

# Conversion Notice

Date

Director for District Licensing  
Comptroller of the Currency  
Address  
City, State, ZIP Code

Re: Termination Involving a Conversion  
(*Bank Name, Charter Number*)

Dear Director:

The (*bank name*) has converted (*will convert*) to a (*state-chartered bank or federal savings association*) on (*insert date*) with the name of (*name of state-chartered bank or federal savings association*). (*Bank name*) has decided to convert (*reason for conversion*). As secretary of (*bank name*), located in (*city and state*), I certify that the provisions of all applicable laws and regulations have been satisfied, and the following have been completed:

- A majority of the entire board of directors voted on (*insert date*) to approve the plan to convert to a (*state-chartered bank or federal savings association*).
- Publication requirements for the shareholders' meeting were met.
- Shareholders of at least two-thirds of the outstanding voting stock, voted on (*insert date*) to approve the plan to convert to a (*state-chartered bank or federal savings association*).
- Dissenting shareholders were notified of their rights under 12 USC 214a and 12 CFR 5.24. [*or "There were no dissenting shareholders."*]
- The (*appropriate regulatory agency*) approved the conversion, which (*was, will be*) effective on (*insert date*). The new title is (*name*). The total assets of the bank at this time will be \$ (*in thousands*).
- (*Bank name*) is returning its charter certificate, branch authorization(s), and trust permit to the OCC and is either destroying or returning its reports of examination.

If you have questions, contact (*name, address, city, state, ZIP Code*) at (*telephone, facsimile, and e-mail*).

Sincerely,

—Signature—

President or Cashier

Enclosures: Charter certificate  
Branch authorization(s)  
Trust permit  
Reports of Examination