

# Arkansas Insurance Department

Mike Beebe  
Governor



Jay Bradford  
Commissioner

## EXCHANGING A SECURITY

1. Fax, email, or mail a signed letter on company letter-head listing in full description the matured bond, the replacement bond, a contact name, direct number, fax, and email (if available). One letter per company request, do not combine several companies in one request letter.
2. Fax, email or mail the letter to the attention of Malisa Landers. See below for contact information.
3. Once the request is received and approved, an authorized approval will be submitted to the bank, normally the entire process will take place the same day the request is received, please contact the bank for delivery instructions the next business day after faxing or emailing in your request.
4. If a fax or email request is submitted, do not mail an original copy. A copy of the approval will be mailed to the company along with a fee schedule for the cost of processing the request in the amount of \$50. The company has 30 days from receipt to pay this fee.

Malisa Landers  
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