Alberta Treasury Board and Finance

TAX AND REVENUE ADMINISTRATION

Alberta Unclaimed Property

File Format Requirements

Please visit

www.unclaimedproperty.alberta.ca

for updates

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1. Introduction

Alberta passed the Unclaimed Personal Property and Vested Property Act and Regulation which came into force on September 1, 2008. The legislation establishes a service to Albertans who have lost track of property as a result of business or personal circumstances. Alberta Treasury Board and Finance, Tax and Revenue Administration (TRA), maintains a central registry of all unclaimed properties reported to TRA and allows anyone to search via the web to find their property. To comply with the legislation, corporations, agencies and individuals who hold eligible unclaimed property (see information circular UP-2R2 for more details) must report and physically transfer the properties annually to TRA. Holders of property must report all eligible unclaimed property in their possession for the calendar year and submit the information to TRA within 120 days of the calendar year end.

To facilitate the holder's process of reporting unclaimed property, TRA provides two web-based methods: web entry and file upload. There is no pre-registration process for either option. The web entry option provides easy to use web forms for holders to input the necessary reporting data (including holder, owner and property data). The file upload option is provided for holders with large volumes of unclaimed property where it makes sense for the holder to program the data to be extracted from their database, formatted into a file and uploaded to TRA's database without the need to individually re-enter the data into TRA's web forms. TRA uses the XML file format standard for this purpose. This document provides the field definitions, file format, and additional instructions necessary to assist holders with the creation of their own files for upload to TRA.

Holders must conduct their own internal testing of XML files they create to ensure that the files has been formatted correctly and to validate the data prior to submitting the actual (production ready) data to TRA. To validate your XML file prior to uploading, please find an appropriate XML Editor. Please email our office at unclaimed.property@gov.ab.ca or call 780-427-3044, if you require further assistance or information. For toll free service in Alberta, call 310-000; then 780-427-3044.

2. Field Descriptions

2.1 Submission Information

The following field appears at the beginning of the XML document.

Field	Field Name	Lookup	Required	Field Validations
Report Year	ReportYear		Y	4 digits - Enter the year the property was first unclaimed plus the dormancy period. For example: Original date of the uncashed cheque was March 15, 2007, dormancy period for this property type is 5 years. Enter 2012 in the Report Year.

Effective **November 5, 2016**, the fields, “Amount Remitted” and “Date Remitted” are removed.

2.2 Holder Information

Data about who is reporting the unclaimed property. Holders fall into two types: 1) Holders of *Type Business* and 2) Holders of *Type Individual*

Holders of Type *Business* (Field Name HolderTypeBusiness) have the following fields:

Field	Field Name	Lookup	Required	Field Validations
Holder’s Legal Name	LegalName		Y	Free format field, maximum 70 characters.
Holder’s Operating Name	OperatingName		N	Free format field, maximum 70 characters.
Holder’s Address 1	Address1		Y	Please enter the address information. Free format field, maximum 35 characters
Holder’s Address 2	Address2		N	Please enter the address information as applicable. Free format field, maximum 35 characters
Holder’s City	City		Y	Free format field, maximum 35 characters
Holder’s Country	Country	Y	Y	Predefined List. See Country Codes in appendix.
Holder’s Province/State	ProvinceState	Y	Y	If the country code is CA: the field must be from the predefined list. See Province Codes in appendix. If the country code is US: the field must be from the predefined list. See State Codes in appendix. If the country code is not CA or US, this is a free format field, maximum 4 characters.
Holder’s Postal/Zip Code	PostalZip		Y	If the country code is CA: this field must be of the format A#A#A# or A#A #A# where A is an uppercase letter. If the country code is US: this field must be of the format: ##### or #########. If the country code is not CA or US, this is a free format field, maximum 25 characters.

Holder's Contact First Name	ContactFirstName		Y	Free format field, maximum 25 characters
Holder's Contact Last Name	ContactLastName		Y	Free format field, maximum 25 characters
Holder's Contact Postion	ContactPosition		N	Free format field, maximum 25 characters
Holder's Contact Telephone Number	ContactPhone		Y	Field must be of one of the following formats: 1) ########## (10 digits) 2) 1########## (11 digits) 3) ###-###-#### (10 digits separated by –'s) 4) 1-###-###-#### (11 digits separated by –'s) If you have an extension number, please enter it in the comment section.
Holder's Contact Fax Number	ContactFax		N	Field must be of one of the following formats: 1) ########## (10 digits) 2) 1########## (11 digits) 3) ###-###-#### (10 digits separated by –'s) 4) 1-###-###-#### (11 digits separated by –'s)
Holder's Contact Email Address	ContactEmail		Y	Free format field, maximum 50 characters Must include an @ sign.
Holder's Comments	Comments		N	Free format field, maximum 2000 characters

Holder's of *Type Individual* (Field Name HolderTypeIndividual) have the following fields:

Field	Field Name	Lookup	Required	Field Validations
Holder's First Name	FirstName		Y	Free format field, maximum 35 characters.
Holder's Last Name	LastName		Y	Free format field, maximum 35 characters.
Holder's Address 1	Address1		Y	Please enter the address information. Free format field, maximum 35 characters
Holder's Address 2	Address2		N	Please enter the address information as applicable. Free format field, maximum 35 characters
Holder's City	City		Y	Free format field, maximum 35 characters
Country	Country	Y	Y	Predefined List. See Country Codes in appendix.
Holder's Province/State	ProvinceState	Y	Y	If the country code is CA: the field must be from the predefined list. See Province Codes in appendix. If the country code is US: the field must be from the predefined list. See State Codes in appendix. If the country code is not CA or US, this is a free format field, maximum 4 characters.
Holder's Postal/Zip Code	PostalZip		Y	If the country code is CA: this field must be of the format A#A#A# or A#A #A# where A is an uppercase letter. If the country code is US: this field must be of the format: ##### or #########. If the country code is not CA or US, this is a free format field, maximum 25 characters.
Holder's Contact Telephone Number	ContactPhone		Y	Field must be of one of the following formats: 1) ########## (10 digits) 2) 1########## (11 digits) 3) ###-###-#### (10 digits separated by –'s) 4) 1-###-###-#### (11 digits separated by –'s)
Holder's Contact Fax Number	ContactFax		N	Field must be of one of the following formats: 1) ########## (10 digits) 2) 1########## (11 digits) 3) ###-###-#### (10 digits separated by –'s) 4) 1-###-###-#### (11 digits separated by –'s)
Holder's Contact Email Address	ContactEmail		Y	Free format field, maximum 50 characters Must include an @ sign
Comments	Comments		N	Free format field, maximum 2000 characters

2.3 Owner Information

Data about the last known owner(s) of the unclaimed property. Owners fall into two types: 1) Owner's of *Type Business* 2) Owner's of *Type Individual.*

Owner's of Type Business (Field Name OwnerTypeBusiness) have the following fields:

Field	Field Name	Lookup	Required	Field Validations
Owner's Legal Name	LegalName		Y	Free format field, maximum 70 characters.
Owner's Operating Name	OperatingName		N	Free format field, maximum 70 characters.
Owner's Address 1	Address1		Y	Include all information from your account even if the address is invalid and the post office has returned mail as undeliverable. If you do not have any address on record, enter "UNKNOWN". Free format field, maximum 35 characters
Owner's Address 2	Address2		N	Please enter the last known address, as applicable. Free format field, maximum 35 characters
Owner's City	City		N	Please enter the last known address, even if it is invalid. Free format field, maximum 35 characters
Owner's Country	Country	Y	N	Please enter the last known address, even if it is invalid. Predefined List. See Country Codes in appendix.
Owner's Province/State	ProvinceState	Y	N	Please enter the last known address information as applicable. If the country code is CA: the field must be from the predefined list. See Province Codes in appendix. If the country code is US: the field must be from the predefined list. See State Codes in appendix. If the country code is not CA or US, this is a free format field, maximum 4 characters.
Owner's Postal/Zip Code	PostalZip		N	Please enter the last known address information as applicable. If the country code is CA: this field must be of the format A#A#A# or A#A #A# where A is an uppercase letter. If the country code is US: this field must be of the format: ##### or #########. If the country code is not CA or US, this is a free format field, maximum 25 characters.
Owner's Identification Number	OwnerID		N	Enter owner's social insurance number, cheque number, account number, policy or other number specific to the property. Example: SIN: 123 456 789, Policy A1234 Alphanumerical characters, maximum 25 characters.
Owner's Contact Telephone Number	WorkPhone		N	Field must be of one of the following formats: 1) ########## (10 digits) 2) 1########## (11 digits) 3) ###-###-#### (10 digits separated by – 's) 4) 1-###-###-#### (11 digits separated by – 's)

Owner's Contact Fax Number	Fax		N	Field must be of one of the following formats: 1) ########## (10 digits) 2) 1########## (11 digits) 3) ###-###-#### (10 digits separated by –'s) 4) 1-###-###-#### (11 digits separated by –'s)
Owner's Date of Last Notice	DateOfLastNotice		Y	Enter the date of your last written notice usually 3 to 8 months prior to reporting to Alberta or the date of the last returned mail, whichever is later. Must be in YYYY-MM-DD format.
Owner's Comments	Comments		N	Enter any relevant details, such as date of birth, date of death, beneficiary, owner of the policy, etc. that can be used to confirm an owner's claim. Free format field, maximum 2000 characters.

Owner's of *Type Individual* (Field Name OwnerTypeIndividual) have the following fields:

Field	Field Name	Lookup	Required	Field Validations
Owner's First Name	FirstName		Y	If the owner is deceased, enter "Estate of" AFTER the first name. If you do not have a first name on record, enter "UNKNOWN". Free format field, maximum 35 characters
Owner's Middle Name	MiddleName		N	Free format field, maximum 35 characters
Owner's Last Name	LastName		Y	If you do not have a last name on record, enter "UNKNOWN". Free format field, maximum 35 characters
Address Line 1	Address1		Y	Include all information from your account even if the address is invalid and the post office has returned mail as undeliverable. If you do not have an address on record, enter "UNKNOWN". Free format field, maximum 35 characters.
Address Line 2	Address2		N	Please enter the last known address as applicable. Free format field, maximum 35 characters.
City	City		N	Please enter the last known address even if it is invalid. Free format field, maximum 35 characters
Country	Country	Y	N	Please enter the last known address even if it is invalid. Predefined List. See Country Codes in appendix.
Province/State	ProvinceState	Y	N	Please enter the last known address even if it is invalid. If the country code is CA: the field must be from the predefined list. See Province Codes in appendix. If the country code is US: the field must be from the predefined list. See State Codes in appendix. If the country code is not CA or US, this is a free format field, maximum 4 characters.

Postal/Zip Code	PostalZip		N	Please enter the last known address as applicable. If the country code is CA: this field must be of the format A#A#A# or A#A #A# where A is an uppercase letter. If the country code is US: this field must be of the format: ##### or #########. If the country code is not CA or US, this is a free format field, maximum 25 characters.
Identification Number	OwnerID		N	Enter owner's social insurance number, cheque number, account number, policy or other number specific to the property. Example: SIN: 123 456 789, Policy A1234 Alphanumerical characters, maximum 25 characters.
Telephone Number (Home)	HomePhone		N	Field must be of one of the following formats: 1) ########## (10 digits) 2) 1########## (11 digits) 3) ###-###-#### (10 digits separated by –'s) 4) 1-###-###-#### (11 digits separated by –'s)
Telephone Number (Work)	WorkPhone		N	Field must be of one of the following formats: 1) ########## (10 digits) 2) 1########## (11 digits) 3) ###-###-#### (10 digits separated by –'s) 4) 1-###-###-#### (11 digits separated by –'s)
Fax Number	Fax		N	Field must be of one of the following formats: 1) ########## (10 digits) 2) 1########## (11 digits) 3) ###-###-#### (10 digits separated by –'s) 4) 1-###-###-#### (11 digits separated by –'s)
Date of Last Notice Issued	DateOfLastNotice		Y	Enter the date of your last written notice usually 3 to 8 months prior to reporting to Alberta or the date of the last returned mail, whichever is later. Must be in YYYY-MM-DD format and cannot be in the future.
Additional information regarding owner	Comments		N	Enter any relevant details, such as date of birth, date of death, beneficiary, owner of the policy, etc. that can be used to confirm an owner's claim. Free format field, maximum 2000 characters.

2.4 Property Information

Data about the unclaimed properties in the holder's possession that is being transfer to TRA.

Field	Field Name	Lookup	Required	Field Validations
Property Type	Type	Y	Y	Choose the correct property type. If you are unsure, please contact us. "Property Type Code" must be from a predefined list (see Property Type Codes in appendix).
Description of Property	Description		N	Include account numbers, security names, CUSIP numbers, share amounts or any other property related information. For example: Mutual Funds from a registered plan. Insurance payment from a 10 term year policy. Registered Retirement Income Fund payments. 50 units of IBM common shares Free format field, maximum 500 characters
Fees	Fees		N	Fees are allowed under original contract with the owner and the amount of fees you are legally owed. If you are unsure, please contact us. Field must be a positive number.Currency format (2 decimal places). Maximum value of 999,999,999.99
Fee Description (Reason for Fees)	FeeDescription	Y	Y (if fees are populated) N (otherwise)	Example: Storage fees for the painting as per storage agreement signed by the owner. Free format field, maximum 500 characters
Property Value	Value		Y / N (EitherValue or Cash is required but not both)	Only use this field if the property that you are transferring to Alberta Treasury Board and Finance is **NOT cash**. Enter the approximate value of the property. If you are transferring security certificates "in-kind", please enter the value of the securities as of December 31. Either "Property Value or "Cash" must exist but <u>not</u> both. Cannot be a negative number. Currency format (2 decimal places) Maximum value of 999,999,999.99
Cash Amount	Cash		Y / N (EitherValue or Cash is required but not both)	Report all owners with an aggregate value of $250 or more. Report each individual amount separately. Either "Property Value or "Cash" must exist but <u>not</u> both. Must be in Canadian funds. Cannot be a negative number. Currency format (2 decimal places) Maximum value of 999,999,999.99
Date Unclaimed	DateUnclaimed		Y	Enter the date of the uncashed cheque, the date the property was payable to the owner or date of the lst communication with the owner. Must be in YYYY-MM-DD format and cannot be in the future.
Comments	Comments		N	Enter as much information you have on the property. Example: Policy holder of the life insurance policy was John Smith, date of death Jan 31, 1940. Beneficiary is the owner Jane Smith, wife. Free format field, maximum 1000 characters

3. About XML and File Processing

An XML Schema is defined for formatting the Unclaimed Property Holder, Owner and Property data fields into the valid XML file structure. Once the XML file is created it must then be run through an XSD validation process. This is an operation in which the XML file is checked to ensure that it is well formed and valid (in accordance to the XSD) and it is considered the *internal testing that is required by the Holder*. Once the file passes the validations/testing, it can be uploaded to TRA's Unclaimed Property website for submission. Please email unclaimed.property@gov.ab.ca if more information or clarification is required.

Once a file is uploaded through the UP website, TRA processes the XML file through the same XSD validation to ensure all the data is valid prior to acceptance. If there are any errors encountered, specific errors will be generated on the web screen. The entire file must be free of errors before TRA will accept any data. Once the data has been submitted without error, a summary of the properties submitted will be displayed.

3.1 Submission Information

The file name must end with the .xml extension and the maximum length of the file name is 50 characters (including the period and 'xml'). There are no other naming restrictions.

TRA does not store the file name so it is more important that it be meaningful to the holder to be able to browse their data base to retrieve the file for uploading and possible resubmission if corrections and re-upload are necessary. In addition, it would be good practice to include the acronym "UP", the year the properties are being reported for, and if there is more than one file there should be a number sequence or some indicator of multiple files.

Examples of recommended XML file names:

UP2009HolderReport.xml
UP2010HolderReport1of2.xml
UP2010HolderReport2of2.xml

The maximum XML file size is 10MB. Files larger than this will be rejected, if necessary, split large file(s) up into multiple files with a maximum size of 10MB.

4. XML Schema Definition

For a detailed XML schema, please refer to the HolderReport.xsd document available at http://www.finance.alberta.ca/business/unclaimed_property/HolderReport.xsd

5. Sample XML Files

Four examples are provided for clarification.

5.1 Sample 1

Illustrates a one owner – one property relationship


```xml
<?xml version="1.0" encoding="ISO-8859-1"?>
<PropertyReportSubmission xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
                          xsi:noNamespaceSchemaLocation="HolderReport.xsd">
  <ReportYear>2012</ReportYear>
  <HolderTypeIndividual>
    <FirstName>Brittany</FirstName>
    <LastName>Jones</LastName>
    <Address1>9865 125 Street</Address1>
    <Address2></Address2>
    <City>Edmonton </City>
    <CountryCanada>
      <Country>CA</Country>
      <ProvinceState>AB</ProvinceState>
      <PostalZip>T5T5T5</PostalZip>
    </CountryCanada>
    <ContactPhone>780-555-5555</ContactPhone>
    <ContactFax>780-555-5556</ContactFax>
    <ContactEmail>Brittany.Jones@hotmail.com</ContactEmail>
    <Comments></Comments>
  </HolderTypeIndividual>
  <OwnerProperties>
    <OwnerPropertyDetails>
      <Property>
        <Type>MS01</Type>
        <Description>Vacation pay</Description>
        <NoFees>
          <FeeValue/>
          <FeeDescription/>
        </NoFees>
        <Cash>252.36</Cash>
        <DateUnclaimed>2010-02-20</DateUnclaimed>
        <Comments>Final salary payment</Comments>
      </Property>
      <OwnerTypeIndividual>
        <FirstName>Judy</FirstName>
        <LastName>Rudd</LastName>
        <MiddleName></MiddleName>
        <Address1>314 Main Street</Address1>
        <Address2></Address2>
        <City>Red Deer</City>
        <CountryCanadaOptional>
          <Country>CA</Country>
          <ProvinceState>AB</ProvinceState>
          <PostalZip>T5E3T3</PostalZip>
        </CountryCanadaOptional>
        <OwnerID>SIN 656-654-656</OwnerID>
        <HomePhone>7805553333</HomePhone>
        <WorkPhone></WorkPhone>
        <Fax></Fax>
        <DateOfLastNotice>2010-09-13</DateOfLastNotice>
        <Comments>Mail is undeliverable. Phone number is invalid.</Comments>
      </OwnerTypeIndividual>
    </OwnerPropertyDetails>
  </OwnerProperties>
</PropertyReportSubmission>
```

5.2 Sample 2

Illustrates a one owner – multiple properties relationship


```xml
<?xml version="1.0" encoding="ISO-8859-1"?>
<PropertyReportSubmission xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
                          xsi:noNamespaceSchemaLocation="HolderReport.xsd">
  <ReportYear>2012</ReportYear>
  <HolderTypeBusiness>
    <LegalName>Financial Bank Inc.</LegalName>
    <OperatingName></OperatingName>
    <Address1>123 Main Street</Address1>
    <Address2></Address2>
    <City>Edmonton </City>
    <CountryCanada>
      <Country>CA</Country>
      <ProvinceState>AB</ProvinceState>
      <PostalZip>T5T5T5</PostalZip>
    </CountryCanada>
    <ContactFirstName>John</ContactFirstName>
    <ContactLastName>Smith</ContactLastName>
    <ContactPosition></ContactPosition>
    <ContactPhone>780-555-5555</ContactPhone>
    <ContactFax>780-555-5556</ContactFax>
    <ContactEmail>John.Smith@HOTMAIL.COM</ContactEmail>
    <Comments></Comments>
  </HolderTypeBusiness>
  <OwnerProperties>
    <OwnerPropertyDetails>
      <Property>
        <Type>SD01</Type>
        <Description>Unappraised value for coin collection and documents</Description>
        <Fees>
          <FeeValue>100.00</FeeValue>
          <FeeDescription>Unpaid fees from 2010 and 2011 as per Rental Fee Agreement</FeeDescription>
        </Fees>
        <Value>250.00</Value>
        <DateUnclaimed>2009-03-12</DateUnclaimed>
        <Comments>See spreadsheet for details</Comments>
      </Property>
      <OwnerTypeIndividual>
        <FirstName>Joe</FirstName>
        <LastName>Carter</LastName>
        <MiddleName></MiddleName>
        <Address1>314 Main Street</Address1>
        <Address2>Suite 342</Address2>
        <City>Red Deer</City>
        <CountryCanadaOptional>
          <Country>CA</Country>
          <ProvinceState>AB</ProvinceState>
          <PostalZip>T5E3T3</PostalZip>
        </CountryCanadaOptional>
        <OwnerID>Box # 65, Key # 92</OwnerID>
        <HomePhone>7805553333</HomePhone>
        <WorkPhone></WorkPhone>
        <Fax></Fax>
        <DateOfLastNotice>2011-09-25</DateOfLastNotice>
        <Comments></Comments>
      </OwnerTypeIndividual>
    </OwnerPropertyDetails>
    <OwnerPropertyDetails>
      <Property>
        <Type>SC02</Type>
        <Description>Interest payment from a Registered Retirement Income Fund. Cheque not cashed</Description>
        <NoFees>
          <FeeValue/>
          <FeeDescription/>
        </NoFees>
```

```
            <Cash>652.23</Cash>
            <DateUnclaimed>2008-12-31</DateUnclaimed>
            <Comments></Comments>
         </Property>
         <OwnerTypeIndividual>
            <FirstName>Joe</FirstName>
            <LastName>Carter</LastName>
            <MiddleName></MiddleName>
            <Address1>314 Main Street</Address1>
            <Address2>Suite 342</Address2>
            <City>Red Deer</City>
            <CountryCanadaOptional>
               <Country>CA</Country>
               <ProvinceState>AB</ProvinceState>
               <PostalZip>T5E3T3</PostalZip>
            </CountryCanadaOptional>
            <OwnerID>Account # 456781-RRIF</OwnerID>
            <HomePhone>7805553333</HomePhone>
            <WorkPhone></WorkPhone>
            <Fax></Fax>
            <DateOfLastNotice>2008-12-31</DateOfLastNotice>
            <Comments>Cheque returned as undeliverable</Comments>
         </OwnerTypeIndividual>
      </OwnerPropertyDetails>
   </OwnerProperties>
</PropertyReportSubmission>
```


5.3 Sample 3

Illustrates a multiple owners – single property relationship


```
<?xml version="1.0" encoding="ISO-8859-1"?>
<PropertyReportSubmission xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
                    xsi:noNamespaceSchemaLocation="HolderReport.xsd">
   <ReportYear>2012</ReportYear>
   <HolderTypeBusiness>
      <LegalName>Financial Bank Inc.</LegalName>
      <OperatingName></OperatingName>
      <Address1>123 Bank Street</Address1>
      <Address2></Address2>
      <City>Edmonton </City>
      <CountryCanada>
         <Country>CA</Country>
         <ProvinceState>AB</ProvinceState>
         <PostalZip>T5T5T5</PostalZip>
      </CountryCanada>
      <ContactFirstName>Mike</ContactFirstName>
      <ContactLastName>Jones</ContactLastName>
      <ContactPosition></ContactPosition>
      <ContactPhone>780-555-5555</ContactPhone>
      <ContactFax>780-555-5556</ContactFax>
      <ContactEmail>Mike.Jones@FinancialBank.com</ContactEmail>
      <Comments></Comments>
   </HolderTypeBusiness>
   <OwnerProperties>
      <OwnerPropertyDetails>
         <Property>
            <Type>SC01</Type>
            <Description>Dividends from Mutual Funds</Description>
            <NoFees>
               <FeeValue/>
               <FeeDescription/>
            </NoFees>
            <Cash>965.25</Cash>
```

```
            <DateUnclaimed>2008-05-20</DateUnclaimed>
            <Comments></Comments>
         </Property>
         <OwnerTypeIndividual>
            <FirstName>Judy</FirstName>
            <LastName>Rudd</LastName>
            <MiddleName></MiddleName>
            <Address1>314 Main Street</Address1>
            <Address2></Address2>
            <City>Red Deer</City>
            <CountryCanadaOptional>
               <Country>CA</Country>
               <ProvinceState>AB</ProvinceState>
               <PostalZip>T5E3T3</PostalZip>
            </CountryCanadaOptional>
            <OwnerID>Account #12345</OwnerID>
            <HomePhone>7805553333</HomePhone>
            <WorkPhone></WorkPhone>
            <Fax></Fax>
            <DateOfLastNotice>2010-09-13</DateOfLastNotice>
            <Comments>Account held joint by Judy and Donald Rudd.</Comments>
         </OwnerTypeIndividual>
         <OwnerTypeIndividual>
            <FirstName>Donald</FirstName>
            <LastName>Rudd</LastName>
            <MiddleName></MiddleName>
            <Address1>314 Main Street</Address1>
            <Address2></Address2>
            <City>Red Deer</City>
            <CountryCanadaOptional>
               <Country>CA</Country>
               <ProvinceState>AB</ProvinceState>
               <PostalZip>T5E3T3</PostalZip>
            </CountryCanadaOptional>
            <OwnerID>Account #12345</OwnerID>
            <HomePhone>7805553333</HomePhone>
            <WorkPhone></WorkPhone>
            <Fax></Fax>
            <DateOfLastNotice>2010-09-13</DateOfLastNotice>
            <Comments>Account held joint by Judy and Donald Rudd.</Comments>
         </OwnerTypeIndividual>
      </OwnerPropertyDetails>
   </OwnerProperties>
</PropertyReportSubmission>
```


5.4 Sample 4

Illustrates a multiple owners – multiple properties relationship


```
<?xml version="1.0" encoding="ISO-8859-1"?>
<PropertyReportSubmission xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
                          xsi:noNamespaceSchemaLocation="HolderReport.xsd">
   <ReportYear>2012</ReportYear>
   <HolderTypeBusiness>
      <LegalName>Financial Bank Inc.</LegalName>
      <OperatingName></OperatingName>
      <Address1>123 Bank Street</Address1>
      <Address2></Address2>
      <City>Edmonton </City>
      <CountryCanada>
         <Country>CA</Country>
         <ProvinceState>AB</ProvinceState>
         <PostalZip>T5T5T5</PostalZip>
      </CountryCanada>
```

```
    <ContactFirstName>Mike</ContactFirstName>
    <ContactLastName>Jones</ContactLastName>
    <ContactPosition></ContactPosition>
    <ContactPhone>780-555-5555</ContactPhone>
    <ContactFax>780-555-5556</ContactFax>
    <ContactEmail>Mike.Jones@FinancialBank.com</ContactEmail>
    <Comments></Comments>
  </HolderTypeBusiness>
  <OwnerProperties>
    <OwnerPropertyDetails>
      <Property>
        <Type>SC01</Type>
        <Description>Dividends from Mutual Funds</Description>
        <NoFees>
          <FeeValue/>
          <FeeDescription/>
        </NoFees>
        <Cash>965.25</Cash>
        <DateUnclaimed>2008-05-20</DateUnclaimed>
        <Comments></Comments>
      </Property>
      <OwnerTypeIndividual>
        <FirstName>Judy</FirstName>
        <LastName>Rudd</LastName>
        <MiddleName></MiddleName>
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6. Appendices

6.1 Country Codes

AD	ANDORRA
AE	UNITED ARAB EMIRATES
AF	AFGHANISTAN
AG	ANTIGUA AND BARBUDA
AI	ANGUILLA
AL	ALBANIA
AM	ARMENIA
AN	NETHERLANDS ANTILLES
AO	ANGOLA
AQ	ANTARCTICA
AR	ARGENTINA
AS	AMERICAN SAMOA
AT	AUSTRIA
AU	AUSTRALIA
AW	ARUBA
AZ	AZERBAIJAN
BA	BOSNIA AND HERZEGOVINA
BB	BARBADOS
BD	BANGLADESH
BE	BELGIUM
BF	BURKINA FASO
BG	BULGARIA
BH	BAHRAIN
BI	BURUNDI
BJ	BENIN
BM	BERMUDA
BN	BRUNEI DARUSSALAM
BO	BOLIVIA
BR	BRAZIL
BS	BAHAMAS
BT	BHUTAN
BV	BOUVET ISLAND
BW	BOTSWANA
BY	BELARUS
BZ	BELIZE
CA	CANADA
CC	COCOS (KEELING) ISLANDS
CF	CENTRAL AFRICAN REPUBLIC
CG	CONGO
CH	SWITZERLAND
CI	IVORY COAST
CK	COOK ISLANDS
CL	CHILE
CM	CAMEROON
CN	CHINA
CO	COLOMBIA

CR	COSTA RICA
CU	CUBA
CV	CAPE VERDE
CX	CHRISTMAS ISLAND
CY	CYPRUS
CZ	CZECH REPUBLIC
DE	GERMANY
DJ	DJIBOUTI
DK	DENMARK
DM	DOMINICA
DO	DOMINICAN REPUBLIC
DZ	ALGERIA
EC	ECUADOR
EE	REPUBLIC OF ESTONIA
EG	EGYPT
EH	WESTERN SAHARA
ES	SPAIN
ET	ETHIOPIA
FI	FINLAND
FJ	FIJI
FK	FALKLAND ISLANDS (MALVINA
FM	MICRONESIA
FO	FAROE ISLANDS
FR	FRANCE
FX	FRANCE, METROPOLITAN
GA	GABON
GB	UNITED KINGDOM
GD	GRENADA
GE	GEORGIA
GF	FRENCH GUIANA
GH	GHANA
GI	GIBRALTAR
GL	GREENLAND
GM	GAMBIA
GN	GUINEA
GP	GUADELOUPE
GQ	EQUATORIAL GUINEA
GR	GREECE
GT	GUATEMALA
GU	GUAM
GW	GUINEA-BISSAU
GY	GUYANA
HK	HONG KONG
HM	HEAR AND MCDONALD ISLANDS
HN	HONDURAS
HR	CROATIA
HT	HAITI
HU	HUNGARY
ID	INDONESIA
IE	IRELAND

IL	ISRAEL
IN	INDIA
IO	BRITISH INDIAN OCEAN TERR
IQ	IRAQ
IR	IRAN
IS	ICELAND
IT	ITALY
JM	JAMAICA
JO	JORDAN
JP	JAPAN
KE	KENYA
KG	KYRGYSTAN
KH	CAMBODIA
KI	KIRIBATI
KM	COMOROS
KN	SAINT KITTS AND NEVIS
KP	KOREA, DEMOCRATIC PEOPLES
KR	KOREA, REPUBLIC OF COREE
KW	KUWAIT
KY	CAYMAN ISLANDS
KZ	KASAKHSTAN
LA	LAO PEOPLE'S DEMOCRATIC
LB	LEBANON
LC	SAINT LUCIA
LI	LIECHTENSTEIN
LK	SRI LANKA
LR	LIBERIA
LS	LESOTHO
LT	LITHUANIA
LU	LUXEMBOURG
LV	LATVIA
LY	LIBYAN ARAB JAMAHIRIYA
MA	MOROCCO
MC	MONACO
MG	MADAGASCAR
MH	MARSHALL ISLANDS
ML	MALI
MM	MYANMAR
MN	MONGOLIA
MO	MACAU
MP	NORTHERN MARIANA ISLANDS
MQ	MARTINIQUE
MR	MAURITANIA
MS	MONTSERRAT
MT	MALTA MALTE
MU	MAURITIUS
MV	MALDIVES
MW	MALAWI
MX	MEXICO
MY	MALAYSIA

MZ	MOZAMBIQUE
NA	NAMIBIA
NC	NEW CALENDONIA
NE	NIGER
NF	NORFOLK ISLAND
NG	NIGERIA
NI	NICARAGUA
NL	NETHERLANDS PAYS
NO	NORWAY
NP	NEPAL
NR	NAURU
NT	NEUTRAL ZONE
NU	NIUE
NZ	NEW ZEALAND
OM	OMAN
PA	PANAMA
PE	PERU
PF	FRENCH POLYNESIA
PG	PAPUA NEW GUINEA
PH	PHILIPPINES
PK	PAKISTAN
PL	POLAND
PM	ST. PIERRE AND MIQUELON
PN	PITCAIRN
PR	PUERTO RICO
PT	PORTUGAL
PW	PALAU
PY	PARAGUAY
QA	QATAR
RE	REUNION
RO	ROMANIA
RU	RUSSIAN FEDERATION
RW	RWANDA
SA	SAUDI ARABIA
SB	SOLOMON ISLANDS
SC	SEYCHELLES
SD	SUDAN
SE	SWEDEN
SG	SINGAPORE
SH	ST. HELENA
SI	SLOVENIA
SJ	SVALBARD AND JAN MAYEN
SK	SLOVAKIA
SM	SAN MARINO
SN	SENEGAL
SO	SOMALIA
SR	SURINAME
ST	SAO TOME AND PRINCIPE
SU	U.S.S.R.
SV	EL SALVADOR

SY	SYRIAN ARAB REPUBLIC
SZ	SWAZILAND
TC	TURKS AND CAICOS ISLANDS
TD	CHAD
TF	FRENCH SOUTHERN TERRITORI
TG	TOGO
TH	THAILAND
TJ	TAJIKISTAN
TK	TOKELAU
TM	TURKEMENISTAN
TN	TUNISIA
TO	TONGA
TP	EAST TIMOR
TR	TURKEY
TT	TRINIDAD AND TOBAGO
TV	TUVALU
TW	TAIWAN
TZ	TANZANIA, UNITED REPUBLIC
UA	UKRAINE
UG	UGANDA
UM	UNITED STATES ISLANDS MIN
US	UNITED STATES
UY	URUGUAY
UZ	UZBEKISTAN
VA	VATICAN CITY STATE
VC	SAINT VINCENT AND THE GRE
VE	VENEZUELA
VG	VIRGIN ISLANDS (BRITISH)
VI	VIRGIN ISLANDS (U.S.)
VN	VIET NAM
VU	VANUATU
WF	WALLIS AND FUTUNA ISLANDS
WS	SAMOA
YE	YEMEN, REPUBLIC OF YEMEN
YT	MAYOTTE
YU	YUGOSLAVIA
ZA	SOUTH AFRICA
ZM	ZAMBIA
ZR	ZAIRE
ZW	ZIMBABWE

6.2 Province Codes

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

6.3 State Codes

AK	State of Alaska
AL	State of Alabama
AR	State of Arkansas
AZ	State of Arizona
CA	State of California
CO	State of Colorado
CT	State of Connecticut
DC	District of Columbia
DE	State of Delaware
FL	State of Florida
GA	State of Georgia
HI	State of Hawaii
IA	State of Iowa
ID	State of Idaho
IL	State of Illinois
IN	State of Indiana
KS	State of Kansas
KY	State of Kentucky
LA	State of Louisiana
MA	State of Massachusetts
MD	State of Maryland
ME	State of Maine
MI	State of Michigan
MN	State of Minnesota
MO	State of Missouri
MS	State of Mississippi
MT	State of Montana
NC	State of North Carolina
ND	State of North Dakota
NE	State of Nebraska
NH	State of New Hampshire
NJ	State of New Jersey
NM	State of New Mexico
NV	State of Nevada
NY	State of New York
OH	State of Ohio
OK	State of Oklahoma
OR	State of Oregon

PA	State of Pennsylvania
RI	Rhode Island
SC	State of South Carolina
SD	State of South Dakota
TN	State of Tennessee
TX	State of Texas
UT	State of Utah
VA	State of Virginia
VT	State of Vermont
WA	State of Washington
WI	State of Wisconsin
WV	State of West Virginia
WY	State of Wyoming

6.4 Property Type Codes

AC01	Chequing Accounts
AC02	Savings Accounts
AC03	Mature Certificate Deposit or Savings Certificate
AC04	Christmas Club Funds
AC05	Money on deposit to secure fund
AC06	Security Deposit
AC07	Unidentified Deposit
AC08	Suspense Accounts
AC99	Aggregate Account Balances
CK01	Cashier's Cheques
CK02	Certified Cheques
CK03	Registered Cheques
CK04	Treasurer's Cheques
CK05	Drafts
CK06	Warrants
CK07	Money Orders
CK08	Traveler's Cheques
CK09	Foreign Exchange Cheques
CK10	Expense Cheques
CK11	Pension Cheques
CK12	Credit Cheques or Memos
CK13	Vendor Cheques
CK14	Cheques Written off to Income
CK15	Other Outstanding Official Cheques
CK16	Certificate of Deposit Interest Cheques
CK99	Aggregate Uncashed Cheques
CS01	Registered Education Savings Plan (RESP) - Cash
CS02	Registered Education Savings Plan (RESP) - Mutual Fund
CS03	Registered Education Savings Plan (RESP) - Securities
CT01	Escrow Funds
CT02	Condemnation Awards
CT03	Missing Heirs' Funds
CT04	Suspense Accounts
CT05	Other Court Deposits
CT99	Aggregate Court Deposit

IN01	Individual Policy Benefits
IN02	Group Policy Benefits or Claim Payments
IN03	Proceeds Due Beneficiaries
IN04	Proceeds from Matured Policies, Endowments or Annuities
IN05	Premium Refunds
IN06	Unidentified Remittances
IN07	Other Amounts Due Under Policy Terms
IN08	Agent Credit Balances
IN50	Segregated Funds
IN99	Aggregate Insurance Property
IR40	Registered Disability Savings Plan (RDSP) - Cash
IR41	Registered Disability Savings Plan (RDSP) – Mutual Funds
IR42	Registered Disability Savings Plan (RDSP) - Securities
IR50	Registered Retirement Savings Plan (RRSP) - Cash
IR51	Registered Retirement Savings Plan (RRSP) - Mutual Funds
IR52	Registered Retirement Savings Plan (RRSP) - Securities
IR60	Registered Retirement Income Fund (RRIF) - Cash
IR61	Registered Retirement Income Fund (RRIF) - Mutual Funds
IR62	Registered Retirement Income Fund (RRIF) - Securities
IR70	Locked-In Retirement Account (LIRA) - Cash
IR71	Locked-In Retirement Account (LIRA) - Mutual Funds
IR72	Locked-In Retirement Account (LIRA) - Securities
IR80	Tax Free Savings Account (TFSA) - Cash
IR81	Tax Free Savings Account (TFSA) - Mutual Funds
IR82	Tax Free Savings Account (TFSA) - Securities
IR90	Pension
LB01	Personal Land only
LB02	Personal Building only
LB03	Personal Land and Building
LB04	Vested Land only
LB05	Vested Building only
LB06	Vested Land and Building
LB07	Vested Personal Property
MI01	Net Revenue Interest
MI02	Royalties
MI03	Overriding Royalties
MI04	Production Payments
MI05	Working Interest
MI06	Bonuses
MI07	Delay Rentals
MI08	Shut-in Royalties
MI09	Minimum Royalties
MI99	Aggregate Mineral Proceeds
MS01	Wages, Payroll, Salary
MS02	Commissions
MS03	Workers Compensation Benefits
MS04	Payments For Goods & Services
MS05	Customer Overpayments
MS06	Unidentified Remittances
MS07	Unrefunded Overcharges

MS08	Accounts Payable
MS09	Credit Balance - Accounts Receivable
MS10	Discounts Due
MS11	Refunds Due
MS12	Unredeemed Gift Certificates
MS13	Unclaimed Loan Collateral
MS14	Pension & Profit Sharing
MS15	Dissolution or Liquidation
MS16	Miscellaneous Outstanding Checks
MS17	Miscellaneous Intangible Property
MS18	Suspense Liabilities
MS99	Aggregate Misc Property
SC01	Dividends
SC02	Interest (Bond Coupons)
SC03	Principal Payments
SC04	Equity Payments
SC05	Profits
SC06	Funds Paid to Purchase Shares
SC07	Funds for Stocks & Bonds
SC08	Shares of Stock (Returned by Post Office)
SC09	Cash for Fraction Shares
SC10	Unexchanged Stock of Successor Corp
SC11	Other Certificate of Ownership
SC12	Underlying Shares or other Outstanding Certificates
SC13	Funds for Liquidation / Redemption of Un-surrendered Stock or Bonds
SC14	Debentures
SC15	Canadian Government Securities
SC16	Mutual Fund Shares
SC17	Warrant (Rights)
SC18	Mature Bond Principal
SC19	Dividend Reinvestment Plans
SC20	Credit Balances
SC99	Aggregate Security Related Cash
SD01	Safety Deposit Box Contents
SD02	Other Safekeeping
SD03	Other Tangible Property
TR01	Paying Agent Account
TR02	Undelivered or Uncashed Dividends
TR03	Funds held in Fiduciary Capacity
TR04	Escrow Accounts
TR05	Trust Vouchers
TR99	Aggregate Trust Property
UT01	Utility Deposits
UT02	Membership Fees
UT03	Refunds Or Rebates
UT04	Capital Credit Distributions
UT99	Aggregate Utilities
ZZZZ	Properties Not Identified Above