

Preopening Checklist for Organizers

Note: This checklist is not a complete list of requirements that must be met before the bank opens. You must refer to the Procedures to complete the organization phase. (See the [“Charters”](#) booklet of the *Comptroller’s Licensing Manual – Procedures: Organization Phase*.)

	<u>Date</u>	<u>Comment</u>
Organizing the Bank		
Adopt articles of association	_____	_____
File adopted articles of association with OCC	_____	_____
Adopt organization certificate	_____	_____
File organization certificate with OCC	_____	_____
Receive OCC acceptance of articles of association and organization certificate letter	_____	_____
Elect organizing directors previously cleared by the OCC	_____	_____
Execute oaths of organizing directors and file with OCC	_____	_____
Selected chairperson and secretary	_____	_____
Adopt corporate seal	_____	_____
Adopt stock certificate form	_____	_____
Adopt bylaws	_____	_____
Raising Capital		
Designate in the board minutes an insured depository bank as escrow agent to receive stock subscription funds	_____	_____
Establish depository escrow account	_____	_____
Send copy of depository agreement to OCC	_____	_____
Authorize offering materials and solicitation of stock subscriptions	_____	_____
Designate a board member or executive officer (typically the chairperson, Secretary to the Board, or president) as the OCC contact person	_____	_____
Notify the OCC of the contact person, if different from previous designee	_____	_____
Submit offering materials to OCC for review	_____	_____
File amended offering materials with OCC, if applicable	_____	_____
Receive OCC approval of amended offering materials	_____	_____
Receive OCC approval of offering materials as “effective”	_____	_____
Solicit stock subscriptions	_____	_____
Request OCC extension of expired offering materials, if needed	_____	_____
Receive OCC approval of extension of expired offering materials	_____	_____
Receive certification letter for capital funds from escrow agent	_____	_____
Forward copy of certification letter from escrow agent to the OCC	_____	_____
Prepare list of shareholders and submit to the OCC	_____	_____

Continuing to Organize Bank Operations

Sign fidelity insurance and other insurance contracts _____
Approve organization expenses in minutes if charged to bank _____
Approve location in minutes _____
Submit for review to the OCC directors' and executive officers' Interagency Biographical and Financial Reports,
if not already done _____
Hire the following officers who will be in place before opening:
 Cashier or chief financial officer _____
 Senior lending officer _____
Submit for review to the OCC principal shareholders' (10% or more) Interagency Biographical and Financial Reports, if not already done _____
Execute Capital Stock Payment Certificate _____
Forward Capital Stock Payment Certificate to OCC _____

Other Regulatory Approvals

Receive approval of FDIC insurance from FDIC (if applicable) _____
Submit Federal Reserve Stock/Membership application to the FRB _____
Receive approval of deposit insurance application from the FDIC _____

Receive approval of stock membership from the FRB _____
Receive approval from FRB for holding company acquisition of the bank, if applicable _____

Holding Company Requirements

Forward certification to the OCC that the capital funds have been accounted for separately and are available to capitalize the bank _____
Provide unanimous written consent of all shareholders in Place of Proxy Card and Proxy Sample for First Shareholders' Meeting _____

Shareholders' Meeting

Prepare and distribute to shareholders: Proxy Card
 Proxy Sample for First Shareholders' Meeting _____
Hold initial shareholders' meeting _____

First Meeting of the Board and Board Activities

Hold initial board of directors' meeting _____
Execute Oaths of directors _____
File an executed original copy of the Oaths with the OCC _____
Designate the following officers in the minutes:
 Compliance officer _____
 Security officer _____

Technology officer	_____	_____
Sign one or more a contracts with a data processing		
And other service providers, each contract specifying		
The OCC’s examination and regulatory jurisdiction	_____	_____
Adopt Board report formats	_____	_____

Final Preparations for Opening

Complete building construction or leasehold improvements	_____	_____
Install furniture, fixtures, and equipment	_____	_____
Fulfill requirements of 12 CFR 21 (Minimum Security Devices)	_____	_____
Test operating business platform, including general ledger	_____	_____
Request preopening exam via “Organization Completed” letter	_____	_____
(with Preopening Checklist for Applicants)	_____	_____
Specify desired opening date	_____	_____
Correct any preopening examination deficiencies	_____	_____
Verify approval of FDIC deposit insurance	_____	_____
Order FDIC deposit insurance signage from the FDIC	_____	_____
File documents with Fed for Federal Reserve Membership	_____	_____
Request OCC to authorize Release of Escrow Fund	_____	_____
Receive letter from OCC authorizing Release of Escrow Fund	_____	_____
Receive OCC authorization to open	_____	_____
Call Licensing staff on first day to confirm opening	_____	_____

The board of directors should adopt and be ready to implement the following policies and procedures when the bank opens. Depending on the proposed activities, the board may need to develop, adopt, and monitor additional written policies and procedures. (See the [Minimum Policies and Procedures Checklist](#) for policy guidelines.) Management may submit copies of policies and procedures to the supervisory office for review and comment prior to the preopening examination.

	<u>Date</u>	<u>Comment</u>
Lending Policy	_____	_____
Loan and Lease Losses Policy	_____	_____
Loan Compliance Program	_____	_____
Interest Rate Risk Policy	_____	_____
Funds Management and Liquidity Risk Management	_____	_____
Policy	_____	_____
Investment Portfolio Policy	_____	_____
Asset Management Policy	_____	_____
Capital Policy	_____	_____
Internal and External Audit Policy	_____	_____
Insider and Conflicts of Interest Policy	_____	_____
Compliance Policies including:		
Compliance Program (including CRA Policy)	_____	_____
Bank Secrecy Act Program	_____	_____
Office of Foreign Assets Control Complicance Program	_____	_____
Privacy of Consumer Financial Information policy	_____	_____
(12 CFR 40)	_____	_____
Information Security Program (12 CFR 30)	_____	_____
Security Transaction Policy	_____	_____
Regulatory Reports Procedures	_____	_____
Information Technology Policies (including a business	_____	_____

continuity plan) _____
Staffing and Compensation Policy _____

List of Documents to be held for Preopening Examination -- Management may send copies of the minutes to the supervisory office for review and comment prior to the preopening examination.

- Notice or Waiver of Notice of First Meeting of Organizers _____
- Minutes of First Meeting of Organizers _____
- _____
- Notice or Waiver of Notice of Organizing Board's First Meeting _____
- Minutes of the Organizing Board's First Meeting _____
- Joint (and Individual) Oaths of Organizing Directors (copy) _____
- (File with OCC when executed. See Oath of Bank Director _____
- Instructions.) _____
- Stock Certificate Form _____
- Bylaws _____
- Minutes of Subsequent Organizing Board Meetings _____
- Notice or Waiver of Notice of First Shareholders' Meeting _____
- Sample of Proxy Card _____
- Proxy Sample for First Shareholders' Meeting _____
- Minutes of First Shareholders' Meeting _____
- Notice or Waiver of Notice of First Board Meeting _____
- Minutes of the First Meeting of Directors _____
- Subscription Sample _____
- Original of this checklist _____