



Controller Betty T. Yee

California State Controller's Office

Unclaimed Property Division

Notice to Investigators

Updates to Business Claim Filing Instructions

September 29, 2016

The Unclaimed Property Division (UPD) is pleased to announce updates to the Business Claim filing instructions. For your convenience, we have identified below the key changes that may impact claims filed by you. This summary is not all inclusive, and we encourage you to refer to the [filing instructions](#) on the State Controller's Office website for specific requirements.

To claim property on behalf of a corporation, please provide the following:

- Completed Claim Affirmation Form signed by an individual with signatory authority for the business, such as an officer, or an employee who has been delegated signatory authority by an officer.
- Proof that you are an officer or have been granted signatory authority by a corporate officer.
 1. If you are an officer, provide proof that you are an officer. Suggested documents:
 - Corporate Resolution;
 - The most recent Statement of Information filed with the Secretary of State;
 - Certificate of Dissolution; or
 - Other documents may be accepted if they prove that you are a corporate officer.
 2. If you are an employee of the corporation who has been granted signatory authority by a corporate officer, provide proof of your authority to sign.

Suggested documents:

 - Letter of authorization and proof that the individual granting authorization is a corporate officer;
 - Certification of Corporate Secretary (or other officer certificate) and proof that the individual granting authorization is a corporate officer;
 - Corporate Bylaws;
 - Corporate Resolution; or
 - Board Meeting minutes.

Unclaimed Property Division
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