

Conversion Handoff Package

[OCC LOGO]

To: *(insert name, title, location of supervisory office)*

From: *(insert name, Licensing)*

Date: *(insert date)*

Re: Conversion Handoff Package for *(insert name of bank, location, and charter number)*

On *(insert date)*, we authorized the *(insert name of bank)* to convert to a national bank. **[If no matters requiring special supervisory attention]** During our processing of the application, we encountered no specific matters requiring special supervisory attention. **[If matters requiring special supervisory attention]** Regarding your supervision of the bank, we wish to call your attention to the following matters that arose during the conversion application process in which you should be aware or that may warrant your attention. *(Insert description of each matter).*

Attached are documents relative to the bank's conversion. We have not included documents previously provided to your office. As you may be aware, our decision to approve this application was based in part on the proposed business plan. The PPM titled, "Supervision of De Novo and Converted Banks," outlines monitoring procedures for newly converted banks. Significant deviations or variations from the plan may indicate reasons for supervisory concern.

Documents for Supervision	Attached	Previously Provided
Notes or Memos from Prefiling Meeting		
Application and Amendments		
Biographical and Financial Information		
Legal Memo		
Confidential Memo		
Decision Letter		
Significant Change Review Memo		
Significant Change Decision Letter		
Final Authorization to Convert		
Articles and Bylaws		
Final Business Plan		