

**MEMO# 25449**

August 31, 2011

## **Oklahoma Issues Notice Regarding Submitting Mutual Fund Shares to the State's Office of Unclaimed Property**

[25449]

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TO: OPERATIONS MEMBERS No. 20-11  
TRANSFER AGENT ADVISORY COMMITTEE No. 72-11 RE: OKLAHOMA ISSUES NOTICE REGARDING SUBMITTING MUTUAL FUND SHARES TO THE STATE'S OFFICE OF UNCLAIMED PROPERTY

The Unclaimed Property Office in the Oklahoma State Treasurer's Office has asked the Institute to provide our members a copy of the attached notice regarding the submission of unclaimed property to Oklahoma. While the notice covers all unclaimed securities, with respect to mutual funds, it notes that all mutual fund shares must be delivered to the State Treasurer's custodian, which is the Bank of Oklahoma. Prior to delivering the shares, the holder of the property must first deliver a list of all such shares to the custodian by fax or email (as directed in the notice) along with the following information:

- The delivering broker's contact information, including phone number;
- The delivery date;
- The issue name;
- The issue CUSIP;
- The issue ticker; and
- The share quantity per issue.

After receiving this information, the Bank of Oklahoma will contact the reporting entity with delivery instructions. Questions regarding Oklahoma's procedures may be directed to Robb Knight, Assistant Director of Unclaimed Property, in the Oklahoma State Treasurer's Office at 405-522-6759 or [Robert.Knight@treasurer.ok.gov](mailto:Robert.Knight@treasurer.ok.gov).

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Senior Associate Counsel

[Attachment](#)

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