

# Instructions—Organization Certificate

## For Converting Institutions

- 1. The board of directors executes the Organization Certificate. The same people should execute the Organization Certificate and the Articles of Association.
- 2. The converting institution submit(s) a signed original of the Organization Certificate to the appropriate district office for processing by Licensing staff and retains one signed original or copy for the bank's records. The OCC will acknowledge receipt and maintain the Organization Certificate in the bank's corporate history file in Washington, D.C.

## Specific Requirements

- 3. The name of the association must include the word "National." If "National Association" is used in the name, it must be spelled out completely.
- 4. The location should specify the city, town, or village; county; and state. A street name should not be given. The location should be the same as that originally proposed and approved by the OCC.
- 5. The amount of authorized stock, the number of shares, and the par value of capital stock should be included and should be the same as that originally proposed and approved by the OCC.
- 6. The name, place of residence, and number of shares to be held by each director and shareholder should be included.
- 7. A majority of the board of directors, all of whom signed the Articles of Association, must sign the Organization Certificate. A minimum of five signatures is required.
- 8. The document must be properly notarized.