

**OFFICE OF THRIFT SUPERVISION**

**APPLICATION FOR PERMISSION TO ESTABLISH A BRANCH OFFICE,  
CHANGE THE LOCATION OF AN EXISTING OFFICE  
OR FOR REDESIGNATION OF A HOME OR BRANCH OFFICE**

**PAPERWORK REDUCTION ACT STATEMENT**

The Office of Thrift Supervision (OTS) will use this information to evaluate the applicant's proposal to establish or change the location of a branch office or to redesignate a home or branch office in light of the regulatory criteria.

Collection of the information is mandatory for Federal savings associations and Federal savings banks as defined in 12 C.F.R. § 516.5 of the OTS's regulations. See 12 C.F.R. §§ 545.92 or 545.95.

Public reporting burden of this collection of information is estimated to average 1.48 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If a valid OMB Control Number does not appear on this form, you are not required to complete this form. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the Office of Thrift Supervision, Examinations and Supervision, 1700 G Street, N.W., Washington, D.C. 20552; and the Office of Management and Budget, Paperwork Reduction Project (1550-0006), Washington, D.C. 20503.

**INSTRUCTIONS TO APPLICANT**

All Federal savings associations and Federal savings banks **MUST** submit either a Notice (OTS Form 1558) or an Application to Establish a Branch Office or for Change of Location of an Existing Office, or for Redesignation of a Home or Branch Office pursuant to 12 C.F.R. §§ 545.92(d)(2) or 545.95.

Applicants filing under standard treatment pursuant to 12 C.F.R. § 516.5 must provide complete responses to all items on page 2 of this form. The Regional Director may request applicants to provide additional information in connection with this application.

In addition to submission of the Application an applicant must submit copies of all public comment letters regarding its record of performance under the Community Reinvestment Act, received since the applicant's last examination. Applicants are required to submit copies of letters from both the institution's public and private CRA comment files. Since these files may contain information that is personal in nature and not available for public disclosure, CRA comment letters should be provided to the Regional Director under separate cover. **IF NO SUCH COMMUNICATIONS HAVE BEEN RECEIVED SINCE THE INSTITUTION'S LAST EXAMINATION, THIS SHOULD BE INDICATED IN A SEPARATE LETTER.**

**The Applicant must publish a public notice in accordance with the procedures set forth in 12 C.F.R. §§ 545.92(d)(1) or 545.95. A public notice of the application must be published no earlier than seven days before and no later than the date of filing the application.**

**OFFICE OF THRIFT SUPERVISION  
 APPLICATION FOR PERMISSION TO ESTABLISH A BRANCH OFFICE, CHANGE THE LOCATION  
 OF AN EXISTING OFFICE  
 OR FOR REDESIGNATION OF HOME OR BRANCH OFFICE**

APPLICANT ASSOCIATION (Name and Home Office Address)  _____ _____ _____ _____	DOCKET NUMBER:  _____  ANTICIPATED OPENING OR CHANGE OF LOCATION DATE:  _____
PRESENT OFFICE LOCATION ( <i>Street Address or Nearest Intersection, City, County, State, (If applying for Change of Location)</i> )  _____ _____ _____	PROPOSED OFFICE LOCATION ( <i>Street Address or Nearest Intersection, City, County and State</i> )  _____ _____ _____
Does relocation involve institution's home office? Yes <input type="checkbox"/> No <input type="checkbox"/>	

**If the answer is "Yes" to any of the following questions, please provide a written explanation on a supplemental sheet and provide supporting documentation.**

- YES     NO    Will the proposed relocation or new branch office be purchased or leased from an "affiliated person" as defined in 12 C.F.R. §§ 561.5 and 561.24? (If Yes, provide a summary of the terms of the purchase or lease and an analysis of the transaction under 12 C.F.R. §§ 563.41 and 563.42.)
- YES     NO    Will establishment of the proposed branch or change of office result in an investment, which exceeds the limitations in 12 C.F.R. § 560.37?
- YES     NO    Will the establishment of the proposed branch or change of office result in a change in the institution's CRA assessment area? (If Yes, provide the geographical areas, as defined in 12 C.F.R. § 563e.12, that will comprise the assessment area as an attachment to the application.)
- YES     NO    Has the institution received any public comment letters regarding its CRA performance since its last examination? (If Yes, attach copies to this application.)
- YES     NO    Does the establishment of the proposed branch or change of office location fail to meet any to the limitations or requirements set forth in 12 C.F.R. § 545.93? (If Yes, explain.)
- YES     NO    Has the institution published notice of the application as required under 12 C.F.R. §§ 545.92(d)(1) or 545.95?
- YES     NO    Will the proposal negatively affect the quality of the human environment by changes in air and/or water quality, noise levels, energy consumption, congestion of population, solid waste disposal, or environmental integrity of private land within the meaning of the National Environmental Policy Act, 42 U.S.C. 4321, et seq.? (If Yes, provide a discussion of the effects.)
- YES     NO    Will the proposal affect any district, site, building, structure, object, or archaeological site listed in, or eligible for listing in, the National Register of Historic Places, pursuant to the National Historic Preservation Act, 16 U.S.C. 470? (If Yes, provide a discussion of the effects. As appropriate, provide a copy of any documentation of consultation with the SHPO or THPO.)

IF THE PROPOSED OFFICE WILL BE LEASED, COMPLETE THE FOLLOWING:  Annual Lease                                \$ _____ Leasehold Improvements                \$ _____ Anticipated Additional Cost for Furniture, Fixtures, and Equipment    \$ _____	IF THE PROPOSED OFFICE WILL OCCUPY OFFICE SPACE OWNED BY THE INSTITUTION, COMPLETE THE FOLLOWING:  Building                                        \$ _____ Land    \$ _____ Capital Improvements                    \$ _____ Anticipated Additional Cost for Furniture, Fixtures, and Equipment    \$ _____
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**RESOLUTION AND CERTIFICATION OF BOARD OF DIRECTORS**

As the duly elected officials of the above institution, we certify that at a legally held meeting of the Board of Directors a resolution was adopted directing the officers of this institution to prepare and file an application to establish a branch office or change the location of an existing office.

The undersigned officials of the institution hereby attest to the adoption of the necessary resolution and certify to the correctness of all information supplied in support of this application.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date