

***OFFICE OF THRIFT SUPERVISION***

***NOTICE TO ESTABLISH A BRANCH OFFICE OR FOR CHANGE OF 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 approve a federally-chartered institution's proposal to establish a branch or change the location of an existing branch office and to determine if the federally-chartered institution qualifies for expedited processing treatment of its application. 12 C.F.R. § 545.92 requires federally-chartered institutions to file an application with OTS.

Collection of the information is mandatory.

Public report burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions 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 Office of Thrift Supervision, Examinations and Supervision, 1700 G Street, N.W., Washington, D.C. 20552; and to the Office of Management and Budget, Paperwork Reduction Project (1550-0006), Washington, D.C. 20503.

Docket Number: \_\_\_\_\_

**OFFICE OF THRIFT SUPERVISION**

**NOTICE TO ESTABLISH A BRANCH OFFICE OR FOR CHANGE OF LOCATION OF AN  
EXISTING OFFICE OR FOR REDESIGNATION OF A HOME OR BRANCH OFFICE**

TO: Office of Thrift Supervision

Date of Notice \_\_\_\_\_

We, the undersigned executive officer and secretary, pursuant to the resolution of a majority of the members of the board of directors of:

\_\_\_\_\_  
Savings Institution Name

\_\_\_\_\_  
Street Address of Savings Institution (include City, State, and Zip Code)

(hereinafter the Institution), hereby provide notice to the Office of Thrift Supervision (OTS) that the Institution intends, within 12 months of the date of this notice, to establish a branch office or change the location of an office, or to redesignate a home or branch office, pursuant to 12 C.F.R. §§ 545.92, 545.93, and 545.95:

\_\_\_\_\_  
New address of branch office (if unable to provide exact address, inform Regional Office of the address at opening date)

\_\_\_\_\_  
Present address of branch office, if a change of location is involved

We, the undersigned, do hereby certify:

1. That, to the best of our belief, the Institution qualifies for expedited treatment, pursuant to 12 C.F.R. § 516.5;
2. That the Institution will abide by all related rules, regulations, and guidance issued by OTS;
3. That we are aware that OTS may request additional information, or may impose conditions, or may determine that the establishment or change of locations or home office redesignation does not comply with the requirements of 12 C.F.R. §§ 545.92, 545.93, or 545.95;
4. That the Institution is aware of the publication of notice requirements, pursuant to 12 C.F.R. § 545.92(d)(1), and that the Institution has published notices in accordance with regulations;
5. That if a protest based on 12 C.F.R. Part 563e is filed, the branch office may not open until OTS provides notice of its approval;
6. That the Institution has attached any additional information required pursuant to 12 C.F.R. §§ 545.92, 545.93, and 545.95, and any public comment letters received;
7. That the proposal will not 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.; and
8. That the proposal will not affect any historical district, site, building, structure, object, or archaeological site listed in, or eligible for inclusion in, the National Register of Historic Places, pursuant to the National Historic Preservation Act, 16 U.S.C. 470f. (As appropriate, provide a copy of any documentation of consultation with the SHPO or THPO.)

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Executive Officer

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Secretary

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Date of Receipt by OTS