



# SUBMISSION OF UNCLAIMED FINANCIAL ASSETS

## TECHNICAL SPECIFICATIONS FOR XML FILES

SW-569-V (2022-12)

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# 1 INTRODUCTION

Revenu Québec administers the *Unclaimed Property Act*. The purpose of this Act is to facilitate the recovery of unclaimed financial assets (UFAs) by right-holders and to ensure that assets without an owner or assets in respect of which the right-holders remain unknown or untraceable are delivered to the State.

An asset usually becomes unclaimed three years after the date it can be legally claimed. UFA holders must submit the assets to us in the quarter following the end of the calendar year or fiscal period in which they became unclaimed, based on whether the holder is a natural or legal person.

The Direction principale des biens non réclamés (DPBNR) is responsible for receiving and administering UFAs. Any holder who has to submit more than ten UFAs can do so electronically using an XML file.

This guide provides the technical specifications required to produce an XML UFA submission file. Helpful information can also be found in the *Guide for Holders: Unclaimed Financial Assets* (BD-81.5.G-V). Note that you must use an appropriate editor to create the XML file and validate it using the XSD file available at [revenuquebec.ca](http://revenuquebec.ca) before sending your submission.

For information about this guide, contact us at [produits-financiers@revenuquebec.ca](mailto:produits-financiers@revenuquebec.ca). All requests made using this address will be forwarded directly to the right person to answer your question.



## 2 FIELD DESCRIPTIONS

This part details the information you must provide when submitting UFAs.

### 2.1 General information about the submission

The following fields must be present at the beginning of the XML file for all submissions.

#### Submission

Element	Cardinality	Required	Type	Description
HolderCategory	1..1	Yes	See section 5.1.	Holder category
TransitNumber	0..1	No	[0-9]{8}	Transit number
EndFiscalPeriodDate	1..1	Yes	Date YYYY-MM-DD	End date of the fiscal period in which the property became unclaimed
Currency	1..1	Yes	See section 5.3.	Currency
RQOnlineVerification	1..1	Yes	Boolean TRUE/FALSE	Is the submission a result of a Revenu Québec audit?
AssetList	0..1	No	ArrayOfAsset	

### 2.2 Information about the unclaimed asset

Information about the unclaimed asset must be given using the “AssetType” element.

AssetType	Code	Description
LiqRetirePlan	Single code RP02	Liquidated registered retirement plan – Deceased member or value less than \$1,000
RegRetirePlan	Single code RP01	Registered retirement plan – Living member and value of at least \$1,000
InvestmentAsset	Single code SC60	Investment account
LifeInsuranceAsset	Multiple codes (see section 5.2)	Life insurance
OtherAssets	Multiple codes (see section 5.2)	Other assets



## 2.2.1 Information about “LiqRetirePlan” assets

The following fields must be present for “LiqRetirePlan” unclaimed assets.

### LiqRetirePlan (liquidated registered retirement plan)

Element	Cardinality	Required	Type	Description
OtherInformation	0..1	No	String [250]	
OwnersList	0..1	No	ArrayOfOwners	
AssetType	1..1	Yes	RP02	Single code (see section 5.2)
PlanRegistrationNum	1..1	Yes	[0-9]{15}	
PromoterName	1..1	Yes	String [65]	Name of the plan sponsor, broker or adviser
SubmissionReason	1..1	Yes	Integer [5] 1 = Participant74Or+ 2 = DeceasedParticipant 3 = ForcedRefund 4 = PlanTermination 5 = Other	
SubmissionReasonDetail	0..1	No	String [250]	
AssetValue	1..1	Yes	Decimal (99999999999999.99)	
EndEmploymentDate	0..1	No	Date YYYY-MM-DD	
FedIncomeTaxWithheld	1..1	Yes	Decimal (99999999999999.99)	
ProvIncomeTaxWithheld	1..1	Yes	Decimal (99999999999999.99)	
BeneficiariesList	0..1	No	ArrayOfBeneficiaries	
EndEmploymentDate	0..1	No	Date YYYY-MM-DD	



## 2.2.2 Information about “RegRetirePlan” assets

The following fields must be present for “RegRetirePlan” unclaimed assets.

### RegRetirePlan (registered retirement plan)

Element	Cardinality	Required	Type	Description
AssetType	1..1	Yes	RP01	Single code (see section 5.2)
PlanRegistrationNum	1..1	Yes	[0-9]{15}	
PromoterName	1..1	Yes	String [65]	Name of the plan sponsor, broker or adviser
SubmissionReason	1..1	Yes	Integer [5] 1 = Participant740r+ 2 = DeceasedParticipant 3 = ForcedRefund 4 = PlanTermination 5 = Other	
SubmissionReasonDetail	0..1	No	String [250]	
AssetValue	1..1	Yes	Decimal (99999999999999.99)	
SourcePlanType	1..1	Yes	2 = RRSP 4 = RRIF 10 = LIF 11 = LIRA 14 = Locked-in RRSP	
DestinationPlanType	1..1	Yes	2 = RRSP 4 = RRIF 10 = LIF 11 = LIRA 14 = Locked-in RRSP	
ApplicableLaw	1..1	Yes	FD, QC	
EndEmploymentDate	0..1	No	Date YYYY-MM-DD	
PlanOpenDate	1..1	Yes	Date YYYY-MM-DD	
NewPlan	1..1	Yes	Boolean TRUE/FALSE	
ListBeneficiaries	0..1	No	ArrayOfBeneficiaries	



## 2.2.3 Information about “InvestmentAsset” assets

The following fields must be present for “InvestmentAsset” unclaimed assets.

### InvestmentAsset (investment account)

Element	Cardinality	Required	Type	Description
OtherInformation	0..1	No	String [250]	
OwnersList	0..1	No		0 to n
AssetType	1..1	Yes	SC60	Single code (see section 5.2)
AccountNum	0..1	No	String [50]	
AccountType	1..1	Yes	Integer [8] 1 = RRSP 2 = RRIF 3 = LIF 4 = LIRA 5 = Locked-in RRSP 6 = TFSA 7 = Unregistered 8 = Other	
AccountTypeDetail	0..1	No	String [250]	
SecuritiesList	0..1	No	ArrayOfSecurities	
DepositsList	0..1	No	ArrayOfDeposits	

### Security held in an investment account

Element	Cardinality	Required	Type	Description
Ticker	1..0	No	String [10]	
SecurityName	1..1	Yes	String [65]	
SecurityType	1..1	Yes	Integer [4] 1 = Shares 2 = OtherInvestmentCertificates 3 = Bonds 4 = Mutual Fund	
SecurityCurrency	1..1	Yes	See section 5.3.	Currency
LastStatementDate	1..1	Yes	Date YYYY-MM-DD	
LastStatementUnitPrice	1..1	Yes	Decimal (999999999999.9999)	
NumUnits	1..1	Yes	Decimal (999999999999.9999)	

### Deposit held in an investment account

Element	Cardinality	Required	Type	Description
Currency	1..1	Yes	See section 5.3.	
Amount	1..1	Yes	Decimal (999999999999.9999)	



## 2.2.4 Information about “LifeInsurance” assets

The following fields must be present for “LifeInsurance” unclaimed assets.

### LifeInsurance (life insurance)

Element	Cardinality	Required	Type	Description
OtherInformation	0..1	No	String [250]	
OwnersList	0..1	No	ArrayOfOwners	
AssetType	1..1	Yes	IN01, IN02, IN04, IN05, IN06, IN07, IN09, IN11	See section 5.2.
AssetValue	1..1	Yes	Decimal (999999999999.99)	
PolicyOrReferenceNumber	0..1	No	String [50]	
AnnuityChequeNoDeposit	1..1	Yes	Boolean TRUE/FALSE	
ChequeNoDeposit	0..1	No	String [25]	
ChequeNoDepositDate	0..1	No	Date YYYY-MM-DD	
BeneficiariesList	0..1	No	ArrayOfBeneficiaries	
MaturityDate	0..1	No	Date YYYY-MM-DD	

## 2.2.5 Information about “OtherAssets” assets

The following fields must be present for “OtherAssets” unclaimed assets.

### OtherAssets (other assets)

Element	Cardinality	Required	Type	Description
OtherInformation	0..1	No	String [250]	
OwnersList	0..1	No	ArrayOfOwners	
AssetType	1..1	Yes	AC01, AC02, AC05, AC07, CK02, CK05, CK15, CK17, CT01, CT02, CT03, MS01, MS11, MS15, MS99, RE01, SC01, SC02, SC13, SC23, SC24, UT02, SD02	Multiple codes (see section 5.2)
AssetValue	1..1	Yes	Decimal (999999999999.99)	
AccountOrFolioNumber	0..1	No	String [25]	
ChequeNoDepositDate	0..1	No	Date YYYY-MM-DD	
ChequeNumber	0..1	No	String [25]	





## 2.2.6 Information on the asset owner

The following fields must be present to give information about the asset owner.

### Owner

Element	Cardinality	Required	Type	Description
Last Name	0..1	No	String [65]	Property owner's last name
First Name	0..1	No	String [30]	Property owner's first name
Email	0..1	No	String [320]	Property owner's most recent email address
Sex	0..1	No	M, F	Property owner's sex
BirthDate	0..1	No	Date YYYY-MM-DD	Property owner's date of birth
DeathDate	0..1	No	Date YYYY-MM-DD	Property owner's date of death
SIN	0..1	No	[0-9]{9}	Property owner's social insurance number
NEQ	0..1	No	[0-9]{10}	Property owner's Québec enterprise number (NEQ)
Language	0..1	No	F, A	Property owner's language
Address	0..1	No	Address	Property owner's last known address

## 2.2.7 Information on the asset beneficiary

The following fields must be present to give information on the beneficiary of a “**LiqRetirePlan**”, “**RegRetirePlan**” or “**LifeInsurance**” unclaimed asset.

### Beneficiary

Element	Cardinality	Required	Type	Description
Last Name	0..1	No	String [65]	Last name of the property beneficiary
First Name	0..1	No	String [30]	First name of the property beneficiary
OwnerRelation	1..1	Yes	Spouse, Child, Other	Property beneficiary's relation to the property owner
OwnerRelationDetail	0..1	No	String [250]	



## 2.2.8 Information on the asset owner's last known address

### 2.2.8.1 Canadian address

Element	Cardinality	Required	Type	Description
StreetNumber	0..1	No	String [11]	Street number
StreetName	0..1	No	String [30]	Street
Direction	0..1	No	N, S, E, W, NE, NW, SE, SW	Direction
ApartmentSuiteNumber	0..1	No	String [11]	
City	0..1	No	String [60]	
Province	0..1	No	See section 5.4.	
PostalCode	0..1	No	[A-Z][0-9][A-Z][0-9][A-Z][0-9]	

### 2.2.8.2 U.S. address

Element	Cardinality	Required	Type	Description
StreetNumber	0..1	No	String [11]	
StreetName	0..1	No	String [30]	
PostalCode	0..1	No	String [5]	
ApartmentSuiteNumber	0..1	No	String [11]	
City	0..1	No	String [60]	
State	0..1	No	See section 5.5.	U.S. states
ZIPCode	0..1	No	^d{5}{?[-s]d{4}}?\$	

### 2.2.8.3 Addresses in other countries

Element	Cardinality	Required	Type	Description
Line1	0..1	No	String [40]	
Line2	0..1	No	String [40]	
City	0..1	No	String [60]	
PostalCode	0..1	No	[A-Z][0-9][A-Z][0-9][A-Z][0-9]	
Country	0..1	No	See section 5.6.	



## 3 PROCESSING XML FILES

A defined XML schema is used to define the data fields for an unclaimed asset in an XML file. Once the XML file has been created, it must be validated using an XSD file. The process ensures that the XML file is properly formatted and is valid. To validate an XML file, use the XSD file named “TransmissionRemise.xml”, which is available on our website ([revenuquebec.ca](http://revenuquebec.ca)). Once the file is validated, you can send it to us. For information on sending XML files, see guide BD-81.5.G-V on our website.

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### 3.1 Sending information

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Information must be sent in a file with the extension .XML. The filename can be up to 50 characters (including the period and extension).

The XML file can be up to 150 MB. Anything larger will be rejected. If you need to send more than 150 MB of information, break it down into multiple files not exceeding 150 MB and send the general information about the submission with each file.

Since we do not keep the filename you assigned, we recommend that you use a name that you can easily identify in your database, in case you need to make changes and resend it. It is a good idea to include “BNR”, the year the submission is made and your name (holder) in the filename (e.g. BNR2022HolderName.xml).



## 4 EXAMPLE OF AN XML FILE

Below is an example of an XML file that contains all the types of assets presented in section 2.2.

Simply ignore any type of asset not found in your XML file.

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# 5 APPENDIX

## 5.1 Holders

Code	Holder
1	Bank
2	Desjardins
3	Other financial services cooperative
4	Life insurance company
5	Municipality
6	Notary
7	Lawyer
8	Adviser with unrestricted practice
9	Order-execution-only dealer
10	Full-service broker
11	Detention centre
12	Government department or public body
13	Mutual fund firm
14	Pension plan
15	Parity committee

Code	Holder
16	Prearranged funeral
17	Mutual fund organization
18	Travel agency
19	Hospital centre
20	Chartered accountant firm
21	Real estate agent or broker
22	Savings company
23	Other legal person
24	Bailiff
25	Natural person
26	Trust company
27	Labour-sponsored fund
28	Scholarship plan dealer
29	Investment contract provider



## 5.2 Property codes

Property	Code	Description
Registered pension plan	RP01	Registered pension plan worth \$1,000 or more (living member)
Liquidated registered pension plan	RP02	Liquidated registered pension plan worth less than \$1,000 (or deceased member)
Investment account	SC60	Investment accounts
Life insurance	IN01	Proceeds from individual insurance or a claim payment
	IN02	Registered pension plan
	IN04	Matured insurance policy (proceeds)
	IN05	Insurance premium reimbursement
	IN06	Annuity payment
	IN07	Other amount due under a life insurance policy
	IN09	Proceeds of demutualization
	IN11	Unregistered investment plan
Other property	AC01	Chequing account
	AC02	Savings account
	AC05	Amount deposited as surety
	CK02	Certified cheque
	CK05	Draft or money order
	CK15	Outstanding official cheque (dividend)
	CK17	Outstanding official cheque
	CT01	Funds held in trust
	CT02	Amount from a class-action suit
	CT03	Funds for an untraceable heir
	MS01	Salary or wages
	MS11	Reimbursement from a parity committee
	MS15	Dissolution, winding-up or liquidation
	MS99	All other property
	RE01	Registered education savings plan (RESP)
	SC01	Dividends
	SC02	Interest coupons
	SC13	Funds from a liquidation, redemption of shares/bonds
	SC23	Municipal, health and education bonds
	SC24	Interest income
	SD02	Other retention value
	UT02	Shares in a credit union



### 5.3 Currency codes

Currency	Code
Australian dollar	AUD
Austrian schilling	ATS
Barbados dollar	BBD
Belgian franc	BEF
British pound	GBP
Canadian dollar	CAD
Danish krone	DKK
Dutch guilder	NLG
Euro	EUR

Currency	Code
Finnish mark	FIM
French franc	FRF
German mark	DEM
Hong Kong dollar	HKD
Indian rupee	INR
Irish pound	IEP
Italian lira	ITL
Japanese yen	JPY
Mexican peso	MXN

Currency	Code
New Zealand dollar	NZD
Norwegian krone	NOK
Pakistani rupee	PKR
Portuguese escudo	PTE
Singapore dollar	SGD
Swiss franc	CHF
U.S. dollar	USD

### 5.4 Canadian province and territory codes

Province or territory of Canada	Code
Alberta	AB
British Columbia	BC
Manitoba	MB
New Brunswick	NB
Newfoundland and Labrador	NL
Northwest Territories	NT
Nova Scotia	NS
Nunavut	NU

Province or territory of Canada	Code
Ontario	ON
Prince Edward Island	PE
Québec	QC
Saskatchewan	SK
Yukon	YT



## 5.5 U.S. state codes

U.S. state	Code
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY

U.S. state	Code
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND

U.S. state	Code
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
West Virginia	WV
Washington	WA
Wisconsin	WI
Wyoming	WY

## 5.6 Country and territory codes

Country or territory	Code
Afghanistan	AFG
Aland Islands	ALA
Albania	ALB
Algeria	DZA
American Samoa	ASM
Andorra	AND
Angola	AGO
Anguilla	AIA
Antarctica	ATA
Antigua and Barbuda	ATG
Argentina	ARG
Armenia	ARM
Aruba	ABW
Australia	AUS
Austria	AUT

Country or territory	Code
Azerbaijan	AZE
Azores	AZO
Bahamas, The	BHS
Bahrain	BHR
Bangladesh	BGD
Barbados	BRB
Belarus	BLR
Belgium	BEL
Belize	BLZ
Benin	BEN
Bermuda	BMU
Bhutan	BTN
Bolivia	BOL
Bosnia and Herzegovina	BIH
Botswana	BWA

Country or territory	Code
Bouvet Island	BVT
Brazil	BRA
British Indian Ocean Territory	IOT
British Virgin Islands	VGB
Brunei	BRN
Bulgaria	BGR
Burkina Faso	BFA
Burundi	BDI
Cabo Verde	CPV
Cambodia	KHM
Cameroon	CMR
Canada	CAN
Canary Islands	CNP
Cayman Islands	CYM



Country or territory	Code
Central African Republic	CAF
Chad	TCD
Chile	CHL
China	CHN
Christmas Island (Australia)	CXR
Cocos (Keeling) Islands	CCK
Colombia	COL
Comoros	COM
Congo	COG
Cook Islands	COK
Costa Rica	CRI
Cote d'Ivoire	CIV
Croatia	HRV
Cuba	CUB
Curacao	CUW
Cyprus	CYP
Czech Republic	CZE
Democratic People's Republic of Korea	PRK
Democratic Republic of the Congo	COD
Denmark	DNK
Djibouti	DJI
Dominica	DMA
Dominican Republic	DOM
Ecuador	ECU
Egypt	EGY
El Salvador	SLV
Equatorial Guinea	GNQ
Eritrea	ERI
Estonia	EST
Ethiopia	ETH
Falkland Islands (Islas Malvinas)	FLK
Faroe Islands	FRO
Fiji	FJI
Finland	FIN
France	FRA
French Guiana	GUF

Country or territory	Code
French Polynesia	PYF
French Southern Territories	ATF
Gabon	GAB
Gambia	GMB
Georgia	GEO
Germany	DEU
Ghana	GHA
Gibraltar	GIB
Great Britain (including Northern Ireland)	GBR
Greece	GRC
Greenland	GRL
Grenada	GRD
Guadeloupe	GLP
Guam	GUM
Guatemala	GTM
Guernsey	GGY
Guinea	GIN
Guinea-Bissau	GNB
Guyana	GUY
Haiti	HTI
Heard Island and McDonald Islands	HMD
Honduras	HND
Hong Kong	HKG
Hungary	HUN
Iceland	ISL
India	IND
Indonesia	IDN
Iran	IRN
Iraq	IRQ
Ireland	IRL
Isle of Man	IMN
Israel	ISR
Italy	ITA
Jamaica	JAM
Japan	JPN
Jersey	JEY
Jordan	JOR

Country or territory	Code
Kazakhstan	KAZ
Kenya	KEN
Kiribati	KIR
Kuwait	KWT
Kyrgyzstan	KGZ
Laos	LAO
Latvia	LVA
Lebanon	LBN
Lesotho	LSO
Liberia	LBR
Libya	LYB
Liechtenstein	LIE
Lithuania	LTU
Luxembourg	LUX
Macau	MAC
Macedonia	MKD
Madagascar	MDG
Malawi	MWI
Malaysia	MYS
Maldives	MDV
Mali	MLI
Malta	MLT
Marshall Islands	MHL
Martinique	MTQ
Mauritania	MRT
Mauritius	MUS
Mayotte	MYT
Mexico	MEX
Micronesia (Federated States of)	FSM
Moldova	MDA
Monaco	MCO
Mongolia	MNG
Montenegro	MNE
Montserrat	MSR
Morocco	MAR
Mozambique	MOZ
Myanmar	MMR
Namibia	NAM



Country or territory	Code
Nauru	NRU
Nepal	NPL
Netherlands	NLD
New Caledonia	NCL
New Zealand	NZL
Nicaragua	NIC
Niger	NER
Nigeria	NGA
Niue	NIU
Norfolk Island	NFK
Northern Mariana Islands	MNP
Norway	NOR
Oman	OMN
Pakistan	PAK
Palau	PLW
Panama	PAN
Papua New Guinea	PNG
Paraguay	PRY
Peru	PER
Philippines	PHL
Pitcairn	PCN
Poland	POL
Portugal	PRT
Puerto Rico	PRI
Qatar	QAT
Republic of Korea	KOR
Reunion	REU
Romania	ROM
Russian Federation	RUS
Rwanda	RWA
Saint Barthélemy	BLM
Saint Helena	SHN
Saint Kitts and Nevis	KNA
Saint Lucia	LCA
Saint Martin (French part)	MAF

Country or territory	Code
Saint Pierre and Miquelon	SPM
Saint Vincent and the Grenadines	VCT
Samoa	WSM
San Marino	SMR
Sao Tome and Principe	STP
Saudi Arabia	SAU
Senegal	SEN
Serbia	SRB
Seychelles	SYC
Sierra Leone	SLE
Singapore	SGP
Sint Maarten (Dutch part)	SXM
Slovakia	SVK
Slovenia	SVN
Solomon Islands	SLB
Somalia	SOM
South Africa	ZAF
South Georgia and the South Sandwich Islands	SGS
South Sudan	SSD
Spain	ESP
Sri Lanka	LKA
State of Palestine	PSE
Sudan	SDN
Suriname	SUR
Svalbard and Jan Mayen	SJM
Swaziland	SWZ
Sweden	SWE
Switzerland	CHE
Syria	SYR
Tajikistan	TJK
Taiwan	TWN
Tanzania	TZA
Thailand	THA
Timor-Leste	TLS
Togo	TGO

Country or territory	Code
Tokelau	TKL
Tonga	TON
Trinidad and Tobago	TTO
Tunisia	TUN
Turkey	TUR
Turkmenistan	TKM
Turks and Caicos Islands	TCA
Tuvalu	TUV
Uganda	UGA
Ukraine	UKR
United Arab Emirates	ARE
United States	USA
United States Minor Outlying Islands	UMI
United States Virgin Islands	VIR
Uruguay	URY
Uzbekistan	UZB
Vanuatu	VUT
Vatican City (Holy See)	VAT
Venezuela	VEN
Vietnam	VNM
Wallis and Futuna	WLF
Western Sahara	ESH
Yemen	YEM
Zambia	ZMB
Zimbabwe	ZWE

