



## Duty and Responsibility of the Company/Firm



### Duty and Responsibility of the Company/Firm:-

- 1) Determine the existence of unclaimed monies within the company/firm
- 2) Maintain and keep a record of all unclaimed money up to the year ended 31 December in the format that has been set by the Registrar.
- 3) Lodge the register of the unclaimed money together with all the Unclaimed Money reported in the register not later than 31 March of the following year.
- 4) Submit the register of the unclaimed money for publication in the Gazette



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## Duty and Responsibility of the Company/Firm



- As of 2016, submission of UM must be done through Online Banking.
- Starting on 1st January 2021, the company/firm is required to encrypt the Register of UMA using WTD Submission Kit.
- Link for downloading WTD Submission Kit will be provided upon request to [akaun.bwtd@anm.gov.my](mailto:akaun.bwtd@anm.gov.my)



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## Unclaimed Moneys Submission Checklist



- One (1) copy of Proof of Payment for payment made to the Registrar of UM bank account, Example: Online banking payment receipt
- Two (2) original copies of Form UMA-4 (Amd.1/2020) – UM Submission Form
- One (1) copy of Register of Unclaimed Moneys (Amd.1/2018) – Excel file
  - Register of UM must be encrypted and burnt into a Compact Disc (CD) using.GPG format



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## Unclaimed Moneys Submission Checklist



- Encrypted Register of UM must be saved using filename format as below:

Perkara <i>Field</i>	Saiz Data <i>Data Size</i>	Format Data <i>Data Format</i>	Contoh <i>Example</i>
Kod Entiti <i>Entity Code</i>	8 (mandatori) <i>8 (mandatory)</i>		00123456
Tarikh Bayaran <i>Payment Date</i>	8 (mandatori) <i>8 (mandatory)</i>	ddmmyyyy	31012021
No. Rujukan Bayaran <i>Payment Reference No.</i>	20 (max)		00123456310120210001

Nama fail: 000000660801202000000066080120200001


Filename: 000000660801202000000066080120200001

- One (1) original copy of Form UMA-1 (Amd.1/2020) – UM Registration Form

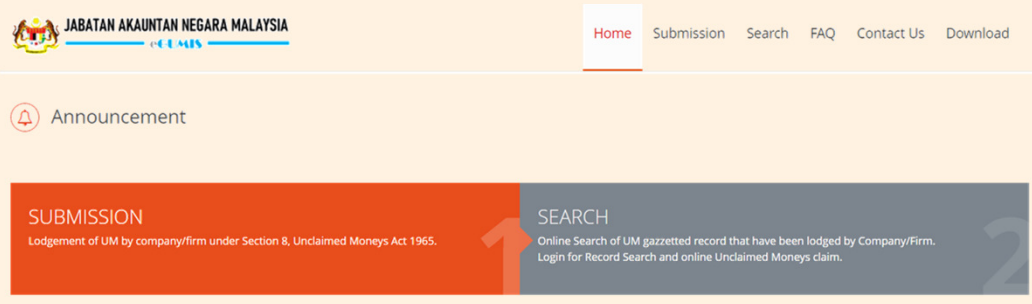


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## Form UMA-1 (Amd.1/2020)




- Form UMA-1 (Amd.1/2020) must be submitted when:
  - Company/firm register and submit UM for the first time
  - There is a change in information of Authorized Officers for Submission of UM



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## 公司/企业的义务和责任



- 公司/企业的义务和责任:-
  - 1) 确定公司/企业内是否存在无人认领的钱财
  - 2) 按照秘书长规定的格式，维护和保存所有截至12月31日的无人认领款项的记录
  - 3) 在下一年的3月31日之前，将无人认领款项的登记册与登记簿中所报告的所有无人认领款项一起提交
  - 4) 提交无人认领钱财的登记册，以便在宪报上公布

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## 公司/企业的义务和责任



- 从2016年起，无人认领款项的提交必须通过网上银行完成。
- 从2021年1月1日开始，公司/企业需要使用WTD提交工具包来加密无人认领款项的登记册。
- 下载WTD提交工具包的链接将根据要求而提供，将要求通过电子邮件发送至 [akaun.bwtd@anm.gov.my](mailto:akaun.bwtd@anm.gov.my)



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## 无人认领款项提交清单



- 一（1）份支付给无人认领款项银行账户的付款证明，例如:网上银行付款收据
- 两（2）份UMA-4表格（修正1/2020）的原件，即 UM 提交表格。
- 一（1）份无人认领款项登记册（Amd.1/2018）-- Excel 文档。
  - ✓ 无人认领款项登记册必须加密，并使用GPG格式刻录成光盘（CD）。

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## 无人认领款项提交清单



- 加密的UM注册表格必须使用以下文件名格式保存:

Perkara <i>Field</i>	Saiz Data <i>Data Size</i>	Format Data <i>Data Format</i>	Contoh <i>Example</i>
Kod Entiti <i>Entity Code</i>	8 (mandatori) <i>8 (mandatory)</i>		00123456
Tarikh Bayaran <i>Payment Date</i>	8 (mandatori) <i>8 (mandatory)</i>	ddmmyyyy	31012021
No. Rujukan Bayaran <i>Payment Reference No.</i>	20 (max)		00123456310120210001

Nama fail: 000000660801202000000066080120200001

Filename: 000000660801202000000066080120200001

- 一 (1) 份UMA-1表格 (修订版1/2020) 的原件 -- UM登记表

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## UMA-1表(修正版1/2020)



- 在以下情况下必须提交UMA-1表格 (修正版1/2020) :
  - 公司/企业首次注册并提交无人认领款项提;
  - 提交UMA-1表格的授权官员的信息发生变化



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