

# PROOF OF IDENTITY

No claim can be processed without appropriate proof of identity. It is important that you provide us with the correct documents so we can establish you as the rightful owner of the funds.

## Documents to Submit

### 1. PROOF OF IDENTITY

- Complete?  A letter requesting Positive Funds Recovery to recover the funds. The letter must be on your company letterhead showing the ABN, signed by a company officer with authority to request the refund.
- A certified copy of the Company Certificate of Registration / Incorporation or attach the Company Seal to the letter described above.
- A current proof of identity document for the director or secretary submitting the claim. This includes passport, driver's licence, birth certificate, citizenship certificate, Medicare card or visa. Send a certified copy of one of these documents.

### 2. PROOF OF ADDRESS

Review the list below to confirm proof of address relating to the reclaimed funds (which may be a previous address to your current registered address). Where possible, send the original document otherwise send a certified copy.

Choose just **one** document from the following list:

- Complete?
- i. Rates notice, utility bill, bank statement or insurance policy... or
  - ii. Stale cheques, share certificates, debentures, receipts and such pertaining to the unclaimed amounts with the company's name clearly shown on the document... or
  - iii. A letter from the lodging business organisation, which authenticates the company as the rightful owner(s) and includes all relevant identifying information.

### 3. ADDITIONAL (Only if Required)

In some cases further information is required to confirm the claim. Follow the instructions below for any further information required. If the box is empty, no further information is required.

Complete?

## To Receive Your Funds Quickly...

1. Complete the 'Authority to Release Funds' form
2. Gather all your proof of identity documents and ensure all copies have been certified
3. Place the documents and 'Authority to Release Funds' form in the pre-paid envelope and post to us

*Remember: The sooner we receive your documents the sooner we recover your funds.*

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### Our Promise

No Recovery, No Fee.

Guaranteed.

Positive Funds Recovery  
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