

Conversion Completion Certification by Applicant (Conversion to FSA)

Date

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

Re: Application Description, OCC Control Number

Dear District Director:

This certifies that we have taken all steps required to convert to a federal (*stock or mutual*) savings association, executed all documents required to organize, and retained them in the bank's file. We also certify that:

- The requisite percentage of shareholders or members approved the conversion in accordance with applicable federal and state law.
- The directors authorized the conversion in accordance with applicable federal and state law.
- The bylaws previously submitted have been adopted.
- *[For conversions to federal mutual savings associations:]* All directors are members of the federal mutual savings association in conformance with 12 USC 1464 and 12 CFR 5.21 *(or)* *[for conversions to federal stock savings associations:]* All directors are stockholders *(if the bylaws so require)* in conformance with 12 USC 1464 and 12 CFR 5.22.

We have previously provided:

- Copy of federal (*stock or mutual*) savings association charter.
- Copy of the federal (*stock or mutual*) savings association bylaws.

We plan to open as a federal savings association (*or bank*) on (*insert date*). All approved branches will be operating except (*insert address of any remaining approved but unopened branches*). We await receipt of the signed federal savings association (*or bank*) charter.

Sincerely,

-Signature-

(Insert name of authorized representative)

Enclosures