



NOTICE NO. 2 / 2010

(PURSUANT TO SECTION 66 OF THE BANKING ORDER, 2006)

UNCLAIMED BALANCES

1. Pursuant to Section 69 of the Banking Order, 2006, a bank that holds unclaimed money on 31 December in any year shall, before or as at 31 March the following year, lodge with the Authority the details of unclaimed money in the Unclaimed Balances Form format **(ANNEX 1)**. If, after 31 December and before the bank lodges the return with the Authority, the bank pays any unclaimed money to the owner of the unclaimed money, the bank shall lodge with the Authority the details of returned unclaimed money in the Returned Unclaimed Balances Form format **(ANNEX 2)**.
2. These forms and all accompanying documentation should be submitted not later than 31st March in any year to the Financial Institutions Division, Ministry of Finance with the payment of the unclaimed money.
3. The Financial Institutions Division, Ministry of Finance will acknowledge the receipt of the money and all accompanying documentation **(ANNEX 3)**.

BANKING ORDER AUTHORITY

Date: 20 Rabiulawal 1431 / 06 March 2010

NOTICE NO. 2 / 2010
UNCLAIMED BALANCES FORM

Name of Bank: _____

Address: _____

I certify that the details of unclaimed balances as at 31 December _____ shown on Serial No. _____ to _____ are correct.

(Bank's stamp and signature of Authorised Officer)

(Name and designation of Authorised Officer)

Date: _____

Details of unclaimed balances as at 31 December _____

Serial No.	Name of Owner of Unclaimed Balances	Identity Card / Passport No.	Address	Types of Account / Banking Instrument	Account Reference No.	Amount	Date of Last Transaction
Total / Carried Forward							

NOTES TO UNCLAIMED BALANCES FORM

1. Serial No
Record a Serial Number for every unclaimed balance in ascending order.
2. Name of Owner of Unclaimed Balances
Record the full name/names of owner of unclaimed balances. If unknown, please state "unknown". It should be in alphabetical order.
3. Identity Card/ Passport Number
Record the identity card number or passport number. If unknown, record any significant number such as ABDB Identification Card and Police Warrant Card.
4. Types of Account/Banking Instrument
Types of account or banking instrument include savings account, current account, fixed deposits, demand draft and cashier's order.
5. Account/Reference Number
The account number of the savings or current account and the reference number of fixed deposit, demand draft and cashier's order.
6. Amount
 - (i) The amount of unclaimed balance for each serial number includes the following: -
 - (a) money (including principal and interest, dividends, bonuses and profits) the recovery of which has been or may be barred by operation of law;
 - (b) money on deposit;
 - (c) share capital subscribed for a share in a body from which the capital subscribed may be withdrawn by the subscriber;
 - (d) money in safe deposit box.
 - (ii) For Foreign Currency, the amount stated shall be Brunei Dollar equivalent as at date of reporting.
 - (iii) Unclaimed Balances reported shall be only balances above BS100.
7. Date of Last Transaction (for Unclaimed Balance Form Only)
The date the account became dormant.
8. Authorised Officer
The Authorised Officer shall be the Chief Executive Officer or Chief Operations Officer.

NOTICE NO. 2 / 2010
RETURNED UNCLAIMED BALANCES FORM

Name of Bank: _____

Address: _____

I certify that the details of returned unclaimed balances as at 31 March _____ shown on Serial No. _____ to _____ are correct.

(Bank's stamp and signature of Authorised Officer)

 (Name and designation of Authorised Officer)

Date: _____

Details of returned unclaimed balances before or as at 31 March _____

Serial No.	Name of Owner of Unclaimed Balances	Identity Card / Passport No.	Address	Types of Account / Banking Instrument	Account Reference No.	Amount	Date of Return
Total / Carried Forward							

NOTES TO RETURNED UNCLAIMED BALANCES FORM

1. Serial No
Record a Serial Number for every unclaimed balance in ascending order.
2. Name of Owner of Unclaimed Balances
Record the full name/names of owner of unclaimed balances. If unknown, please state "unknown". It should be in alphabetical order.
3. Identity Card/ Passport Number
Record the identity card number or passport number. If unknown, record any significant number such as ABDB Identification Card and Police Warrant Card.
4. Types of Account/Banking Instrument
Types of account or banking instrument include savings account, current account, fixed deposits, demand draft and cashier's order.
5. Account/Reference Number
The account number of the savings or current account and the reference number of fixed deposit, demand draft and cashier's order.
6. Amount
 - (i) The amount of unclaimed balance for each serial number includes the following: -
 - (a) money (including principal and profit, dividends, bonuses and profits) the recovery of which has been or may be barred by operation of law;
 - (b) money on deposit;
 - (c) share capital subscribed for a share in a body from which the capital subscribed may be withdrawn by the subscriber;
 - (d) money in safe deposit box.
 - (ii) For Foreign Currency, the amount stated shall be Brunei Dollar equivalent as at date of reporting.
 - (iii) Unclaimed Balances reported shall be only balances above BS100.
7. Date of Return (for Returned Unclaimed Balance Form Only)
The date the unclaimed balance was paid to the account holder.
8. Authorised Officer
The Authorised Officer shall be the Chief Executive Officer or Chief Operations Officer.

**NOTICE NO. 2 / 2010
UNCLAIMED BALANCES
ACKNOWLEDGEMENT FORM**

Name of Bank: _____

Address: _____

ACKNOWLEDGEMENT

1. Unclaimed Balance Form

Serial Number: _____ to _____

2. Returned Unclaimed Balance Form

Serial Number: _____ to _____

3. Cheque Number: [Payable to the Government of Brunei]

We refer to the above matter.

We hereby acknowledge receipt of the above and all accompanying documentation ([*please state*]).

Thank you.

Date: _____

(Stamp and Signature of Financial Institutions Division Officer)

(Name and designation of Financial Institutions Division Officer)