



CITY OF PHILADELPHIA

Matthew Bowman

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Unpresented Bond Procedures

The City of Philadelphia (the "City") has taken on the task of redeeming bonds held by bondholders that a) have matured or been called, or b) are lost, stolen or destroyed (with certain exceptions).

This includes bonds issued by the following entities:

- City of Philadelphia General Obligations
- Philadelphia Gas Works
- Philadelphia Water Department
- Philadelphia International Airport
- Philadelphia Municipal Authority
- Philadelphia Authority for Industrial Development
- Philadelphia Redevelopment Authority

These procedures are to assist you in replacing or redeeming your bonds. Please read them carefully and contact the Executive Director as noted below to assist you in this process.

Matured and Called Bonds

If you are holding bonds that have already matured or been called prior to maturity, you should contact the Executive Director of the Sinking Fund Commission to discover if the funds are held by the City or by the trustee of the bond issued. You should send the bonds to the appropriate party via traceable mail or delivery service for redemption.

If you have further questions, please contact:

Mr. Matthew Bowman
Executive Director, Sinking Fund Commission
1401 John F. Kennedy Blvd
Municipal Services Building, Room 640
Philadelphia, PA 19102
Email: Matthew.Bowman@Phila.gov
Phone: 215-686-3811
Fax: 215-686-3815



If the trustee is holding the funds for your bonds, the Executive Director will tell you where to send the bonds to redeem them.

When sending bonds to the Executive Director or to the trustee, keep a copy of the bonds for yourself and send the originals via a traceable delivery method.

Lost, Stolen or Destroyed Bonds

If you lose your bonds, or they are stolen or destroyed and they are still outstanding, that is they have not yet matured or been called, you should contact the trustee and follow their procedures to have your bonds replaced.

If your bonds are no longer outstanding, that is they have matured or been called, and they are lost, stolen or destroyed you should complete the form below to have your bonds redeemed by the City of Philadelphia.:

At a minimum, you need to take the following steps to replace and redeem your bonds:

1. complete the attached Lost Bond Redemption Request Form and Affidavit of Loss, have them notarized, and provide them to the City;
2. supply any documentation you possess that would support your claim of ownership;
3. provide a form of identification, preferably issued by a state or federal entity; and,
4. purchase and provide to the City a Bond of Indemnity for the value of the bonds and interest from a reputable insurance or surety company rated A-VII or better by A. M. Best & Company. The Bond of Indemnity protects the city in the event that a customer finds and presents the original bond that has already been replaced and/or redeemed through the lost bond process. The bond must be an open penalty indemnity bond and must indemnify the City of Philadelphia.

Replacing a lost security and redeeming it is a long process and we request your patience. We appreciate that you had faith in the City of Philadelphia and chose to invest in it. Our goal is to make this replacement process as simple and quick as possible.



**City of Philadelphia
Lost Bond Redemption Request Form**

Instructions

1. This form is to be completed if a bond issued by one of the entities listed below has been lost, stolen or destroyed and has matured or been called prior to maturity. This includes bonds issued by the City of Philadelphia (General Obligation bonds); the Philadelphia Water Department; the Philadelphia Gas Works; the Philadelphia International Airport and the Philadelphia Municipal Authority.
2. Print a copy of this form
3. Complete all information
4. Fax the completed copy of this form along with any supporting documents and identification to 215-686-3815 or email them to Matthew.Bowman@phila.gov
5. Provide to the City a Bond of Indemnity as described above.

Applicant's Information

Name: _____

Address: _____

City, State, Zip _____

County: _____

Phone Number _____

Fax Number _____

Social Security Number
Or Tax ID Number _____

If Applicable:
State of Inc: _____

Officer Name: _____

Officer Title: _____

Email address: _____



Affidavit of Loss

Description of lost instrument: (Please provide any documentation you may have to support your claim of ownership)

CUSIP (if available): _____

If registered, in whose name: _____

Was the bond issued in bearer form? _____

Date bond was acquired: _____

Date bond was lost: _____

How was the bond lost, stolen or destroyed?

Has the lost bond been endorsed, transferred, hypothecated or pledged? _____



Has any assignment of Power of Attorney been executed that would enable any other person to transfer this bond? _____

Has a "stop loss" notice been given? _____

If Yes, when and to whom was notice given: _____

Is the bond negotiable? _____

I certify that all the answers given above are true and correct to the best of my knowledge.

Signed

Date

Print Name

STATE OF _____ COUNTY OF _____

On this _____ day of _____, 20____, before me, the subscriber, a Notary Public of the State of _____, personally appeared _____ and who proved to me on the basis of satisfactory evidence to be the person(s) whose name is subscribed to the within instrument and acknowledged that he/she executed the same in his/her capacity, and that by his/her signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under penalty of perjury under the laws of the State of _____ that the foregoing paragraph is true and correct.

Notary Public

My commission expires _____

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