

# Manual of Reporting Forms and Instructions for Deposit-Taking Institutions

## AMENDMENT CONTROL LOG

### Unclaimed Balances

| Amendment Number  | Effective Reporting Date | Page Number | Description  |
|---|--------------------------|-------------|--|
| <b>Please note that as of November 2002, all changes are highlighted:</b> |                          |             |  |
| 1   | December 1997            | 1           | <u>Add:</u><br>♦ Trust and Loan Companies must also complete this report. The effective date is June 1, 1999 (Section 496 of the Trust and Loan Companies Act).  |
|   |                          | 1 to 6      | <u>Replace:</u><br>♦ “Bank” with “Institution” in the text.  |
| 2   | December 1999            | 1           | <u>Change:</u><br>♦ Sections 524 and 525 of the Bank Act are now Sections 629 and 630<br><br><u>Add:</u><br>♦ Sections 557, 558, 602 and 603 of the Bank Act. Those sections are only for the <i>Full Service</i> Foreign Bank Branches  |
| 3   | December 2001            | 2           | <u>Add:</u><br>♦ Additional comments in the general instructions and instructions for using the Excel spreadsheet<br><br><u>Delete:</u><br>♦ The table lay-out for Section I – Summary and Section II – Detailed listing of unclaimed balances of \$100 or greater   |
|   |                          | 4           | <u>Add:</u><br>♦ Nunavut Territory   |
|   |                          | (Appendix)  | <u>Add:</u><br>♦ Appendix 1<br>Specifications for the provision of unclaimed balances data on magnetic media   |
| 4   | December r 2002          | 1           | <u>Add:</u><br>♦ Distinction between OSFI and Bank of Canada magnetic media requirements   |
|   |                          | 2           | <u>Replace:</u><br>♦ Update link to Excel spreadsheet  |
|   |                          | 4           | <u>Change:</u><br>♦ Quebec abbreviation from PQ to QC<br>♦ Newfoundland (NF) to Newfoundland & Labrador (NL)   |
|   |                          | 5           | <u>Add:</u><br>♦ Four new classes of accounts  |
|   |                          | (Appendix)  | <u>Add:</u><br>♦ References to CD Rom<br>♦ Nunavut (NU) to provincial abbreviations<br>♦ Yukon, Northwest Territories and Nunavut to Branch Province Code<br><br><u>Change:</u><br>♦ Increase Institution Number character positions from 3 to 5<br>♦ Province code for Quebec abbreviation from PQ to QC<br>♦ Newfoundland (NF) to Newfoundland & Labrador (NL) |
| 5   | December 2003            | (Appendix)  | <u>Add:</u><br>♦ Extension .xls for filename   |

**Manual of Reporting Forms and Instructions  
for Deposit-Taking Institutions**

**AMENDMENT CONTROL LOG**

**Unclaimed Balances**

| Amendment Number  | Effective Reporting Date | Page Number      | Description   |
|---|--------------------------|------------------|---|
| <b>Please note that as of November 2002, all changes are highlighted:</b> |                          |                  |   |
| 6   | December 2004            | 1,<br>(Appendix) | <u>Delete:</u><br>◆ References to Magnetic Tape Cartridges  |
|   |                          | (Appendix)       | <u>Delete:</u><br>◆ Requirement for blocking factor of records on file<br><br><u>Add:</u><br>◆ Requirement for using ISO 9660 encoding<br>◆ Magnetic Cartridge Tapes no longer accepted |
| 4   | December 2005            | 4                | <u>Add:</u><br>◆ Clarification for Province Abbreviations   |
|   |                          | (Appendix)       | <u>Add:</u><br>◆ Items added to instructions for further clarification  |
|   |                          |                  |   |

## **UNCLAIMED BALANCES REPORT**

### **PURPOSE**

This report:

- permits the Superintendent of Financial Institutions to provide public notice of accounts that have not been claimed for a period of nine years;
- provides information on balances that are transferred to the Bank of Canada after not being claimed for ten years.

### **STATUTORY**

Sections 438, 439, 629 and 630 and 557, 558, 602 and 603 of the Bank Act and Sections 424, 425, 496 and 497 of the Trust and Loan Companies Act.

### **APPLICATION**

This return applies to all deposit-taking institutions excluding the *Lending* Foreign Bank Branches.

### **PUBLICATION**

Information from this report is published in a Supplement to Part I of the Canada Gazette institution-by-institution and account-by-account.

### **FREQUENCY**

Annually.

### **CONTACT PERSON**

Provide name and telephone number of person to contact regarding any questions about this return.

### **REPORTING DATES**

The report to the Office of the Superintendent of Financial Institutions is to be completed as of December 31, and submitted within 60 days of the reporting year. The report to the Bank of Canada is to be submitted before the end of the reporting year.

### **CONTACT AGENCY**

OSFI/Bank of Canada.

### **SUBMISSION ON MAGNETIC MEDIA**

CD Rom or Excel Spreadsheet

Additional information on submission on magnetic media is found in the attached instructions (Appendix 1).

## **GENERAL INSTRUCTIONS**

Two provisions of the Bank Act and the Trust and Loan Companies Act deal with Unclaimed Balances.

Institutions are required to send certain information to the Superintendent when a balance of \$100 or more has been unclaimed for nine years. This information is published in the Canada Gazette.

Institutions are required to transfer all unclaimed balances to the Bank of Canada after ten years. This transfer of funds must be accompanied by information on each of the balances transferred, regardless of size.

The information submitted to the Superintendent and the Bank of Canada includes:

- the name and address of the depositor or payee
- the outstanding amount of the deposit or instrument
- the date of the last transaction or of the instrument
- the address of the branch involved with the deposit or instrument
- the type of account or instrument and number

To simplify the task of preparing and submitting information to the Office of the Superintendent of Financial Institutions and the Bank of Canada on magnetic media, a common technical standard is used. This is set out in the attached document "**Specifications for the Provision of Unclaimed Balances Data on Magnetic Media**".

Effective with the December 31, 2001 reporting date, institutions with small numbers of unclaimed balances are asked to submit the information using the Excel spreadsheet supplied at the following address on OSFI's website: [http://www.osfi-bsif.gc.ca/app/DocRepository/1/eng/returns/forms/UB\\_e.xls](http://www.osfi-bsif.gc.ca/app/DocRepository/1/eng/returns/forms/UB_e.xls)

**Please note:** The submission of unclaimed balance information in a paper format will no longer be accepted.

## **TRANSFER OF UNCLAIMED BALANCES - INSTRUCTIONS FOR USING THE EXCEL SPREADSHEET**

1. You will be required to have the software Excel.
2. Insert the diskette into your "A" drive.
3. Open the file named UB\_e.xls
4. Click on the header and place your cursor after the title "Unclaimed Items From" and type in the name of your institution. <enter> <enter>
5. Starting on row 3 – input the appropriate information ensuring that you follow the prompts. After you have keyed in the required information, use your right arrow key to proceed to the next field.

If you require further explanation as to the information required in a field, please refer to the "**Specifications for the Provision of Unclaimed Balances' Data on Magnetic Media**" (Appendix 1).

**DETAILS FOR SUBMISSION OF UNCLAIMED BALANCE INFORMATION TO THE OFFICE OF THE SUPERINTENDENT OF FINANCIAL INSTITUTIONS BY INSTITUTIONS WITH SMALL NUMBERS OF UNCLAIMED BALANCES.**

Only unclaimed deposits or instruments of \$100 and greater are to be reported in detail to the Office of the Superintendent of Financial Institutions. For each of these accounts, the following information must be given:

Name of Creditor

1. Report the name of each creditor to whom the balances are payable. Names should appear sorted alphabetically by creditor surname.
2. If the balance is a personal account (chequing, savings, etc.), the surname of the account followed by given names or initials (with punctuation) separated by a comma is the correct presentation. In the case of a joint account, either name may be specified first. Where no recorded account name is known by the institution, report as "Unknown".

e.g. Barton, Joseph  
Smith, Kay J.  
Green, Henry and/or Mary  
McLeod, Steve and/or Grant, Peter  
Unknown

3. Any words such as "Estate of", "In Trust", etc. should be enclosed in brackets and should follow the given name or initials.

e.g. Barton, Joseph  
(Estate of)

4. If the balance is a business account, the full name of the account should be given. Where no recorded account name is known by the institution, report as "Unknown".

e.g. ABC Construction Co. Ltd.  
Unknown

5. If the balance is a certified cheque, money order, etc., the proper presentation is as follows:

e.g. Smith, James (Estate of) (Payee Receiver General of Canada)  
Brinks, Robert (Payee Kelly, Peter)

6. Where no drawer or payee of a certified cheque, money order, etc. is known by the institution, report as "Unknown".

Address

1. Report the recorded address of each creditor. Where no recorded address is known by the institution, report as "Unknown".
2. Addresses should be listed in the following format:
  - (i) Street or P.O. address using all possible abbreviations;
  - (ii) City, town or place;
  - (iii) Province (abbreviated) and (if readily available) postal code, (State), (Country if outside Canada).

e.g. 737 Howe St. W.                      RR No. 3  
Vancouver, BC                              Burlington, ON  
V6L 3B8                                        L7L 3X3

48 Jean Talon St. W.                      113 Elm St.  
Montreal, QC                                Las Vegas, Nevada, U.S.A.  
H2R 2W2                                        02589

50 Central St.  
Montreal, QC  
H3K 1G1

3. Province Abbreviations

**Only the following abbreviations may be used:**

|                         |    |
|-------------------------|----|
| Newfoundland & Labrador | NL |
| Prince Edward Island    | PE |
| Nova Scotia             | NS |
| New Brunswick           | NB |
| Quebec                  | QC |
| Ontario                 | ON |
| Manitoba                | MB |
| Saskatchewan            | SK |
| Alberta                 | AB |
| British Columbia        | BC |
| Yukon Territory         | YT |
| Northwest Territories   | NT |
| Nunavut Territory       | NU |

4. Other Common Abbreviations

|             |      |
|-------------|------|
| Street      | St.  |
| Road        | Rd.  |
| Rural Route | R.R. |
| Avenue      | Ave. |
| Drive       | Dr.  |
| Place       | Pl.  |

|       |   |
|-------|---|
| North | N |
| South | S |
| East  | E |
| West  | W |

Class of Account

1. Report the classification of each item reported in detail using the following classification codes:

|    |                        |
|----|------------------------|
| 01 | Draft                  |
| 02 | Demand Deposit Account |
| 03 | Certified Cheque       |
| 04 | Deposit Receipts       |
| 05 | Money Order            |
| 06 | Savings Account        |
| 07 | Traveller's cheque     |
| 08 | Other                  |
| 09 | Official Cheque        |
| 10 | GIC                    |
| 11 | Term Deposit           |
| 12 | Credit Card Balances   |

Date

1. Report the date on which the last transaction took place in the case of a deposit account or the date on which the instrument reported was issued, certified or accepted in the case of a certified cheque, money order, etc.
2. Dates are to be reported as Year/Month/Day.  
e.g. 1990/06/30

Amount

1. Report the amount payable to each creditor in dollars and cents.  
e.g. 140.06

Branch Address

1. Report the branch address of the institution at which the last transaction took place with respect to the debt in the following manner:

|       |                                    |      |                |
|-------|------------------------------------|------|----------------|
| (i)   | Street Address                     | e.g. | 1500 Yonge St. |
| (ii)  | City - Town - Place                |      | Toronto        |
| (iii) | Province Heading                   |      | Ontario        |
| (iv)  | Postal Code (if readily available) |      | M4S 1Y1        |

## **Appendix 1**

# **SPECIFICATIONS FOR THE PROVISION OF UNCLAIMED BALANCES DATA ON MAGNETIC MEDIA**

Office of the Superintendent  
of Financial Institutions (OSFI)

Bank of Canada

December 2005





**Section 1 -  
INTRODUCTION..... 1**

**Section 2 -  
SPECIFICATIONS**

2.1 **Magnetic Media** ..... 2

2.2 Diskette ..... 4

2.3 Fixed Record Format ..... 5

2.4 Data Element Dictionary ..... 6

This document is intended for use by Financial Institutions when filing Unclaimed Balances data in an electronic format with either the Office of the Superintendent of Financial Institutions (OSFI) or the Bank of Canada under Sections 602, 603, 629 and 630 of the Bank Act and Sections 496 and 497 of the Trust and Loan Companies Act.

Data is to be filed annually as of December 31. The deadline for receipt of the data by OSFI is 60 days after the year end. The Bank of Canada must receive the data along with a cheque or draft for the amounts transferred to the Bank by December 31.

Information on accounts over \$100 which have not been claimed for nine years are included in the data transferred to OSFI. **All accounts** unclaimed for a period of ten years are transferred to the Bank of Canada.

The use of magnetic media for the submission of information on unclaimed balances does not relieve the originating financial institution of the current statutory requirements for the maintenance of internal records before and after the transfer of funds to the Bank of Canada.

The preferred medium for filing unclaimed balances data is CD Rom. For small to moderate record volumes (up to 200 items), data may be submitted on microcomputer diskettes. Data filed on magnetic media must meet the specifications set out in section 2 of this document. Files that do not conform to specifications will be returned for correction.

OSFI and the Bank of Canada assume no responsibility for items lost in transit; therefore, a copy of the data submitted should be retained by the originating institution. Diskettes and CD ROMS will not be returned.

\* \* \*

**SPECIFICATIONS FOR THE PROVISION OF  
UNCLAIMED BALANCES DATA ON MAGNETIC MEDIA**

**Appendix 1**

**Section 2 - SPECIFICATIONS  
Magnetic Media 2.1**

The CD Rom, magnetic cartridge tape or diskette(s) must be accompanied by a summary which includes the following control totals:

|                     | Interest bearing accounts |                   | Non-interest bearing accounts |                   | Total accounts |                   |
|---------------------|---------------------------|-------------------|-------------------------------|-------------------|----------------|-------------------|
|                     | Up to \$99.99             | \$100.00 and over | Up to \$99.99                 | \$100.00 and over | Up to \$99.99  | \$100.00 and over |
| <b>Total amount</b> | X                         | X                 | X                             | X                 | X              | X                 |
| <b>Total number</b> | X                         | X                 | X                             | X                 | X              | X                 |

If a submission is out-of-balance, or if errors are detected, the CD Rom or diskette(s) may be returned to the originating institution for correction and resubmission. If it is determined that the errors are of a minor nature, the originating institution will be notified. In such cases, it may not be necessary to return the magnetic medium for resubmission.

If you have any questions pertaining to the specifications discussed in section 2 of this document, please call one of the following:

Head, Information Processing Unit  
Office of the Superintendent of Financial Institutions (613) 990-3591

Operations Manager / Unclaimed Balances Services  
Bank of Canada (613) 782-8320

\* \* \*

Media must be labelled externally, indicating the following:

- a) The name of the originating institution
  - b) The contents of the **media** (Unclaimed Balances)
  - c) The sequence number of the **magnetic media** (e.g. 1 of 2)
  - d) The name of recipient institution (OSFI - information on balances unclaimed for 9 years; or Bank of Canada - information on balances unclaimed for 10 years and being transferred to Bank of Canada)
1. **Finalized using ISO 9660 Encoding.**
  2. **We will no longer accept Magnetic Cartridge Tapes.**

\* \* \*

1. Diskettes must meet the following specifications:
  - .two-sided double/high density with
  - 3 ½ inch, 720Kb, or 1.44 Mb capacity

*Diskettes should be formatted so that they are compatible with either the MS-DOS or PC-DOS operating system.*
2. Diskettes must be labelled externally, including the following:
  - a) the name of the originating institution
  - b) the contents of the diskette
  - c) the sequence number of the diskette (e.g. 1 of 2)
3. All records shall consist of 480 characters. Refer to Fixed Record Format, section 2.3, for details.
4. **Data must not contain delimiter characters such as commas.**
5. Record Data in standard ASCII code.
6. For submissions to the Bank of Canada (information on balances unclaimed for 10 years and being transferred to the Bank of Canada), use a filename of UBBCnn.001 where “nn” represents the year of the submission of the information. The three digit extension indicates the sequence of the diskettes.
7. For submissions to the Office of the Superintendent of Financial Institutions (information on balances unclaimed for 9 years), use a filename of UBSFnn.001 or .xls where “nn” represents the year of the submission of the information. The three digit extension indicates the sequence of the diskettes.

\* \* \*

**SPECIFICATIONS FOR THE PROVISION OF  
UNCLAIMED BALANCES DATA ON MAGNETIC MEDIA**

**Appendix 1**

**Section 2 – SPECIFICATION  
Fixed Record Format 2.3**

| Data Element Number | Character Positions | Data Element Size | Contents     | Data Element Name                 |
|---------------------|---------------------|-------------------|--------------|-----------------------------------|
| 01                  | 1-120               | 120               | Alphanumeric | Account Name                      |
| 02                  | 121-190             | 70                | Alphanumeric | Street Address                    |
| 03                  | 191-230             | 40                | Alphanumeric | City, Province                    |
| 04                  | 231-247             | 17                | Alphanumeric | Account/Instrument Number         |
| 05                  | 248-297             | 50                | Alphanumeric | Payee Name                        |
| 06                  | 298-303             | 6                 | Alphanumeric | Filler                            |
| 07                  | 304-305             | 2                 | Numeric      | Class of Account                  |
| 08                  | 306-313             | 8                 | Numeric      | Date of Last Transaction          |
| 09                  | 314-317             | 4                 | Numeric      | Filler                            |
| 10                  | 318-325             | 8                 | Numeric      | I.B. Amount reported to OSFI      |
| 11                  | 326-333             | 8                 | Numeric      | Non-I.B. Amount reported to OSFI  |
| 12                  | 334-341             | 8                 | Numeric      | I.B. Amount to Bank of Canada     |
| 13                  | 342-349             | 8                 | Numeric      | Non I.B. Amount to Bank of Canada |
| 14                  | 350-354             | 5                 | Numeric      | Institution Number                |
| 15                  | 355-359             | 5                 | Numeric      | Transit/Branch Number             |
| 16                  | 360-361             | 2                 | Numeric      | Branch Province Code              |
| 17                  | 362-377             | 16                | Alphanumeric | Filler                            |
| 18                  | 378-407             | 30                | Alphanumeric | Branch Address                    |
| 19                  | 408-437             | 30                | Alphanumeric | Branch City, Province             |
| 20                  | 438-452             | 15                | Alphanumeric | Institution Cross-Reference Data  |
| 21                  | 453-480             | 28                | Alphanumeric | Filler                            |

Each record in the file must contain **one** of the following data elements for identification purposes:

- account name (01),
- payee name (05)
- or account/ instrument number (04).

**All** other data elements must be completed as well.

\*\*\*

*All alphanumeric data elements are left justified and space filled. No punctuation, special characters are to be used unless specifically stated. All numeric data elements are right justified and zero-filled.*

## ACCOUNT NAME

120 positions - Alphanumeric

The actual name of the holder of the account. For individuals surname must appear first, followed by given names or initials (with punctuation) separated by a comma. Words such as "Estate of" or "In trust" should be enclosed in brackets and follow the given name or initials. For a business account, the full name should be given. Where no recorded account name is known by the Bank, report "Unknown" or "Inconnu".

## STREET ADDRESS

70 positions - Alphanumeric

The last recorded street address of the holder of the account

## CITY, PROVINCE

40 positions - Alphanumeric

The city and province of the holder of the account. At least one space should occur between the city and the province information. The country should also be included in this data element, is foreign. Valid provincial abbreviations are as follows:

|    |                             |    |                         |
|----|-----------------------------|----|-------------------------|
| AB | - Alberta                   | NT | - Northwest Territories |
| BC | - British Columbia          | ON | - Ontario               |
| MB | - Manitoba                  | PE | - Prince Edward Island  |
| NB | - New Brunswick             | QC | - Quebec                |
| NL | - Newfoundland and Labrador | SK | - Saskatchewan          |
| NS | - Nova Scotia               | YT | - Yukon Territory       |
| NU | - Nunavut                   |    |                         |

**ACCOUNT / INSTRUMENT NUMBER**

17 positions - Alphanumeric

**PAYEE NAME**

50 positions - Alphanumeric

Surname must appear first for individuals followed by given names, or initials, or company name just as given. If payee name is unknown, report "Unknown" or "Inconnu".

**FILLER**

Various sizes

An area reserved for future use.

**CLASS OF ACCOUNT**

2 positions - Numeric

A code indicating the account classifications. This data element must contain one of the following values:

|    |                        |    |                      |
|----|------------------------|----|----------------------|
| 01 | Draft                  | 07 | Travellers Cheques   |
| 02 | Demand Deposit Account | 08 | Other                |
| 03 | Certified Cheque       | 09 | Official Cheque      |
| 04 | Deposit Receipt        | 10 | GIC                  |
| 05 | Money Order            | 11 | Term Deposit         |
| 06 | Savings Account        | 12 | Credit card balances |



## DATE OF LAST TRANSACTION

8 positions - Numeric

The date of the last transaction, or date of purchase of money order, date of maturity, etc. This data element must contain a valid date, and its format must be YYYYMMDD where:

|      |                     |
|------|---------------------|
| YYYY | = Year              |
| MM   | = month within year |
| DD   | = day within month  |

## FILLER

Various sizes

An area reserved for future use.

## I.B. AMOUNT REPORTED TO OSFI

8 positions - Numeric

The amount of the interest bearing account reported to OSFI is the balance unclaimed for nine years.

This data element contains two decimal places, but no decimal indicator such as period or comma, and is mutually exclusive with Non-I.B. Amount reported to OSFI. If this data element contains zeros, then the data element Non-I.B. Amount reported to OSFI must contain a non-zero amount.

This data element is mandatory for information reported to OSFI. This data element is optional for information reported to the Bank of Canada.

### **NON-I.B. AMOUNT REPORTED TO OSFI**

8 positions - Numeric

The amount of the non-interest bearing account reported to OSFI is the balance unclaimed for nine years.

This data element contains two decimal places, but no decimal indicator such as period or comma, and is mutually exclusive with I.B. Amount reported to OSFI. If this data element contains zeros, then the data element I.B. Amount reported to OSFI must contain a non-zero amount.

This data element is mandatory for information reported to OSFI. This data element is optional for information reported to the Bank of Canada.

### **I.B. AMOUNT TO BANK OF CANADA**

8 positions - Numeric

The amount of the interest bearing account transferred to the Bank of Canada is the balance unclaimed for ten years.

This data element contains two decimal places, but no decimal indicator such as a period or comma, and is mutually exclusive with Non-I.B. Amount to Bank of Canada. If this data element contains zeros, then the data element Non-I.B. Amount to Bank of Canada must contain a non-zero amount. This data element is to be omitted from information reported to OSFI.

**NON-I.B. AMOUNT TO BANK OF CANADA**

8 positions - Numeric

The amount of the non-interest bearing account transferred to the Bank of Canada is the balance unclaimed for ten years.

This data element contains two decimal places, but no decimal indicator such as period or comma and is mutually exclusive with I.B. Amount to Bank of Canada. If this data element contains zeros, then the data element I.B. Amount to Bank of Canada must contain a non-zero amount. This data element is to be omitted from information reported to OSFI.

**INSTITUTION NUMBER**

5 positions - Numeric

The institution number of the financial institution.

**TRANSIT BRANCH NUMBER**

5 positions - Numeric

The transit number of the branch or office of the institution.

**BRANCH PROVINCE CODE**

2 positions - Numeric

A code indicating the province in which the branch/office is located.

|    |                      |    |                       |
|----|----------------------|----|-----------------------|
| 01 | Newfoundland         | 07 | Manitoba              |
| 02 | Prince Edward Island | 08 | Saskatchewan          |
| 03 | Nova Scotia          | 09 | Alberta               |
| 04 | New Brunswick        | 10 | British Columbia      |
| 05 | Quebec               | 11 | Yukon                 |
| 06 | Ontario              | 12 | Northwest Territories |
|    |                      | 13 | Nunavut               |

**FILLER**

Various sizes

An area reserved for future use.

**BRANCH ADDRESS**

30 positions - Alphanumeric

The address of the branch/office.

If this data element is generated from the Financial Institutions File, the Domicile should be used if available, the Civic Address if the Domicile is no available, or the Postal Address if neither are available.

**BRANCH CITY, PROVINCE**

30 positions - Alphanumeric

The city and province in which the branch/office is located. Include the postal code if readily available.

**INSTITUTION CROSS-REFERENCE DATA**

15 positions - Alphanumeric

A unique code assigned by the Originating Institution to identify the record in its files. Effectively, this data element is the Originating Institution's trace number.

**FILLER**

Various sizes

An area reserved for future use.

\* \* \*