

APPLICATION PROCESSING HANDBOOK

INTRODUCTION

This handbook has been developed to provide guidance to regulatory staff in the processing of applications or notices (filings) submitted to the agency. In addition, the handbook will serve as a valuable resource for institutions and other parties that may submit filings to the agency. The handbook may be accessed through the OTS website at www.ots.treas.gov.

In order to provide a complete description of the application process for a particular filing, each section contains a full discussion of information filing requirements, statutory and regulatory criteria in which the filing will be evaluated, factors the agency will consider when analyzing the filing under such criteria, conditions that may be imposed in an approval of the filing, and processing procedures and time frames. As a result, the handbook contains some duplicative material. The inclusion of such material in each section provides easy reference for the reader as to the requirements relating to a specific filing, particularly for those who access the handbook through the website.

The handbook will be updated periodically to reflect changes in statutes, regulations, policy, and agency practice.