

## Main Office Relocation to Other than Existing Branch Site in the Same City, Town, or Village

*Note: This document is not to be used for a main office relocation to a site that is an approved or existing branch site in the same city, town, or village.*

Date

Name of Representative  
Name of Bank  
Address  
City, State, ZIP Code

Re: Application Description, CAIS Control Number

Dear Mr. or Ms. (Name):

On *(insert date)*, the Comptroller of the Currency (OCC) *(insert approved or conditionally approved)* *(name of bank, city, state)*, charter no. *(number)*, to relocate its main office from *(present address)* to *(new address)*.

This approval is granted based on a thorough review of all information available, including the representations and commitments made in the application and by the bank's representatives.

***[If the relocation is not within the same city, town, or village, add, if not previously provided:*** The bank's shareholders owning two-thirds of the voting stock must approve the relocation and amend the Articles of Association. Afterwards, the bank must submit to the OCC a Secretary's Certificate certifying that the shareholders' approval has been obtained and provide the amended Articles of Association.]

If the main office is not relocated within 18 months from this approval *(insert conditional approval, if applicable)* date, the approval automatically terminates unless the OCC grants an extension.

Within 10 days after relocating, the bank must advise this office of the main office's relocation date, so the OCC may complete its records. Reference the CAIS control number in your letter.

***[If applicable]*** This main office relocation approval is subject to the following condition(s):

***List Condition(s).***

Conditions are subject to 12 USC 1818 and continue to be in effect after opening.

The condition(s) of this approval *(is a condition, are conditions)* "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, the condition(s) *(is or are)* enforceable under 12 USC 1818.

***[If an investment in bank premises' request is filed in combination with this filing, add the following:***

This approval is for the main office relocation request only. You will receive notice of the decision on your investment in bank premise request separately from the (name of supervisory office). Contact (ADC analyst) at (telephone number) with questions or comments regarding your investment in bank premises request.]

*[If the bank filed a request for an exemption from the prohibitions of the Depository Institution Management Official Interlocks Act (DIMIA) (12 USC 3201-3208), and its implementing regulation, 12 CFR 26.6(a) (or insert (b), as appropriate): Add appropriate information from standard DIMIA decision letter.]*

This 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 laws and regulations. The foregoing may not be waived or modified by any employee or agent of the OCC or the United States.

If you have any questions, contact *(name)* by e-mail at *(e-mail address)* or by telephone at *(telephone number)*.

Sincerely,

—Signature—

Name and Title

Enclosure: Survey

cc: Official File  
Congressional Liaison (if applicable)

bcc: Director, LA (if conditional approval)