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Comptroller of the Currency  
Administrator of National Banks

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Southeastern District  
Marquis One Tower, Suite 600  
245 Peachtree Center Ave., NE  
Atlanta, Georgia 30303

September 13, 2002

**Conditional Approval #550**  
**October 2002**

Mr. Guy D. Colado  
Spokesperson  
Commerce National Bank of Florida (Proposed Charter)  
1201 South Orlando Avenue, Suite 370  
Winter Park, Florida 32789

Re: Application for a de novo Charter  
Commerce National Bank of Florida (Proposed Charter), Winter Park, Florida  
Control No. 2002-SE-01-0006

Dear Mr. Colado:

The Office of the Comptroller of the Currency (OCC) has reviewed your application to establish a new national bank with the title of **Commerce National Bank of Florida**. On this date we found that your proposal met the requirements for preliminary conditional approval.

This conditional approval is granted based on a thorough review of all information available, including the representations and commitments made in the application and by the proposed bank's representatives. We also made our decision to grant preliminary conditional approval with the understanding that the proposed national bank will apply for membership in the Federal Reserve System and obtain FDIC insurance.

This preliminary conditional approval is subject to the following two conditions:

- 1) The bank: (i) shall give the North Florida Field Office (Jacksonville) at least sixty (60) days prior written notice of the bank's intent to significantly deviate or change from its business plan or operations<sup>1</sup> and obtain the OCC's nonobjection before any significant deviation or change occurs and (ii) shall obtain the OCC's written determination of no objection before the bank engages in any significant deviation or change from its business plan or operations. For the first three years of operations, the bank also must also provide a copy of such written notice to the FDIC's Atlanta Regional Supervisory Office.

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<sup>1</sup> If such deviation is the subject of an application filed with the OCC, no separate notice to the supervisory office is required.

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- 2) The bank shall, if required by the Assistant Deputy Comptroller, North Florida Field Office, establish a single Chief Financial Officer (CFO) position and hire a qualified individual satisfactory to the OCC to fill the position.

These conditions of approval are “imposed in writing by the agency in connection with the granting of any application or other request” within the meaning of 12 USC 1818. As such, these conditions are enforceable under 12 USC 1818.

We have no objection to your plans for managing the bank’s operations. In order to control risks with the CFO arrangement we impose the following requirements, which will be reviewed during the preopening examination.

- 1) The bank's Internal Control Policy and Procedures shall specifically address effective controls necessary to minimize risk from the proposed shared CFO function.
- 2) The Board of Directors shall adopt an internal and external audit program that provides adequate coverage, including frequency and scope of activities, to assess internal control risk directly associated with the shared CFO function.

The OCC has granted preliminary conditional approval only. Final approval will not be granted until and unless the Federal Reserve Board acts favorably on your application with them to acquire this new bank. You must furnish the OCC’s Southeastern District Office with a copy of all related filings to the Federal Reserve, including registration material.

Until final approval is granted, the OCC has the right to alter, suspend, or revoke preliminary approval should any interim development be deemed by the OCC to warrant such action.

The bank’s initial paid-in capital, net of organizational and preopening expenses, shall be no less than \$6,500,000. The manner in which capital is raised must not deviate from that described in the operating plan without prior OCC notification. If the capital for the new bank is not raised within 12 months or if the new bank is not opened for business within 18 months from the preliminary conditional approval date, the OCC will withdraw approval. The OCC is opposed to granting extensions, except under the most extenuating circumstances and when the OCC determines that the delay is beyond the applicant’s control. The organizers are expected to proceed diligently, consistent with their application, for the bank to open for business as soon as possible.

Please refer to the “Corporate Organization” booklet (enclosed) of the *Comptroller’s Corporate Manual* for the instructions on organizing your bank. The booklet contains all of the steps you must take to receive your charter. As detailed in the booklet, you may establish the corporate

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existence of and begin organizing the bank as soon as you adopt and forward acceptable Articles of Association and the Organization Certificate to this office. As a “body corporate” or legal entity, you may begin taking those steps necessary for obtaining final approval, but you may not begin the business of banking until you fulfill all requirements for a bank in organization and you are granted final approval by the OCC.

After reading the instructions for the organization of a new national bank, it is suggested that the spokesperson or a designated correspondent visit the District Office to discuss the organizing process. We feel such a visit can save time and prevent some of the pitfalls that have delayed or prevented other banks from opening.

Enclosed are standard requirements that must be met before the bank will be allowed to commence business. Management must ensure that the applicable policies and procedures are established and adopted by the board of directors before the bank begins operation.

This Office has no objection to the following persons serving as executive officers and directors as proposed in the application and as indicated below. Additional executive officers and directors are subject to the prior review and clearance of the OCC.

| <u>NAME</u>           | <u>POSITION</u>            |
|-----------------------|----------------------------|
| Guy D. Colado         | President/CEO and Director |
| Russell Barkett       | Director                   |
| Francis William Bryan | Director                   |
| Ray D. Colado         | Director                   |
| Jennifer Ann France   | Director                   |
| Mary L. Demetree      | Director                   |
| Jane H. Louttit       | Director                   |

You are also reminded that for a period of two years after the bank has opened for business, the OCC must review and have no objection to any new executive officer or director prior to that person assuming such position.

The OCC will send to you under separate cover an appropriate set of OCC handbooks, manuals, issuances, and selected other publications.

In addition to the Standard Requirements for all new national banks, the following requirements must be satisfied prior to the bank’s request for a preopening examination and before the OCC will grant final charter approval:

- 1) The bank must submit to the North Florida Field Office for review and approval a complete description of the bank's final information systems and operations architecture as well as the information systems risk assessment and management plan. This should include a schematic drawing and discussion of the following items:

Vendor due diligence and contracts; electronic banking security mechanisms and policies; information systems personnel; internal controls; audit plans; and operating policies and procedures, including, but not limited to, vendor management, weblinking, customer authentication and verification, and business resumption contingency plans.

- 2) The bank must have performed an independent security review and test of its electronic banking platform. The bank must have this review performed regardless of whether the platform is operated in-house or by one or more third-party service providers. If the bank outsources the technology platform, it can rely on testing performed for the service provider to the extent that it satisfies the scope and requirements listed herein. The review must be conducted by an objective, qualified independent source (Reviewer). The scope should cover:

- All access points, including the Internet, Intranet, or remote access.
- The adequacy of physical and logical protection against unauthorized access including individual penetration attempts, computer viruses, denial of service, and other forms of electronic access.

By written report, the Reviewer must confirm that the security measures, including the firewall, have been satisfactorily implemented and tested. For additional guidance, see "The Internet and the National Bank Charter" booklet of the *Comptroller's Corporate Manual*, pages 37-38, 74-75. The booklet may be found at the Publications section of the OCC's web site: [www.occ.treas.gov](http://www.occ.treas.gov).

- 3) The bank must have a security program in place that complies with the "Interagency Guidelines Establishing Standards for Safeguarding Customer Information" specified at 12 C.F.R. 30, Appendix B.

This preliminary conditional approval, and the activities and communications by OCC employees in connection with the filing, do not constitute a contract, express or implied, or any other obligation binding upon the OCC, the United States, any agency or entity of the United States, or any officer or employee of the United States, and do not affect the ability of the OCC to exercise its supervisory, regulatory and examination authorities under applicable law and regulations. The foregoing may not be waived or modified by any employee or agent of the OCC or the United States.

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Any questions concerning this preliminary conditional approval should be directed to Licensing Analyst Valerie Richards at (404) 588-4525.

Sincerely,

**-signed-**

John O. Stein, II  
Licensing Manager

Enclosures: Standard Requirements  
Minimum Policies and Procedures