

# Notice: Par Value Change

Date

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

Re: Change in Par Value, Charter Number

Dear Director:

The (*bank name*) notifies you according to 12 CFR 5.46 that its capital structure has changed.

The changes were made in the outstanding (*common or preferred*) stock of this bank, as of (*date*), according to the provisions of its Articles of Association.

The change of the (*common or preferred*) stock of the bank from \$ (*amount*) to \$ (*amount*) was accomplished by (*increasing/decreasing*) the par value from \$ (*amount*) to \$ (*amount*) per share with an offsetting (*decrease/increase*) in capital surplus of \$ (*amount*). Upon (*certification or authorization*) of the Comptroller of the Currency of the change in capital stock, the change will be reflected on the bank's records.

The resulting capital structure will comply with all statutory minimum capital requirements, including 12 USC 371d (investment in bank premises) and 12 CFR 6 (prompt corrective action).

**(If necessary)** The bank prepared proxy materials under 12 CFR 11 and filed such proxy materials with the Securities and Corporate Practices Division.

I hereby certify that the bank's shareholders approved this change in capital structure according to law, regulations, and this bank's Articles of Association. A secretary's certificate of shareholder approval and a certified copy of the change in the Articles of Association are enclosed.

I hereby declare that the changes in the (name of bank)'s capital structure comply fully with all applicable laws and regulations.

\_\_\_\_\_  
President, Vice President, or Cashier

If you have questions, contact (*name, address, city, state, ZIP Code*) at (*telephone and FAX number*) or e-mail address (*insert address*)

Sincerely,

—Signature—

Name and Title

Enclosures: Amendment to the Articles of Association (*If applicable*)  
Secretary's Certificate