



STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
UNCLAIMED PROPERTY ADMINISTRATION (UPA)
REPORTING AND DELIVERY OF SECURITIES PROPERTY

The State of New Jersey, Unclaimed Property Administration requires that all DTC eligible securities are transferred via ACATS to our custodian.

All securities must be transferred prior to the November 1st reporting deadline.

Prior Notice

Five days prior to delivery of securities, you must e-mail your intent to deliver to New Jersey's custodian via an Excel Document containing the issue name, CUSIP, ticker symbol, number of shares, and the delivering party's DTC participant number and/or delivering party's information.

Please email the Excel list to NewJerseyCustody@kelmarassoc.com and unclaimedreports@treas.nj.gov

Registration and Delivery of Stock

When possible, stock, *including foreign stock*, should be delivered via Automated Customer Account Transfer Services (ACATS) to:

Wells Fargo Clearing Services, LLC
ACATS Participant # 0141
Reference: State of New Jersey, Unclaimed Property Administration
Account # 7966-9434

If stock cannot be delivered via ACATS, alternate electronic methods such as DTC Free Delivery, DRS or DWAC may be used. If stock cannot be delivered electronically, stock may be registered in Book Entry Shares/Direct Registration Shares (DRS).

If stock cannot be delivered via ACATS, DTC, DWAC, or DRS, please contact NewJerseyCustody@kelmarassoc.com and for alternate delivery methods, including foreign delivery instructions.

Physical Certificates should only be sent for stocks which cannot be sent via ACATS, DTC Free Delivery, DWAC or DRS, and must be registered as stated below:

State of New Jersey, Unclaimed Property Administration
Acct # 7966-9434
FEIN # 22-3049292
PO Box 214
Trenton, New Jersey 08625-0214

Physical certificates must be sent via certified mail. The certificates must be mailed to:

NJ Department of the Treasury Unclaimed Property Administration
ATTN: Chantel Wilson
PO Box 214
Trenton, New Jersey 08625-0214

OR, if using a courier service:

NJ Department of the Treasury Unclaimed Property Administration
ATTN: Chantel Wilson
50 West State Street 6th Floor
Trenton, New Jersey 08608

If a reported security is non-transferable because the stock is in the owner's name, it must be reported as property type code SC30 and the physical certificate included with the report. For Certificates not in the name of "New Jersey", they must be negotiable with all required documents for re-registration into the name of "New Jersey" including signed stock power, letter of authorization allowing re-registration to New Jersey, and corporate resolution or the certificates will be returned.

Mutual funds

All mutual funds must be liquidated, and the cash proceeds reported by the individual owner.

If you have any questions regarding the liquidation of mutual funds, please contact NewJerseyCustody@kelmarassoc.com and unclaimedreports@treas.nj.gov

Closed-End Funds

Closed-end mutual funds must be transferred using the above instructions for Registration and Delivery of Stock.

Dividend Reinvestment Plans (DRP)

Dividend Reinvestment Plan (DRP) accounts should be closed prior to reporting to UPD. Fractional shares must be liquidated, and the proceeds should be included with your annual report and remittance. Liquidate fractional shares at the property level; do not total fractions for all owners prior to sale. When reporting proceeds from fractional shares, the cash value should be reported as cash for fractional shares for each individual owner using NAUPA code SC09. Whole shares should be remitted via ACATS to our custodian following the Registration and Delivery of Stock instructions above.

Non-Transferable Securities

Do not remit worthless and non-freely transferable securities. At such time that the securities gain value and become transferable, they should be reported and delivered during the next reporting cycle.

Worthless Shares Definition – Cost to deliver or receive the security exceeds the value, shares if they are valued less than \$0.01/share or are deemed non-transferable (i.e., chilled, frozen, restricted, etc).

Account Maintenance

Once accounts have been registered in the state's name, "State of New Jersey, Unclaimed Property Administration", send statements for each account to the states' office. Shares should not be liquidated, and cash/capital gains distributions should not be reinvested.

Contact Information

Send all questions pertaining to securities registration and instructions to NewJerseyCustody@kelmarassoc.com and unclaimedreports@treas.nj.gov.