

**Delaware Unclaimed Property Voluntary Disclosure Program
Information Request**

A.	Company name, corporate headquarters and address
B.	Briefly describe the business activities of the Company and its subsidiaries/affiliates.
C.	Is the Company (or was it ever) publicly held? If the Company is not a public company, please provide the most recent financial statements, including CPA-prepared audits, reviews and/or compilations, or management-prepared internal financial statements. What is the Company's fiscal year-end, if not December 31?
D.	Company legal entity organization chart/list; including: <ul style="list-style-type: none"> • State and date of incorporation for each entity • Note whether each entity is expected to be included in the VDA • Revenue of each entity, if it can be ascertained
E.	Did the Company or any of its subsidiaries or affiliates file for bankruptcy protection between 1996 and 2007?
F.	Please list the types of unclaimed property that the Company has reported historically and to which states. If the Company has a past history of reporting unclaimed property, please also indicate: <ul style="list-style-type: none"> • Whether the Company reported on a regular annual cycle, whether the Company previously reported under a VDA program, or whether it previously reported under audit. • Summarize and describe such filing history by state and year. • Please provide any closing memoranda and/or results from any unclaimed property audits. • Please provide the most recent Delaware unclaimed property return.
G.	Please provide the Company's unclaimed property policies and procedures (if any). How long have such policies been in place?
H.	What types of property does the Company expect it will be analyzing and reporting in this VDA?
I.	Please discuss the availability of records, by entity, including years and property types that will enable the Company to identify, analyze and determine past due unclaimed property liabilities. Please also discuss if there have been any accounting system conversions during the reporting period.
J.	Please discuss the likelihood that "estimation" will be required for periods where complete and researchable records are not available.
K.	Please describe any acquisitions made during the look-back period and the nature of the acquisitions (stock v. asset acquisitions). Please include the target company's state of incorporation for stock acquisitions, and the accounting treatment of potential unclaimed property liabilities assumed by the Company for asset acquisitions.
L.	If the Company has already started its VDA analysis and advanced beyond a beginning phase, please describe the Company's review progress so that future milestones can be appropriately tailored.

M.	If the Company has not engaged an advocate (firms which assist companies with preparing unclaimed property filings) to assist with this VDA submission, please discuss management's prior unclaimed property reporting experience and the Company's available internal resources devoted to the VDA project. Is the Company still considering hiring an advocate?
N.	Company contact for the VDA project.
O.	Advocate accounting firm contact information, if applicable.
P.	Advocate law firm contact information, if applicable.
Q.	Please discuss the Company's anticipated timeline for completing its VDA submission. When does the Company expect to be ready to present a final submission?