



**Office of the Lieutenant Governor
Division of Banking, Insurance and
Financial Regulation**

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<https://ltg.gov.vi>

BULLETIN 2024-04

TO: Holders of Unclaimed Property Accounts

FROM: Tregenza A. Roach, Esq. Lieutenant Governor and Administrator of Unclaimed Property

RE: **United States Virgin Islands (USVI) Unclaimed Property Securities Registration & Deposit Reporting Instructions**

This Bulletin serves to supplement Bulletin No. 2024-02, *Virgin Islands 'Implementation of Online Unclaimed Property Database* signed by the Lieutenant Governor and Administrator of Unclaimed Property, Tregenza A. Roach, Esq. on April 5, 2024. The Administrator is pleased to announce to Holders filing Securities the following Securities Registration & Deposit Instructions are below:

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 US Virgin Islands Office of the Lieutenant Governor. The required evidence depends on the type of security and how it will be delivered to the US Virgin Islands. Two days prior to delivery, you **MUST** e-mail an intent to deliver to our custodian – see instructions below.

All Book Entry eligible shares MUST be delivered through DTC, DRS, or DWAC:

DTC # 0901

Reference: US Virgin Islands

Agent Bank # 26500

Acct # 796840

Two business days prior to actual delivery, we request an excel list of the securities, including CUSIP numbers, number of shares, issue names, and the delivering party's DTC participant number. Please email the list to: upch.custody@avenuinsights.com

Register and deliver Physical Certificates ONLY if unable to deliver through DTC, DRS, or DWAC:

Hare & Co / US Virgin Islands Acct # 796840

FEIN # 13-6062916

The Depository Trust Company

570 Washington Blvd – 5th Fl

Jersey City, NJ 07310

Attn. BNY Mellon / Branch Deposit Department / Account # 796840 – US Virgin Islands Unclaimed Property

Please note: Physical certificates will be returned if DTC, DWAC, or DRS eligible.

Before issuing certificates, we request an excel list of the securities, including CUSIP numbers, number of shares, issue names, and the delivering party's information for review. Please email the list to upch.custody@avenuinsights.com. All certificates must be approved by the custodian or else if received without approval will be returned to the presenter.

Open-End Mutual Funds

Mutual Fund Accounts held for the US Virgin Islands must be opened in advance. Avenu will provide account numbers for all mutual funds to be transferred into the USVI's account. Please contact Avenu at upch.custody@avenuinsights.com to obtain the account numbers 5-7 days prior to attempting delivery.

Please send interested party statements for Open-End Mutual Fund accounts to the following:

Avenu Insights & Analytics
C/O Custody Department
100 Hancock Street, 10th Floor
Quincy, MA 02171

A confirmation statement showing the 'US Virgin Islands Unclaimed Property' as the owner of the shares must accompany your Report of Unclaimed Property, in order for your report to be complete.

Dividend Reinvestments Plans (DRP) & Closed-End Funds

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

Fractional shares must be sold at the owner level and money applied to each individual owner.

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

For Foreign Securities

Please contact our securities custodian for instructions:

Avenu Insights & Analytics

Email: upch.custody@avenuinsights.com

For Federal Reserve Securities

Please deliver as follows:

Federal Reserve Bank of New York

ABA#0210-0001-8

Bk of NYC/CUST

Account # 796840 – US Virgin Islands

Book Entry & Brokerage Account Statements

Please mail all statements to the below address and include a copy of the statement with your report.

US Virgin Islands Unclaimed Property

c/o Avenu Insights & Analytics

Attn. Custody Department

100 Hancock St, 10th floor

North Quincy, MA 02171

The Unclaimed Property Program DOES NOT accept worthless shares. Do not REPORT or REMIT worthless securities. At such time securities gain value, they may be reported with your next annual filing. For securities and mutual funds that cannot be transferred using the above instructions but do have value, liquidate and remit the proceeds to the USVI. If the securities or mutual funds cannot be transferred or liquidated, please contact our office via email at Viunclaimedproperty@lgo.vi.gov for further instructions. Securities and mutual funds should not be registered on the books and records of your firm. Securities and mutual funds held on the books of your firm will not be considered to be delivered to the USVI. Failure to comply with these delivery instructions may result in interest and penalties pursuant to Viunclaimedproperty@lgo.vi.gov.

For further instructions on holders reporting, you can click on the following link: <https://ltg.gov.vi/departments/banking-insurance-and-financial-regulation/> and visit the Office of the Lieutenant Governor, Division of Banking, Insurance and Financial Regulation unclaimed property header or contact Ms. Sylvia Browne, Unclaimed Property Specialist at (340) 773-6449

on St. Croix or Mr. Isaac Banson, Banking and Insurance Specialist at (340) 774-7166 on St. Thomas.

Dated this 7th day of November, 2024 at St. Thomas, U.S. Virgin Islands.



A handwritten signature in blue ink, reading "Tregenza A. Roach". The signature is written in a cursive style with a long horizontal line extending from the top of the first letter.

Tregenza A. Roach, Esq.
Lieutenant Governor/Administrator of Unclaimed
Property