

CONVERSION OF STATE CHARTER TO FEDERAL CHARTER

FEDERAL CREDIT UNION INVESTIGATION REPORT

This report must be filled in completely and submitted with the other completed forms listed in the instructions to this form.

A. INFORMATION FOR CHARTER AND BYLAWS	
1. Proposed Name:	
Second Choice of Name:	
2. Contact Person:	
Bus. Tel. No./Area Code:	
Res. Tel. No./Area Code:	
3. The credit union will remain its office at:	
3a. Proposed permanent mailing address of credit union	

4. Define proposed field of membership:	
5. The board will have (an odd number 5 to 15) members; the credit committee (an odd number, 3 to 7) members; the supervisory committee (3 to 5) members. Each official must complete a Report of Official and Agreement to Serve (NCUA 4012) which is to be submitted with this investigation report.	

B. ECONOMIC ADVISABILITY OF ORGANIZING PROPOSED CREDIT UNION	
Attach a separate sheet if space available is not adequate	
GENERAL INFORMATION	
1. Potential membership:	
NOTE: Number of employees for occupational, active members for associational (or families for religious groups), or population per most recent census for community-type fields of membership	
2. Potential interest (survey results)	
NOTE: Sample must consist of a minimum of 250 potential members. Copy of survey form(s) utilized should be attached.	
Number of people surveyed:	
Number of people responding to survey:	
Number of people pledging an initial deposit:	
Total dollars pledged:	\$
Number pledging systematic savings:	
Total dollars pledged (per month):	\$
3. Number of persons attending the charter-organization meeting:	
4. Attach a business plan containing, at a minimum, the following elements:	
<ul style="list-style-type: none"> - mission statement - analysis of market conditions, including if applicable, geographic, demographic, employment, income, housing, and other economic data; - evidence of member support; - goals of shares, loans, and for number of members; - financial services needed/desired; - financial services to be provided to members of all segments within the field of membership; - how/when services are to be implemented; 	

- organizational/management plan addressing qualification and planned training of officials/employees;
- continuity plan for directors, committee members, and management staff;
- operating facilities, to include office space/equipment and supplies, safeguarding of assets, insurance coverage, etc.;
- type of record keeping and data processing system;
- detailed semiannual pro financial statements (balance sheet, income and expense projections) for 1st and 2nd year, including assumptions - e.g., loan and dividend rates; plans for operating independently;
- written policies (shares, lending, investments, funds management, capital accumulation, dividends, collections, etc.);
- source of funds to pay expenses during initial months of operation, including any subsidies, assistance, etc., and terms or conditions of such resources; and
- evidence of sponsor commitment (or other source of support) if subsidies are critical to success of the federal credit union, Evidence may be in the form of letters, contracts, financial statements from the sponsor, and any other such document on which the proposed federal credit union can substantiate its projections.

5. What potential difficulties do you detect in the elected officials carrying out their management responsibilities or in the FCU achieving its stated objectives?

6. What provisions have been made to overcome potential difficulties?

First Contact Date:

Second Contact Date:

Third Contact Date:

Dates of planned contacts by organizer to determine progress and to assist the group:

SPECIFIC INFORMATION - OCCUPATIONAL (same company) CHARTER APPLICANTS	
1. How long has the sponsor company been in existence?	
2. What was the highest number of employees during the past 3 years?	
Lowest number during the past three years?	
If a large variance, please explain.	
3. Are there any contemplated changes in the corporate structure of the company?	Yes No
4. Have there been any significant changes in the corporate structure in the past three years?	Yes No
If yes, please explain.	
5. Are there negotiations now in progress between management and labor that could lead to work stoppages?	Yes No
If yes, please explain.	

6. If the credit union cannot operate on the employer's property, explain how the credit union will be able to transact business effectively with the members.

7. If the employees to be served by the credit union work in more than one location or city, identify each location with the corresponding number of employees working at each.

Location	Number of Employees

8. Are there other employees of the company who are not being included in the proposed field of membership?	Yes	No
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If so, give the the number and location of the other employees and explain why they are not included in the proposed credit union's field of membership.

Location	Number of Employees

SPECIFIC INFORMATION - OCCUPATIONAL (trade, industry or profession)
CHARTER APPLICANTS

1. Explain how the credit union will be able to transact business effectively with the members.

SPECIFIC INFORMATION - ASSOCIATIONAL CHARTER APPLICANTS

1. State the purpose and goals of the organization sponsoring this charter.

2. List the types of activities and their frequency, which the organization sponsors that provide contact among the members and from which common loyalties, mutual benefits, and mutual interests are developed.

3. In what year was the organization established?	
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Is it incorporated?	
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Where is the headquarters located?	
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4. Give statistics as to trends in membership during the last five years.

5. What is the frequency of membership meetings?	
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Average attendance:	
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Dues required:	\$
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6. State the geographic territory where members reside.	
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7. Submit a copy of current bylaws of the association, the constitution, articles of incorporation, or equivalent documentation and recent financial statements, i.e. balance sheet, and income and expense statement, with this application.

8. If the bylaws, constitution, articles of incorporation, or equivalent documentation provide for more than one type of membership and if all classes of membership are to be included in the credit union's field of membership, provide justification for the inclusion of other than "regular" members.

SPECIFIC INFORMATION - MULTIPLE COMMON BOND CHARTER APPLICANTS

1. Explain how the credit union will be able to transact business effectively with the members.

SPECIFIC INFORMATION - COMMUNITY CHARTER APPLICANTS

1. Community charters must be based on a well-defined local community, neighborhood, or rural district where individuals have common interests and/or interact. Please refer to Chapter 2, Section V of the "Charter and Field of Membership Manual" when answering this question.

2. Provide a map which clearly outlines the credit union's proposed community boundaries and identify proposed service facilities.

C. CHARACTER AND FITNESS OF SUBSCRIBERS

1. List of subscribers who have signed the Organization Certificate (7 not more than 10 persons). Names should be IDENTICAL to signature on the Organization Certificate (NCUA 4008). Each subscriber listed below has subscribed to at least one share in accordance with Section 103 of the Federal Credit Union Act:

Name:	Name:
Address:	Address:
Occupation:	Occupation:
Years of Residence:	Years of Residence:
Name:	Name:
Address:	Address:
Occupation:	Occupation:
Years of Residence:	Years of Residence:
Name:	Name:
Address:	Address:
Occupation:	Occupation:
Years of Residence:	Years of Residence:

Name:	Name:	
Address:	Address:	
Occupation:	Occupation:	
Years of Residence:	Years of Residence:	
2. Are all the subscribers within the field of membership?	Yes	No
Do they appear to be representative of the group described in the definition of the field of membership?	Yes	No
If not, explain.		
3. Does your investigation indicate that the subscribers are persons of good character?	Yes	No
If not, explain.		

4. From your investigation, is it your judgment that the directors and committee members are persons of good character, and that they have the ability and determination to operate a credit union satisfactorily?	Yes	No
If not, explain.		
5. Does it appear that there are any factors within the group which may render smooth and efficient credit union operations difficult?	Yes	No
If so, explain.		
6. Is there any indication that the proposed credit union would be used for selfish gain by any person or group of persons within the group to be served?	Yes	No
7. Is an application for a State Charter now pending?	Yes	No
8. Has the group ever had a credit union?	Yes	No
If so, when did it liquidate or merge?		

ANY ADDITIONAL COMMENTS OR INFORMATION THAT IS DEEMED PERTINENT OR HELPFUL IN GIVING CONSIDERATION TO THIS APPLICATION SHOULD BE INCLUDED AS AN ATTACHMENT.

The undersigned certifies that to the best of their knowledge and belief the above information is true and correct.

I do do not recommend that a charter be granted to this group.

Signature: _____, Organizer

Organizer's Address:

Tel. Number:

Date:

FORM 4001 INSTRUCTIONS

A. INFORMATION FOR CHARTER AND BYLAWS

The subscriber should select a name for the proposed credit union. It is the responsibility of the federal credit union organizers to ensure that the proposed federal credit union name does not constitute an infringement on the name of any corporation in its trade area. The last three words in the name must be "Federal Credit Union." Since the name selected should not duplicate exactly the name of an existing credit union, Item 1 provides space for a second choice.

The territory of operations of a Federal Credit Union is described in the field of membership, item 4. The principal office of the credit union will usually be maintained at a location described in the field of membership.

The proposed field of membership should be defined so clearly that it leaves no room for any doubt as to whom the credit union is to serve or the area which it is to operate. Corporations and other organizations referred to in the definition of the field of membership should be designated by the exact names rather than by some local or popular contraction of these names. The field of membership for each type of common bond and samples are discussed in detail in Chapter 2 of the *"Chartering and Field of Membership Manual."*

With the guidance of the organizer, the subscribers to the Organization Certificate decide on the number of directors and credit committee members. The board and credit committee must be composed of an odd number of members. The supervisory committee is appointed by the board of directors.

B. ECONOMIC ADVISABILITY OF ORGANIZING PROPOSED CREDIT UNION

This section of the report contains information on the required business plan elements and other information needed to make a decision on the economic advisability of chartering the proposed credit union.

C. CHARACTER AND FITNESS OF SUBSCRIBERS

The names and addresses of the subscribers should be recorded legibly and completely in item C. 1. of this report. It is from this information that the National Credit Union Administration prepares Section 3 of the

charter. The names of the subscribers must be IDENTICAL to their signatures on the Organization Certificate.

D. SUBMITTAL OF CHARTER APPLICATION

In addition to this Investigation Report, the following should be submitted to the appropriate regional director of NCUA:

- 1. Organization Certificate, NCUA 4008 - one notarized original. At least seven, *but no more than ten persons*, must sign the organization certificate. The person administering the oath must not be one of the subscribers. The oath on the organization certificate must be executed and show the notary's seal and date the commission expires as required by State law;**
- 2. Report of Official and Agreement to Serve, NCUA 4012 – one original for each board member, credit committee member, and supervisory committee member;**
- 3. Business Plan - refer to Part B, question 4 of this form and Chapter 1 of the *Chartering and Field of Membership Manual* for a discussion of the components of an acceptable business plan;**
- 4. Application and Agreements for Insurance of Accounts, NCUA 9500 - one original; and**
- 5. Certification of Resolutions, NCUA 9501 - one original.**