123456001</td> </tr> </tbody> </table> <p>Nama fail: 001234563101202200123456001 Filename: 001234563101202200123456001</p>	Berkas Field	Size Data Data Size	Format Data Data Format	Contoh Example	Kod Entiti Entity Code	8 (wajib) 8 (mandatory)		00123456	Tarikh Bayaran Payment Date	8 (wajib) 8 (mandatory)	ddmmyyyy	31012022	No. Bilangan Bayaran Payment Reference No.	20 (max)	KOD ENTITI + NOMBOR TURUTAN BAYARAN	00123456001	<input type="checkbox"/>
Berkas Field	Size Data Data Size	Format Data Data Format	Contoh Example															
Kod Entiti Entity Code	8 (wajib) 8 (mandatory)		00123456															
Tarikh Bayaran Payment Date	8 (wajib) 8 (mandatory)	ddmmyyyy	31012022															
No. Bilangan Bayaran Payment Reference No.	20 (max)	KOD ENTITI + NOMBOR TURUTAN BAYARAN	00123456001															
4.	<p>Satu (1) salinan asal Borang UMA-1 (Pin.1 / 2020) – Borang Pendaftaran Serahan WTD One (1) original copy of Form UMA-1 (Amd.1/2020) – UM Registration Form</p> <p>Nota: Borang UMA-1 (Pin.1/2020) ini hendaklah dibawakan jika: Note: Form UMA-1 (Amd.1/2020) must be submitted when:</p> <p>(i) Syarikat/firm mendaftarkan dan membuat serahan WTD buat kali pertama. Company/firm register and submit UM for the first time</p> <p>(ii) Terdapat perubahan maklumat Pegawai yang Diberik kuasa Membuat Serahan WTD. There is change in information of Authorised Officers for Submission of UM</p>	<input type="checkbox"/>																

Checklist can be downloaded from Accountant General's Department of Malaysia [portal](#).

Kindly refer to Frequent Asked Questions (FAQ) section in Accountant General's Department of Malaysia portal for better understanding.

For further inquiry, kindly contact the Registrar of UMA via **03-8000 8600** (Account Unit) or send an email to akaun.bwtd@anm.gov.my

Your cooperation is highly appreciated.

Thank You.