



State of Rhode Island
Department of Business Regulation



DIVISION OF BANKING

Please submit this filing along with all required responses and attachments in PDF form to;

DBR.Bankinquiry@dbr.ri.gov

If you have any questions, please contact the Division at; 401-462-9503

**APPLICATION¹ FOR APPROVAL TO RELOCATE A
MAIN OFFICE
FOR A FINANCIAL INSTITUTION OR CREDIT UNION**

PURSUANT TO RHODE ISLAND GENERAL LAWS TITLE 19, CHAPTER 2 APPLICATION IS HEREBY MADE BY:

Name of Applicant: _____
 Address: _____
 City: _____
 State & Zip Code: _____

FOR WRITTEN CONSENT OF THE DIRECTOR OF BUSINESS REGULATION ("DIRECTOR") TO RELOCATE A MAIN OFFICE FROM:

Address: _____
 City: _____
 State & Zip Code: _____

TO:

Address: _____
 City: _____
 State & Zip Code: _____

AN APPLICATION FEE BASED UPON HOURS SPENT BY THE DIVISION OF BANKING REVIEWING AND PROCESSING THE APPLICATION MUST BE SUBMITTED UPON RECEIPT OF A DECISION BY THE DIRECTOR.

ANSWERS MUST BE PROVIDED FOR EACH QUESTION CONTAINED IN THIS APPLICATION. USE SUPPORTING SCHEDULES WHERE NECESSARY.

APPLICATION COORDINATOR:

Name: _____
 Title: _____
 Address: _____
 Telephone Number: _____

Date of Filing: _____

SECTION ONE - PROPOSED MAIN OFFICE

1. REASONS FOR RELOCATING THE MAIN OFFICE

Detail the applicant's reasons for seeking to relocate the branch office which include at a minimum the following:

- A. The identity of the major cities or towns which the applicant seeks to service at the relocation of the proposed branch office.
- B. A statement showing the net new benefits to be derived from the proposed branch office.

2. PUBLIC CONVENIENCE AND ADVANTAGE.

Provide a statement addressing how the public would benefit by the relocation of the main office.

3. SERVICES OFFERED

Indicate the current services offered by the applicant together with any new or expanded programs resulting from the relocation of the main office.

4. ANTICIPATED OPENING DATE

Indicate the anticipated opening date and daily hours of operation of the proposed location of the main office office. Describe any actions needed to be taken by the applicant which may delay the proposed main office opening.

5. PROPOSED MAIN OFFICE FACILITIES

Provide a physical description of the building premises. Specify the amount of available parking, walk-up, drive-up, handicapped access, vault, safe deposit boxes, or other facilities.

6. STAFFING

Indicate the full-time and part-time management and employee staff positions scheduled at the proposed main office. Outline the main office functions and responsibilities of each position.

7. MANNER OF OCCUPANCY

Indicate whether the proposed site will be leased or purchased by the applicant. Identify the person or entity from whom the proposed main office will be leased or purchased. Identify and explain any exclusive clauses contained in the purchase or property agreement or any other agreements between the applicant and subsequent purchases or lessees. If the agreement lacks exclusive or restrictive clauses, provide a statement signed by a official of the applicant certifying the absence of such clauses.

8. INSIDER TRANSACTIONS DISCLOSURE

Indicate any direct or indirect benefit to any insider as compensation or inducement in assisting or consummating the proposed main office transaction. Indicate whether the governing board of the applicant has reviewed the insider involvement in connection with the establishment and maintenance of the proposed main office and the result of that review.

SECTION TWO – FINANCIAL INFORMATION

1. Identify the cost to construct, purchase, rent or renovate the premises of the proposed main office location. Provide the assessed value of the property purchased.
2. Identify the cost to purchase or rent the furniture, fixtures and equipment for the proposed main office. Itemize the cost of walk-up, drive-up, handicap accessibility, and automated teller machines, parking, vaults, safe deposit boxes or other facilities.
3. Provide a Balance Sheet and Statement of Income and Expenses dated not more than sixty (60) days from the date of application attested to by the president or treasurer.
4. Provide evidence that applicant is “well capitalized or adequately capitalized”, as defined in Regulatory Bulletin DOB 2000-1, and will remain “well capitalized or adequately capitalized” upon opening of the proposed location.
5. Identify the source of funds to be used to construct, purchase, rent or renovate the premises of the proposed branch office and to purchase or rent the furniture, fixtures and equipment for the proposed location.

SECTION THREE – REGULATORY AND BOARD OVERSIGHT

1. **OTHER REGULATORY AGENCIES**
Please list the name, address, telephone number and contact person of any state or federal bank regulatory or licensing authority having jurisdiction over the transaction.
2. **BOARD RESOLUTIONS**
Provide a certified copy of the resolution of the board of directors or trustees, whichever is applicable, that authorizes the filing of the application including the approval of the authorized expenditure and the name of the person(s) authorized to file the application.

4. NOTICE OF MAIN OFFICE CLOSING

Provide a certified copy of the notice of office closing pursuant to applicable federal regulations along with evidence that said notice shall be provided within the time frames specified by said federal regulation.

5. COMMUNITY REINVESTMENT ACT (“CRA”)

- Financial institutions that have received a CRA Performance Evaluation must provide a copy of the most Recent CRA Performance Evaluation Rating.
- Financial institutions and credit unions that have not received a CRA Performance Evaluation Rating must provide a copy of the applicant’s most recent CRA Statement, and pursuant to R. I. Gen. Laws §19-9-4, the following (**not applicable to credit unions whose by-laws significantly limit the field of membership**):
 - A) The geographic distribution of the applicant's credit extensions, credit applications, and credit denials, during the two (2) calendar years preceding the application, specifying the number and dollar amount of each such loan by type;
 - B) The effect of the proposed main office upon the economy of the neighborhood, city or town, region, or state;
 - C) The applicant's participation, including investments, in local community development and redevelopment projects or programs during the two (2) calendar years preceding the application, specifying the number and dollar amount of each such loan and investment by type; If none, provide statement which explains the applicant's lack of such participation.
 - D) The applicant's origination of residential mortgage loans, housing rehabilitation loans and small business or small farm loans within its community or the purchase of such loans originated in its community during the two (2) calendar years preceding the application, specifying the number and dollar amount of each such loan by type; If none, provide statement which explains the applicant's lack of such participation.
 - E) The applicant's participation in governmentally-insured, guaranteed, or subsidized loan programs for housing, small businesses, or small farms during the two (2) calendar years preceding the application, specifying the number and dollar amount of each such loan by type; If none, provide statement which explains the applicant's lack of such participation.
 - F) A statement which addresses whether the applicant has or intends to engage in any practices intended to discourage application for any types of consumer credit; and
 - G) Explanation, including the dates, disposition, and corrective measures taken with respect to any accusations of prohibited discriminatory or other illegal credit practices.

6. AGREEMENT TO FORM\BYLAWS

If the Agreement to Form or the Bylaws of the regulated institution state the address of the main office, an application to amend the Agreement to Form or a Request to Amend the Bylaws, whichever is applicable, shall also be filed with the Division of Banking.

7. OFFICER CERTIFICATION

Provide certification by the president or vice president and secretary or treasurer that the information contained in the application is true and that any schedules provided correctly represent the true state of the several matters contained within the application to the best of their knowledge and belief.
