

Charter Handoff Package

[OCC LOGO]

To: **(Supervisory Office)**

From: **(Licensing Manager)**

Date:

Re: Charter Handoff Package for **(Name of Bank and Charter Number)**

On **(date)**, we authorized the **(name of bank)** to open for business on **(date)**. The new bank is to be **(a subsidiary of {name} or an independent bank)**. The new bank **(intends to offer a full range of retail banking services or is a CEBA credit card bank or is a CEBA trust bank or {insert other description as appropriate})**.

Insert one of the following paragraphs:

In connection with your supervision of the bank, we wish to call your attention to the following matters that arose during the charter application process in which you should be aware or that may warrant your attention. **{Describe each matter}**.

-or-

During our processing of the application, we encountered no specific matters requiring special supervisory attention.

In addition, enclosed is a checklist and documents relative to the formation of the bank. We have not enclosed documents previously provided to your office. As you may be aware, our decision to approve this charter was based in part on the proposed business plan. The PPM titled "Supervision of De Novo and Converted Banks" outlines monitoring procedures for newly chartered banks. Significant deviations or variations from the plan may indicate (additional) reasons for supervisory concern. (If not previously developed: A background profile and a supervisory strategy for the bank should now be developed.)

Call me if you have any questions.

Attachment: Charter Handoff Checklist

Enclosures