

APPENDIX C-1

INSTRUCTIONS FOR COMPLETING THE APPLICATION AND AGREEMENTS FOR REGULAR MEMBERSHIP IN THE NCUA CENTRAL LIQUIDITY FACILITY

PART A

Item No.	Instructions/Remarks
4	Enter Your credit union’s charter number if federally chartered or National Credit Union Share Insurance Fund (NCUSIF) certificate number if federally insured.. Leave blank if your credit union is neither federally chartered nor insured by the NCUSIF.
5,6	Enter the name and telephone number (including area code) of the individual to be contacted regarding Central Liquidity Facility (the Facility) matters. The individual named should be a person authorized to transact business with the Facility.
7	Enter the date this application is prepared. Use a six digit numeric designation: for example, August 10, 1998 would be entered as 08/10/98.
8	Check the appropriate block to indicate insurance status of your credit union. If member shares are insured by the NCUSIF, check block (a). If member shares are insured by a share insurance program other than NCUSIF, check block (b). If member shares in your credit union are uninsured, check block (c).
9	If block 8(b) is checked, enter the name of the share insurance program which insures your members’ shares.
10	Enter the name and address and ABA routing number of the financial institution used by the credit union as its depository and record the credit union’s account number at that depository.
11(a),(b)	On line (a) enter the date and requested data for the most recent month end preceding the date of this application. On line (b) enter the date and requested data of the month end which is 6 months prior to the month in item 11(a).
11(c)	Total columns (1), (2), (3), (4), (5) and (6) .
11(d)	Divide the total at 11(c)(6) by 2, to arrive at the arithmetic average of paid-in and unimpaired capital and surplus for this 6 month period. The amount of your credit union’s initial Facility stock subscription is based upon this average value in accordance with Section 304(c)(1), the CLF portion of Title III of the Credit Union Act (The Act).
12	The capital stock subscription for your credit union is equal to ½ of one percentum of the average paid-in and unimpaired capital and surplus from item 11(d) above.

To determine the amount of your credit union’s Facility stock subscription multiply the average paid-in and unimpaired capital and surplus from item 11(d), by .005 and round the resultant answer to the nearest whole dollar. For example, if the value reported in item 11(d) were \$25,245.00, the figure to report in item 12 would be computed as follows:

$$\begin{array}{r} \$25,245.00 \\ \times .005 \\ \hline 126.225 \end{array}$$

(\$126.225 rounded to the nearest whole dollar equals \$126

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***The CLF may not collect this information, and you are not required to complete this form unless it displays a currently valid control number. Estimated time to complete this form is ½ hour.

Item No.	Instructions/Remarks
	If the stock subscription calculated in the above manner results in an answer of less than \$50.00, then your credit union’s stock subscription shall be \$50.00. This is required by section 305(a) of the Act.
13	Section 305(d) of The Act requires that at least 1/2 of the stock subscription amount must be paid to the Facility. The remainder must be held on call and shall be invested in assets designated by the Facility’s Board. The amount of funds that must accompany this application when it is submitted to the Facility is computed by dividing the dollar amount of the stock subscription reported in item 12 by 2. In our foregoing example where the stock subscription was \$126, the credit union would be required to enclose with its application \$63 (\$126 ÷ 2). Checks should be made payable to the “Central Liquidity Facility”.
14	If your credit union is a member of one or more corporate credit unions, list the names of all those corporate credit unions of which your credit union is a member.

PART B

The Facility is permitted to lend to credit unions primarily serving natural persons, only to meet liquidity needs as specified in The Act. To ensure that Facility loans are used by Regular members for those purposes permitted by The Act. The Facility will need to have access to certain records of the Regular member and will require certain record keeping. This section contains a series of agreements that will provide the Facility with the necessary access to information.

3a	This section requires that the credit union attach certain supporting documents to the application. The documents requested are those which are routinely prepared at month end by credit unions.
3B	If your credit union is state chartered, attach a copy of your credit union’s charter and by-laws.

PART C

Any supporting documents submitted with this application are to be identified by schedule number beginning with 1 (one) and numbered consecutively. All schedules should be listed in Part C.

Prior to submitting this application, the resolutions contained in part C must be adopted by the credit union’s board of directors.

**APPENDIX C-1
APPLICATION AND AGREEMENTS FOR REGULAR MEMBERSHIP IN THE
NATIONAL CREDIT UNION CENTRAL LIQUIDITY FACILITY**

PART A - GENERAL INFORMATION

Items 1 thru 10 are designed for computer data entry. Please do not use more than the allotted number of characters.
(The number in parenthesis after each title block of each item is the total number of allowed characters including spaces for that item.)

1. _____ 4. _____
Credit Union Name (35) Charter/Insurance Certificate Number (5)
2. _____ 5. _____
Street Address (35) Contact Person (30)
3. _____ 6. _____ 7. _____
City (20) State (2) Zip Code (5) Telephone Number (10) Date of Application (10)
8. In surance a. Federally Insured b. State Program c. Uninsured
Status:
9. _____ NCUA Use Only
Name of Share Insurance Program
10. Local Depository Information:
a. _____ d. _____
Depository Name (35) ABA Routing Number (9)
- b. _____ e. _____
Street Address (35) Account Number (15)
- c. _____
City (20) State (2) Zip Code (5)

11. Computation of six month arithmetic average of paid-in and unimpaired capital and surplus: (Account Numbers obtained from NCUA 5300 Call reports)
Line (a) DATE: _____ (Most recent month end figures): Line (b) DATE: _____ (Data for month end six months prior)

	(1)	(2) (3)	(4) (5)	(6)	
	Shares - (018)	+ Other Reserves (658)	+ <u>Net Gain</u> or (Loss) (602)	+ <u>Undivided</u> Earnings (940)	+ <u>Accum. Unrealized</u> Gains/Losses on AFS Securities (945)
					= <u>Paid-in and</u> <u>Unimpaired Capital</u> <u>and Surplus</u>
(a)	_____	_____	_____	_____	_____
(b)	_____	_____	_____	_____	_____
(c)					Total: _____
(d)	Arithmetic average of paid-in and unimpaired capital and surplus (Item (c) (6) ÷ 2)				\$ _____

12. Amount of Facility shares (Item 11 (d) x .005) \$ _____
13. Amount enclosed with application (Item 12 ÷ 2) \$ _____
(Round to nearest whole number)
14. Membership(s) in Corporate Credit Unions:

	Credit Union	
	Credit Union	NCUA Use Only
	Credit Union	NCUA Use Only
	Credit Union	NCUA Use Only

IF YOU NEED HELP COMPLETING THIS APPLICATION PLEASE CALL 1-703-518-6391

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PART B - MEMBERSHIP AGREEMENTS AND SUPPORTING DOCUMENTS

1. The above named credit union hereby applies for Regular membership in the Central Liquidity Facility (Facility) as provided in Title III of the Federal Credit Union Act, and in consideration of the granting of Regular membership hereby agrees:

- a. To comply with the requirements of Title III of the Federal Credit Union Act and any regulations and reporting requirements which are prescribed for Regular members by the NCUA Board pursuant thereto.
- b. To permit the NCUA Board or its designee to have access to any information or report with respect to any examination made by or for any public regulatory authority, including any commission, board, or authority having supervisory responsibility over this credit union, and furnish such additional information with respect thereto as the NCUA Board may require.
- c. To permit the NCUA Board or its designee to have access to all records and information concerning the affairs of this credit union related to Facility activity and to furnish such information pertinent thereto that the Board may require.
- d. To maintain records related to Facility activity in conformance with requirements prescribed by the NCUA Board from time to time.

2. I (We) understand that:

- a. The stock subscription represents an investment by this credit union in the Facility.
- b. The paid portion of the stock subscription will be recorded on the credit union's books as an asset.
- c. The unpaid portion of the stock subscription shall be held in cash, deposits in corporate credit unions with remaining maturities of 6 months or less, deposits in federally insured banks and savings and loan associations with remaining maturities of 6 months or less, U.S. Government obligations (of a type authorized for investment by Federal credit unions under 12 U.S.C. 175(7) with remaining maturities of 1 year or less, additional shares in the Facility and such other investments as may be authorized from time to time by the NCUA Board.
- d. The amount of the Facility capital stock subscription shall be adjusted at the close of each calendar year in accordance with an arithmetic average of the unimpaired capital and surplus over a period specified by regulations.
- e. This credit union may withdraw from membership in the Facility subject to the following notification and waiting period:
 - (1). A member of the Facility whose required capital stock subscription constitutes less than 5 per centum of such required stock subscriptions outstanding, may withdraw from membership in the Facility six months after notifying the NCUA Board of its intention to do so.
 - (2). A member of the Facility whose required capital stock subscription constitutes 5 per centum or more of such required stock subscriptions outstanding, may withdraw from membership in the Facility twenty-four months after notifying the NCUA Board of its intention to do so.
- f. The NCUA Board may terminate our membership in the Facility if, after opportunity for hearing, it determines that we have failed to comply with any provisions of the Central Liquidity Facility Act or regulation issued pursuant thereto.
- g. Dividends will be paid on the paid-in portion of our Facility stock from available earnings at rates to be determined by the NCUA Board.

3. The following required supporting documents are attached.

- a. Copies of our financial and statistical reports for the most recent month-end, including but not limited to:
 - (1). Balance Sheet
 - (2). Statement of Income and Expense
 - (3). Delinquent loan report showing the number and dollar amount of delinquent loans by delinquent categories (2 months to less than 6 months, 6 months to less than 12 months, 12 months and over, or such other categories as may be required by the state regulatory authority.)
- b. A copy of our credit union's charter and bylaws (not required for Federal credit unions)

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PART C - CERTIFICATIONS AND RESOLUTIONS

We, the undersigned, certify to the correctness of the information submitted. In support of this application we submit the Schedules described below:

Schedule No.

Title

(Signature) Chief Elected Official

(Print or Type Officers Name)

(Signature) Treasurer

(Print or Type Treasure's Name)

CERTIFICATIONS AND RESOLUTIONS

(Corporate Name of Credit Union)

(City)

(State)

We certify that we are the duly elected and qualified president (chief elected official) and secretary of said credit union and that at a properly called regular or special meeting of its board of directors, at which a quorum was present, the following resolutions were passed and recorded in its minutes:

"Be it resolved that this credit union apply for Regular membership in the National Credit Union Central Liquidity Facility as provided in Title III of the Federal Credit Union Act."

"Be it further resolved that the president (chief elected official) and treasurer be authorized and directed to execute the APPLICATION AND AGREEMENTS FOR REGULAR MEMBERSHIP IN THE NCUA CENTRAL LIQUIDITY FACILITY and any other papers and documents required in connection therewith and to pay all expenses and do all such things necessary or proper to secure and continue such membership."

"Be it further resolved that the president/chairman or vice president/vice chairman and treasurer or assistant treasurer (or their successors as authorized by resolution) are authorized to execute notes and applications for advances from the National Credit Union Central Liquidity Facility in such amounts as may be authorized from time to time by the board of directors of this credit union."

(Signature) Chief Elected Official

(Print or Type Officers Name)

(Signature) Secretary, Board of Directors

(Print or Type Secretary's Name)