

## Conversion Notice

Date

Director for District Licensing  
Comptroller of the Currency  
Address  
City, State, ZIP Code

Re: Termination Involving a Conversion, (*Bank Name, Charter Number*)

Dear Director:

The (*bank name*) will become (*name of state bank or federal savings association*), a (*state-chartered bank or federal savings association*), on (*date*). As secretary of (*name of national bank*), located in (*city and state*), I certify that the provisions of all applicable laws and regulations have been satisfied, and the following have been completed:

- A majority of the entire board of directors voted on (*insert date*) to approve the plan to convert to a (*state bank or federal savings association*).
- Publication requirements for the shareholders' meeting were met.
- Shareholders of at least two-thirds of the outstanding voting stock, voted on (*insert date*) to approve the plan to convert to a (*state bank or federal savings association*).
- Dissenting shareholders were notified of their rights under 12 USC 214a. [*or* "There were no dissenting shareholders."]
- The (*appropriate regulatory agency*) approved the conversion, which (*was, will be*) effective on (*insert date*). The new title is (*name*). The total assets of the bank at this time will be \$ (*in thousands*).
- All OCC reports of examination, and any related correspondence, have been shredded (*returned*).

If you have questions, contact (*name, address, city, state, ZIP Code*) at (*telephone and e-mail*).

Sincerely,

—Signature—

President or Cashier

Enclosures: Charter certificate  
Branch authorization(s)  
Trust permit  
Reports of Examination

[SEAL]