

“Unclaimed Property”

Getting Started

Welcome
Course Instructions

Overview

Why Issuers Should Care
History of Unclaimed Property
Unclaimed Property Attributes
Uniform Laws
The Evolution of Escheat Priority Rules

Determining Escheat Eligibility

Overview
Cash Dividends and Tenders
Underlying Shares -- Dividend Paying Issuers
Underlying Shares -- Non-Dividend Paying Issuers
Dividend Reinvestment Plan (“DRP”) Shares
Unexchanged Shares
Interest Checks
Underlying Debt Instruments
Original Issue Discount Bonds and Bearer Bonds

Dormancy

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Calculating the Dormancy Period

Statutory Due Diligence

Attempts to Contact
Method of Notification
Dollar Limits
Notification Content
Notification Timing and Delivery
Mode of Delivery
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Due Diligence and SEC Lost Securityholder Regulations

Reporting and Remitting Property

Overview
Report Filing Deadlines
Types of and Formats for Reports
Reporting Aggregate Limits and “Negative” or “Zero” Reporting
Cash Remittances
Securities Remittances
Delivery of Reports and Remittances
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Record Retention



Interest Assessments and Penalties

Uniform Acts
State Laws

Recovering Property From the State

Overview

SEC Rules and Regulations

Rule 17Ad-17
Definition of Lost Securityholders
Lost Securityholder Search Rules in Conjunction with State Unclaimed Property Laws

State Audits

Introduction
Preparing for an Audit
Standard Audit Scope -- Securities Records
Working with the State
Audit Tips

Resources

Securities Transfer Association (“STA”)
Unclaimed Property Committee
National Association of Unclaimed Property Administrators (“NAUPA”)
Unclaimed Property Professionals Organization (“UPPO”)

Glossary

Course Evaluation

Post Test

Certification

Eligible for 3.5 credits for the CSOP designation from ABA Institute of Certified Bankers.