

Reporting and Delivery of Securities Property

When reporting securities, please remember that your report is not complete until you provide evidence of the property being transferred into the ownership of the state. The required documentation depends upon the type of security and how it will be delivered to our custodian on behalf of the Oregon Department of State Lands

Two days prior to delivery, holders MUST email a list of intent to deliver to upch.custody@avenuinsights.com. This list should be in Excel and include CUSIP#, Security Name, Share Amount, and Broker's DTC #.

All DTC eligible shares MUST be deposited through DTC, DRS or DWAC (if not a DTC participant) as follows:

Oregon Department of State Lands
FEIN# 93-6001772
DTC Participant # 901
Agent Bank # 26500
Account # 822484

Register Book Entry Shares/ Direct Registration Shares (DRS) as follows only if unable to deliver via DTC, DRS or DWAC:

Primary Address where statements/checks should be mailed:

Oregon Department of State Lands
FEIN# 93-6001772
c/o Avenu Insights & Analytics
100 Hancock Street, 10th Floor
Quincy, MA 02171

A confirmation statement showing the Oregon Department of State Lands as the owner of the shares must accompany your Report of Unclaimed Property for your report to be considered complete.

Dividend Reinvestment Plans (DRP):

Close DRP accounts and forward whole shares via DTC (See DTC instructions above).

Fractional shares should be sold at the owner level and money applied to each individual owner. Do not total fractions for all owners and sell.

Please include the original check with your Report of Unclaimed Property.

Register and deliver Physical Certificates ONLY for stocks which cannot be delivered via DTC, DWAC or DRS.

Certificates must be registered as shown below, **deliver the original certificate to the Oregon Department of State Lands with your report.** Please be advised that certificates registered incorrectly will be returned to you for re-registration and your report will be considered incomplete. **Only one certificate must be delivered for each security position reported. An Excel list of the certificates including security name, cusip number, share amount and certificate number should be e-mailed to upch.custody@avenuinsights.com, 48 hours prior to delivery.**

Oregon Department of State Lands
FEIN#93-6001772
775 Summer St Ne, Ste 100
Salem, OR 97301

Open End Mutual Fund accounts held for the **Oregon Department of State Lands** should be registered in the name of **MAC & Co.**

Avenu Insights & Analytics will provide account numbers for all mutual funds that will be transferred to the state's account. Please contact the Custody Department at 617-722-9674 or e-mail your request to upch.custody@avenuinsights.com in order to obtain account numbers 72 hours prior to attempting delivery.

DISTRIBUTION OPTION

INCOME DIVIDENDS & CAPTIAL GAINS SHOULD BE PAID IN CASH.

Closed End Mutual Fund

Accounts held for the **Oregon Department of State Lands** should be closed out. Deliver full shares via DTC and remit cash-in-lieu for fractional shares for each owner with the report. Please include the original check with your Report of Unclaimed Property.

Notify custodian 2 business days prior to transfer the property at upch.custody@avenuinsights.com

Foreign Securities

Please contact Ted Tran at 617-722-9674 or e-mail your request to upch.custody@avenuinsights.com to obtain and exchange delivery instructions

Federal Reserve Securities:

Please deliver as follows:

Federal Reserve Bank of Boston

ABA# 0210-0001-8

Bank of NYC/Cust (822484)