

## Notice of Intent to Establish a Bank Branch

Establishment and operation of a branch is primarily subject to the requirements and limitations of section 3711 of the Michigan Banking Code of 1999, as amended.

1. To notify the Commissioner of the Office of Financial and Insurance Regulation (OFIR) of the bank's intent to establish a branch, please submit a letter addressed to the Commissioner on bank stationery. The letter must contain the following information:
  - A. Type and Location** - Indicate the type of branch, e.g., traditional, supermarket, retirement, limited hours, mobile, etc. and the proposed location, including the street address, city, village or township, county, and state of the proposed branch. If the branch is a mobile branch, the notice must contain a statement that the bank intends to move the physical structure of the branch from time to time. If the branch is an out-of-state branch, please indicate the statutory authority which permits the establishment of the branch in that state.
  - B. Bank Premises** - Indicate if the proposed branch will be built, leased, or purchased, and provide abbreviated detail regarding the lessor and all costs associated with the branch. If the branch will be acquired from another depository institution, attach a copy of the purchase and assumption agreement or similar document and include the banks pro forma capital ratios subsequent to acquisition. Please indicate the anticipated opening date of the branch.
  - C. Conflicts/Affiliations** - Discuss any affiliate, director, officer, or principal shareholder involvement in connection with establishment of the branch and furnish documentation to support the arms length nature of the transaction.
  - D. Condition of Bank** - Detail any material financial and/or managerial changes since the last report of examination. **Please do not submit a copy of the bank's most recent call report (balance sheet and income statement) in response to this question.**
2. OFIR reserves the right to return an incomplete written notice and to require additional information.
3. If OFIR takes no action with regard to the written notice, the branch must be opened within twelve (12) months from the date OFIR received notification or the notification procedure will begin anew.
4. Questions pertaining to the notification requirements may be directed to the Corporate Review Section at (517) 373-9981.
5. Mail the notification letter to:  
**OFFICE OF FINANCIAL AND INSURANCE REGULATION  
ATTENTION: CORPORATE REVIEW SECTION  
P. O. BOX 30220  
LANSING, MI 48909-7720**

The Commissioner of the Office of Financial and Insurance Regulation has determined that the notice (and all supplemental information provided) is available for public inspection or copying pursuant to the provisions of the Michigan Freedom of Information Act.

*We suggest the appropriate application/notice be filed with the bank's federal regulatory agency coinciding with the filing of the notification letter with the Office of Financial and Insurance Regulation. You are also encouraged to contact the Environmental Review Coordinator, Department of State, State Historic Preservation Office, 717 West Allegan Street, Lansing, Michigan 48918, (517) 335-2721, to obtain the required federal regulatory agency site clearance.*

Authorized by PA 276 of 1999, as amended. Required to establish a bank branch.



### Michigan Department of Licensing and Regulatory Affairs

LARA is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available upon request to individuals with disabilities.

Visit OFIR online at: [www.michigan.gov/ofir](http://www.michigan.gov/ofir) Phone OFIR toll-free at: 1-877-999-6442