

CONVERSION OF STATE CHARTER TO FEDERAL CHARTER  
FEDERAL CREDIT UNION INVESTIGATION REPORT

This report must be filled in completely and submitted with the other completed forms listed in Chapter 4 and in the instructions for this form.

A. INFORMATION FOR CHARTER AND BYLAWS	
1. Proposed Name:	
Second Choice of Name:	
2. Contact Person:	
Bus. Tel. No./Area Code:	
Res. Tel. No./Area Code:	
3. The credit union will remain its office at:	
4. Permanent Mailing Address of CU:	

5. Define proposed field of membership (Attach a copy of current state charter field of membership)	
6. The board will have (an odd number 5 to 15)        members; the credit committee (an odd number, 3 to 7) members; the supervisory committee (3 to 5)        members. Each official must complete a Report of Official and Agreement to Serve (NCUA 4012) which is to be submitted with this investigation report.	

B. CHARACTER AND FITNESS OF SUBSCRIBERS	
Type of print the list of the subscribers who have signed the organization certificate (7 not more than 10 persons). Names should be IDENTICAL to signatures on the Organization Certificate (NCUA 4008) Each subscriber listed below has subscribed to at least one share in accordance with Section 103 of the Federal Credit Union Act:	
Name:	Name:
Address:	Address:
Occupation:	Occupation:
Years of membership:	Years of membership:
Name:	Name:
Address:	Address:
Occupation:	Occupation:
Years of membership:	Years of membership:

Name:	Name:
Address:	Address:
Occupation:	Occupation:
Years of membership:	Years of membership:
Name:	Name:
Address:	Address:
Occupation:	Occupation:
Years of membership:	Years of membership:
Name:	Name:
Address:	Address:
Occupation:	Occupation:
Years of membership:	Years of membership:

**ANY ADDITIONAL COMMENTS OR INFORMATION THAT IS DEEMED PERTINENT OR HELPFUL IN GIVING CONSIDERATION TO THIS APPLICATION SHOULD BE INCLUDED AS AN ATTACHMENT.**

**The undersigned certifies that to the best of his/her knowledge and belief the above information is true and correct.**

I ☐ do ☐ do not recommend that a charter be granted to this group.

**Signature \_\_\_\_\_ , Organizer**

**Organizer's Address:**

## **FORM 4000 INSTRUCTIONS**

### **A. INFORMATION FOR CHARTERS AND BYLAWS**

The subscriber should select a name for the proposed credit union. It is the responsibility of the federal credit union organizers to ensure that the proposed federal credit union name does not constitute an infringement on the name of any corporation in its trade area. The last three words in the name must be "Federal Credit Union." Since the name selected should not duplicate exactly the name of an existing credit union, item 1 provides space for a second choice.

The territory of operations of a Federal credit union is described in the field of membership, item 5. The principal office of the credit union will usually be maintained at a location described in the field of membership.

The proposed field of membership should be defined so clearly that it leaves no room for any doubt as to whom the credit union is to serve or the area which it is to operate. Corporations and other organizations referred to in the definition of the field of membership should be designated by the exact names rather than by some local or popular contraction of these names. Any segment of a larger organization should be identified with the parent. The field of membership for each type of common bond and samples are discussed in detail in Chapter 2 of the *"Chartering and Field of Membership Manual."*

With the guidance of the organizer, the subscribers to the Organization Certificate decide on the number of directors and credit committee members. The board and credit committee must be composed of an odd number of members. The supervisory committee is appointed by the board of directors.

### **B. CHARACTER AND FITNESS OF SUBSCRIBERS**

The names and address of the subscribers should be recorded legibly and completely in item 7 of this report. It is from this information that the National Credit Union Administration prepares Section 3 of the charter. The names of the subscribers must be IDENTICAL to their signatures on the Organization Certificate.

### **C. SUBMITTAL OF CHARTER APPLICATION**

In addition to this Investigation Report, the following should be submitted to the appropriate regional director of NCUA:

1. Application to Convert, NCUA 4401 – one original;

- 2. Written evidence regarding whether the state regulator is in agreement with the conversion proposal;**
- 3. Application and Agreements for Insurance of Accounts, NCUA 9500 - one original;**
- 4. Certificate of Resolution, NCUA 9501 - one original;**
- 5. Organization Certificate, NCUA 4008 - one notarized original. At least seven, *but no more than ten persons*, must sign the organization certificate. The person administering the oath must not be one of the subscribers. The oath on the organization certificate must be executed and show the notary's seal and date the commission expires as required by State law;**
- 6. Report of Official and Agreement to Serve, NCUA 4012 – one original for each board member, credit committee member, and supervisory committee member;**
- 7. Most current financial report and delinquent loan schedule; and**
- 8. Business Plan - refer to Chapter 1 of the *Chartering and Field of Membership Manual* for a discussion of the components of an acceptable business plan.**