

## Letter Advising of Examination Fee

[OCC Logo]

Date

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

Re: Conversion Application  
(*Insert CAIS Control Number*)

Dear Mr. or Ms. (*Insert name*):

This confirms our telephone conversation on (*insert date*) in which I informed you that the Comptroller of the Currency (OCC) intends to conduct an examination of (*insert name of institution*). This examination is necessary for the OCC to reach an informed decision regarding the referenced application. The examination and its fee are authorized by 12 CFR 5.7 and 8.6. We expect to commence the examination around (*insert date*).

As I mentioned in our conversation, the estimated cost of this examination is (*insert amount*). The actual fee may vary. This projection is based on (*insert number*) onsite hours at the rate of (*\$ insert amount*) per hour, the hourly rate established by the OCC's fee schedule. The OCC does not charge for time spent in travel to the site or for time spent analyzing information in an offsite location. The fee will be based on the actual number of hours spent onsite. In addition, the OCC does not charge for the first 20 hours onsite because it considers a brief onsite visit in connection with an application to be routine, not warranting a special charge. Therefore, the projected hours and cost above have been reduced accordingly. A bill for the examination will be presented shortly after the examination concludes.

Upon receipt of this letter, promptly complete and return the enclosed form to me. The form provides the opportunity to agree to the payment of the examination fee or to withdraw your application.

If you have any questions regarding this letter, contact me at (*insert telephone number*).

Sincerely,

—Signature—

(*Insert name and title*)

Enclosure: Agreement to Pay Conversion Examination Fee