



**COMMISSIONER OF FINANCIAL INSTITUTIONS**  
**GOVERNMENT OF PUERTO RICO**

JOSEPH P. O'NEILL  
COMMISSIONER

**CIRCULAR LETTER NUMBER CIF CC-99-2**

**TO :** FINANCIAL INSTITUTIONS REGULATED BY THE OFFICE OF  
THE COMMISSIONER OF FINANCIAL INSTITUTIONS

**DATE :** OCTOBER 27, 1999

**SUBJECT :** UNCLAIMED FUNDS

**SECTION I: AUTHORITY**

This Circular Letter is issued pursuant to the dispositions of Act October 11, 1985, No. 4, as amended, known as the "Act of the Commissioner of Financial Institutions" (Act No. 4), Act of May 12, 1933, No. 55, as amended, known as the "Banking Law", and Act of July 28, 1989, No. 36, as amended, known as the "Abandoned or Unclaimed Money and Other Liquid Assets Act" (Act No. 36).

**SECTION II: PURPOSE**

Establish the parameters to be followed and require electronic filing of the reports on unclaimed funds that financial institutions or holders are required to file on an annual basis with the Office of the Commissioner of Financial Institutions.

**SECTION III: LEGAL BASIS**

Section 37(a) of the Banking Law and Articles 5 and 6 of Act No. 36, require every bank or foreign bank, and financial institutions or holders to file on an annual basis with the Office of the Commissioner of Financial Institutions certain reports which list abandoned or unclaimed funds by the depositor or by the person with the right to these funds during the previous five (5) years.



**CIRCULAR LETTER NUMBER CIF CC-99-2**

October 27, 1999

Page 2

**SECTION IV: PUBLIC POLICY**

According to the powers and faculties granted to the Office of the Commissioner of Financial Institutions, it is hereby required that financial institutions or holders covered by the Banking Law or Act 36 that every report of abandoned or unclaimed funds be filed in paper following the traditional format, and in **electronic format** as described in the Attachment to this Circular Letter titled "Instructions for Preparing the Electronic File of the Report for Unclaimed Funds".

**EFFECTIVE DATE**

The norm established in this Circular Letter will begin to apply immediately.



COMMISSIONER OF FINANCIAL INSTITUTIONS  
GOVERNMENT OF PUERTO RICO

**ATTACHMENT-CIRCULAR LETTER NUMBER CIF CC-99-2**

**INSTRUCTIONS FOR PREPARING THE ELECTRONIC FILE OF THE  
REPORT FOR UNCLAIMED FUNDS**

**Unclaimed Accounts Record Layout:**

File Type: ASCII (text)  
Separator: "," (limits established with commas)  
Name: "Institution Code".cif \*

**\*The financial institutions that wish to know their code may call our Office's Inactive Accounts Area. Only one (1) file per financial institution will be accepted.**

**Header Record:**

Financial Institution Code 05  
Filing Date 08 (yyyymmdd)  
Total Number of Accounts 04 (9999)  
Total Unclaimed Amount 12 (999999999.99)

**Total Record Length 29**

**Detail Records:**

Branch 100  
Account Number 15  
Account Type 5 \*\*  
Indicator of Government Account 01 **G** if it is Government or  
And/or Judicial Court Judicial Court, if not leave blank  
Unclaimed Amount 10 (9999999.99)  
Date of Last Transaction 08 (yyyymmdd)  
Name 1st. Owner 100  
Initial 1st. Owner 01  
Paternal Last Name 1st. Owner 60  
Maternal Last Name 1st. Owner 60  
SSN 1st. Owner 09 (999999999)  
Address 1 (1st. Owner) 60 (First Line of the Address)



ATTACHMENT-CIRCULAR LETTER NUMBER CIF CC-99-2

October 27, 1999

Page 2

Address 2 (1st. Owner)	60 (Second Line of the Address)
Address 3 (1st. Owner)	60 (City)
Address 4 (1st. Owner)	60 (State)
Address 5 (1st. Owner)	60 (Country)
Address 6 (1st. Owner)	10 (Zip Code 999999999)
Name 2nd. Owner	100
Initial 2nd. Owner	01
Paternal Last Name 2nd. Owner	60
Maternal Last Name 2nd. Owner	60
SSN 2nd. Owner	09 (999999999)
Address 1 (2 nd. Owner)	60 (First Line of the Address)
Address 2 (2 nd. Owner)	60 (Second Line of the Address)
Address 3 (2 nd. Owner)	60 (City)
Address 4 (2 nd. Owner)	60 (State)
Address 5 (2 nd. Owner)	60 (Country)
Address 6 (2 nd. Owner )	10 (Zip Code 999999999)

**Total Length of Record**                      **1219**

**\*\*Account Types:**

SAV	Savings
DDA	Demand
CKS	Checks
MO	Money Orders
TC	Traveler Checks
OTROS	Other

The length of the records represents the maximum length which will be considered as data entry in the Inactive Accounts Electronic System. In case the value is smaller than the maximum, its limits should be established through the use of a comma and not through filling the record with zeros (0) or spaces ( ).

For example:

**CORRECT**

Account number  
1233456678,

**INCORRECT**

Account Number  
123456780000000,



ATTACHMENT-CIRCULAR LETTER NUMBER CIF CC-99-2

October 27, 1999

Page 2

Unclaimed Account  
1000.00,

Unclaimed Account  
0001000.00

Paternal Last Name 1st. Owner  
González,

Paternal Last Name 1st. Owner  
González ,

If you have any questions, please call the Inactive Accounts Area at 723-3131,  
ext. 2330 or 2361.

All institutions may permit this file using diskette(s) 1.44 MB (IBM Compatible) to:

Commissioner of Financial Institutions  
Fernández Juncos Station  
P.O. Box 11855  
San Juan, Puerto Rico 00910-3855

Or by e-mail at [seci@cif.gov.pr](mailto:seci@cif.gov.pr)