

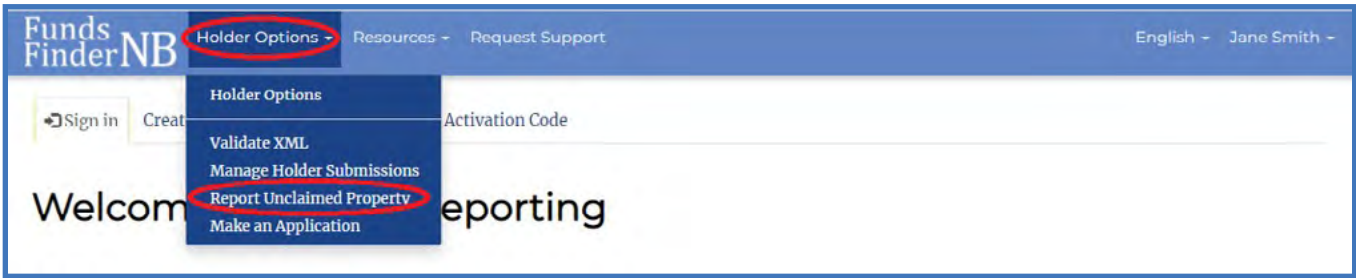


Step-by-Step Guide - Report Unclaimed Property

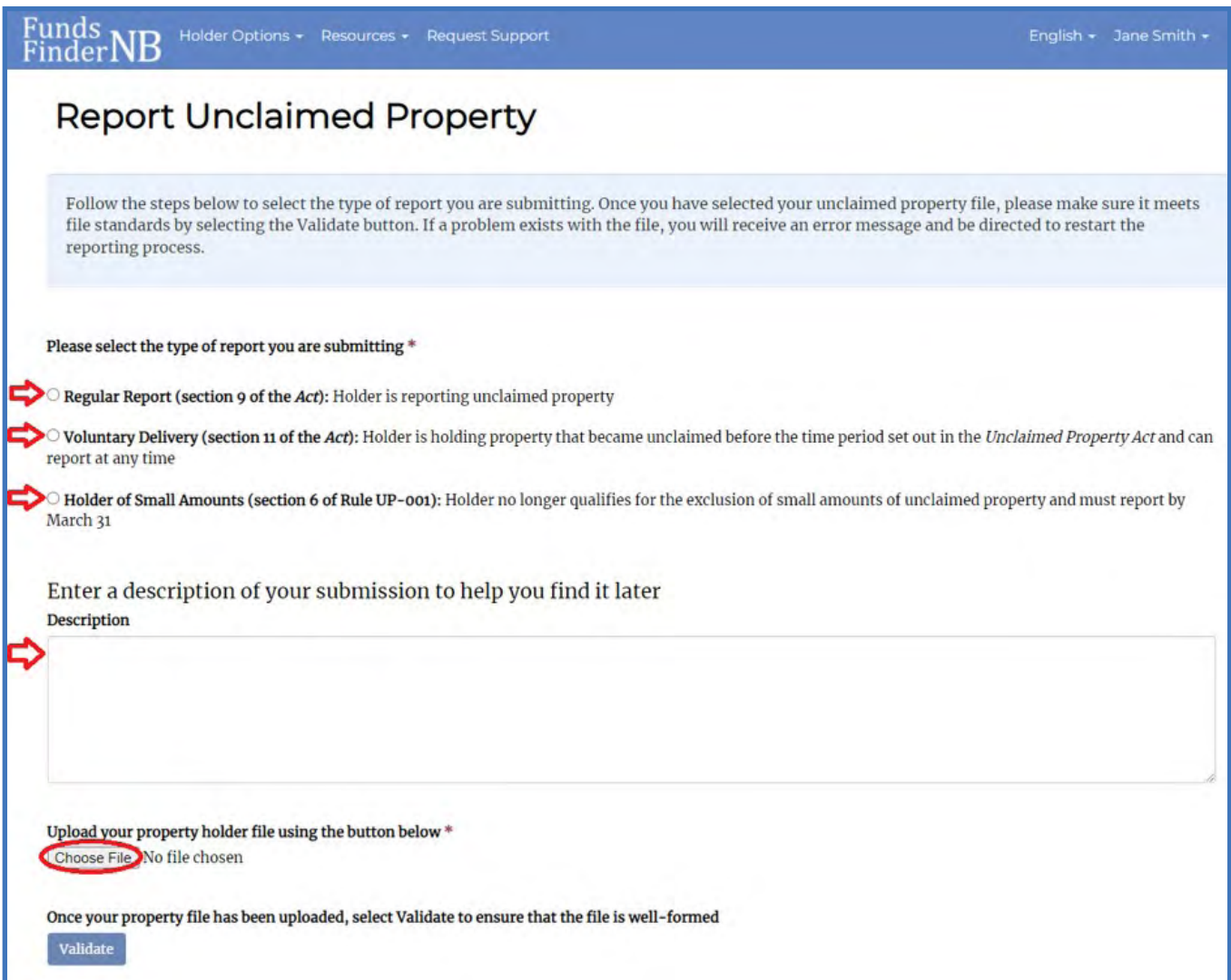
Before making a submission, you will create an unclaimed property file, using either XML or CSV. To find file samples, select **Guides, Manuals, and Templates** on the **Resources** menu. The links can be found under **Templates** at the bottom of the page. You do not have to be signed in to access these resources.

The screenshot shows the Funds Finder NB website interface. At the top, the navigation bar includes 'Holder Options', 'Resources' (highlighted with a red circle), and 'Request Support'. The 'Resources' dropdown menu is open, showing options: 'Resources', 'About Us', 'Guides, Manuals, and Templates' (highlighted with a red circle), 'Legislation', 'Holder FAQ', 'User Agreement', and 'Contact Us'. Below the menu, the page is titled 'Guides, Manuals and Templates'. It features three sections: 'Guides' with links for 'Quick Guide - Notice to Apparent Owners Requirements', 'Quick Guide - Calendar years covered by the Unclaimed Property Act', 'Quick Guide - Holder Reporting Quick Guide', and 'Quick Guide - Holder of Small Amounts'; 'Manuals' with a link for 'Holder Filing Manual'; and a video titled 'Introduction to the Unclaimed Property Program for Holders'. Below the video is the 'Templates' section, which includes links for 'Sample Notice to Owner', 'Sample XML file', and 'Sample CSV file'. Two red arrows point to the 'Sample XML file' and 'Sample CSV file' links.

Sign in to FundsFinderNB. Under **Holder Options**, select **Report Unclaimed Property**. Alternatively, you can select **Manage Holder Submissions** followed by **Report Unclaimed Property**.



Select one of the three options for type of report and enter a **Description** of your submission. Select **Choose File** to upload the file containing the unclaimed property you are submitting.



In this example, it is a regular report for ABC Corporation. Once the file has been uploaded, select **Validate**.

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Report Unclaimed Property

Follow the steps below to select the type of report you are submitting. Once you have selected your unclaimed property file, please make sure it meets file standards by selecting the Validate button. If a problem exists with the file, you will receive an error message and be directed to restart the reporting process.

Please select the type of report you are submitting *

Regular Report (section 9 of the Act): Holder is reporting unclaimed property

Voluntary Delivery (section 11 of the Act): Holder is holding property that became unclaimed before the time period set out in the *Unclaimed Property Act* and can report at any time

Holder of Small Amounts (section 6 of Rule UP-001): Holder no longer qualifies for the exclusion of small amounts of unclaimed property and must report by March 31

Enter a description of your submission to help you find it later

Description

Submit 2021 unclaimed property for ABC Corp

Upload your property holder file using the button below *

Choose File 2021 ABC UP.xml

Once your property file has been uploaded, select **Validate** to ensure that the file is well-formed

Validate

Validation Unsuccessful

If the validation is unsuccessful, you will receive one or more error messages. You will have to correct any errors in your file. Select **Return to Start**, which will redirect you to the Manage Holder Submissions page to start the **Report Unclaimed Property** process again.

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Report Unclaimed Property

Validation Unsuccessful

Your file was not a valid file according to our standard.

Select the Return to Start button to be redirected to the Manage Holder Submissions page. Once you have corrected the error(s) in your file, you may select the Report Unclaimed Property button to proceed.

Validation error message

'<' is an unexpected token. The expected token is '>'. Line 24, position 5.

Return to Start

Validation Successful

If the file validation is successful, select the box next to **I confirm that the information provided in support of this report is accurate and complete** and select **Submit**.

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Report Unclaimed Property

Validation Successful
Your file has been successfully validated. Please select the Submit button below to submit your report.

Tracking number
2022-015831151B7P6J7

File name
2021 ABC UP.xml

File validated
 No Yes

Date file validated
04/06/2022

I confirm that the information provided in support of this report is accurate and complete *

Submit

This will show your submission details. You will be given a **Tracking number**, which can be used to identify the report in all correspondence related to this submission. You can select **Next** or **Print this Page**. Select **Next** to see your invoice details.

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Report Unclaimed Property

Submission Successful
Your file has been successfully submitted to FCNB. Please print this page for your records. The tracking number provided below will be used as a reference number for any inquiries concerning your submission.
Please select Next to go to the Invoice page.

Tracking number
2022-015831151B7P6J7

File name
2021 ABC UP.xml

Date file validated
04/06/2022

Next **Print this Page**

Select **Close** or **Print this Page**. **Close** will redirect you to the Manage Holder Submissions page.

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Invoice

Payment by EFT (Electronic Funds Transfer)

The tracking number must be included in the comment field.

Please send an email with payment details to FundsFinderNB@FCNB.ca when payment has been made.

Business Name: Financial and Consumer Services Commission
Contact Name: Accounts Receivable
Email: FundsFinderNB@FCNB.ca
Telephone: (866) 933-2222

Bank account details:
Financial Institution: Bank of Montreal
Transit Number: 00114
Institution Number: 001
Account Number: 1996031

Payment by Cheque

The tracking number must be included.

Mail or deliver to:
The Financial and Consumer Services Commission
Unclaimed Property Division
300-85 Charlotte Street
Saint John, New Brunswick Canada, E2L 2J2

Tracking Number	2022-015831151B7P6f7
Status	Not Paid
Amount of Unclaimed Property reported	\$9960.00
Balance Owing	\$9960.00
As of	4/6/2022 11:56:55 AM

Item Details

Amount	Description
\$9960.00	P2204-000262 - AC01 - Chequing Accounts

If any further action is required on your part, the report will appear under **Action Required**; otherwise, it will appear under **Reports/Processing and Completed** with a status of **Submitted**. Select the down arrow next to invoice status to view details of your submission or to view the invoice. Once the invoice has been paid, the status will change to **Approved**.

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Manage Holder Submissions

If you have already reported unclaimed property or made an application through FundsFinderNB, you will find all of your submissions on this page.

If you are reporting and delivering unclaimed property, you may [validate your XML file here](#) before attempting to upload it. [Consult our FAQ](#) on how to remedy common XML validation errors.

Once your file is valid, select the Report Unclaimed Property button.

If you are making an application, select the Make an Application button.

Select the tracking number or the down arrow next to the status for more details about the submission. Every column is sortable to make it easy to find the submission you are looking for.

Tip: Use the description field to insert comments to help you find specific submissions later.

Reports

Action Required

[Report Unclaimed Property](#)

Tracking Number ▾	Holder Name	Report Type ↑	Description ▾	File Name ▾	Submission Date ▾	Status ↑	Invoice status
There are no records to display.							

Processing and Completed

Tracking Number ▾	Holder Name	Report Type ↑	Description ▾	File Name ▾	Submission Date ▾	Status ↑	Invoice status
2022-015831151B7P6J7	ABC Corp	Regular Report (section 9 of the Act)	Submit 2021 unclaimed property for ABC Corp	2021 ABC UP.xml	04/06/2022	Submitted	Not Paid ▾
							<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> View Details Invoice </div>

Applications

Action Required

[Make an Application](#)

Tracking Number ↑	Holder Name	Application Type ↑	Submission Date ▾	Status ↑	Invoice status
There are no records to display.					

Processing and Completed

Tracking Number ↑	Holder Name	Application Type ↑	Submission Date ▾	Status ↑	Invoice status
There are no records to display.					