***Interstate Bank Branch Activity Application***

This application is to be used by “Interstate Banks,” as defined by 7 P.S. §102 (hh), that propose to open a new full or limited-service facility branch location in Pennsylvania. Generally, Interstate Banks are non-Pennsylvania state-chartered banks located outside of the Commonwealth of Pennsylvania. (A limited -service facility branch is a branch that is seasonal, operated on a less than full-time basis or offers limited branch services.)

*(Check appropriate box.)*

**Branch Type** *(if more than one check all that apply)***:**





**Primary Federal Regulator:**







State Regulator (if applicable):  *State Regulator (if applicable)*

**Applicant Information (Name and Address of Institution):**

|  |  |  |
| --- | --- | --- |
| Name: *Name* | | |
| Business:  *Business* | | |
| Street:  *Street* | | |
| City:  *City* | State:  *State* | Zip Code:  *Zip Code* |
| Phone:  *Phone* | Email:  *Email* | |

**Point of Contact for Application:**

|  |  |  |
| --- | --- | --- |
| Name: *Name* | | |
| Business:  *Business* | | |
| Street:  *Street* | | |
| City:  *City* | State:  *State* | Zip Code:  *Zip Code* |
| Phone:  *Phone* | Email:  *Email* | |

**Section I - General Information and Instructions**

**Confidential Information:** Applicant(s) may designate all or portions of a document to be confidential to the extent the document contains trade secrets, confidential proprietary information, or other privileged or confidential information, the disclosure of which would cause substantial harm to an Applicant or impair the safety or soundness of an Applicant.  Designations of confidentiality must be prominently indicated on the application, documents or attachments thereto.

**Date of Filing/Acceptance**: The date the application is received by the Bureau of Bank Supervision (Bureau) is the date of receipt. An acknowledgment will be sent to the Applicant indicating the application was received and is being reviewed for completeness. Once the application is determined to be complete, the Bureau will send an acknowledgment indicating the application was accepted by the Bureau. Notwithstanding acceptance of the application, additional information or documentation may be required as the application is processed and reviewed.

The application, supporting documents, and a copy of the filing fee check should be emailed to [ra-bnbanksupervision@pa.gov](mailto:ra-bnbanksupervision@pa.gov).

**Fees:** A check in the amount of $750 for each branch being relocated made payable to: *Commonwealth of Pennsylvania Department of Banking and Securities* must be mailed to:

Bureau of Bank Supervision

Pennsylvania Department of Banking and Securities

17 North Second Street, Suite 1300

Harrisburg, PA 17101-2290

**Answers**: All answers must be complete and accurate and are subject to verification. If the answer is “none,” “not applicable,” or “unknown,” please state. An answer of “unknown” should be explained. Cross-references may be made to other answers or to an exhibit so long as the cross-reference is made with a specific cite to the location in the documents to allow easy reference.

All questions and requests for information/documentation should be answered in their entirety. Missing or incomplete answers, or failure to submit the required supporting documentation will delay acceptance of the application and may cause the application to be returned to the Applicant(s).

If circumstances or changes occur after the filing of the application that render answers or documentation submitted to be inaccurate, Applicant(s) must promptly file with the Department an amendment disclosing the changes and the specific areas of the previous application that are being updated.

**Approval**: If the application is approved, the Applicant is required to file a Certificate of Establishment of Branch immediately after each branch opens for the transaction of business similar to the sample included in Appendix “B.”

**Section II - Publication**

Please provide a copy of any publications required by the Bank’s home state regulator and/or the primary Federal Regulator.

**Section III - Board Resolution**

A resolution by the Board of Directors or Trustees substantially in the form attached hereto in “Appendix A” must be provided with this application.

**Section IV - Questionnaire**

1. (a) Provide the location of the proposed new branch or branches (*if more than one*

*branch location is involved, attach an addendum with the additional locations with*

*the following information*):

|  |  |  |
| --- | --- | --- |
| Street:  *Street* | | |
| City:  *City* | State:  *State* | Zip Code:  *Zip Code* |
| County:  *County* |  | |

*Limited-Service Facility Branch*: If the branch or branches will be a limited-service facility, indicate specific days and hours of operation, banking services to be provided, and security measures that will be in effect (for example, will a vault be located on the premises or will monies be transported to and from an existing office?).

|  |
| --- |
|  |

2. What is the anticipated opening date of the branch or branches (if more than one branch, indicate the date for each branch)?

|  |
| --- |
|  |

3. If a branch is being constructed, will the proposed branch be operated in temporary quarters during construction? (*If the response is “Yes”, designate the type of facility to be used and detail all anticipated costs and the terms and duration of occupancy of the temporary office.)*  Yes  No

**Section V - Certification**

The undersigned does hereby certify that the information contained herein and contained in any attachments or exhibits hereto are complete, true, and correct. I make this declaration subject to the penalties of 18 PA.C.S. § 4904 relating to unsworn falsification to authorities.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Officer |  | Date |
|  |  |  |
| Print or type name |  |  |

Appendix “A”

## Resolution of the Board of Directors or Trustees of

**(Applicant Institution)**

At a meeting of the Board of Directors or Trustees duly called and held on **(Date)**, the following Resolution was adopted:

WHEREAS, it is determined that application should be made to the Department of Banking and Securities of the Commonwealth of Pennsylvania for a Letter of Authority to establish a branch at **(Proposed Address of Branch)**;

NOW, THEREFORE, BE IT RESOLVED, that **(Name of Officer)**, **(Title of Officer)** of this institution, be hereby authorized and directed to prepare and file with the Department of Banking and Securities an application, on behalf of this institution, for a Letter of Authority to establish the aforesaid branch.

I CERTIFY that the above Resolution was adopted at a meeting of the Board of Directors or Trustees held on **(Date)**; that the same has not been rescinded; that the number of duly elected and qualified Directors or Trustees is **(Number)**; that the number of Directors or Trustees attending said meeting was **(Number)**; and that **(Number)** voted in favor of the Resolution, **(Number)** voted against the Resolution, and **(Number)** abstained from voting on the Resolution.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Secretary

Appendix “B”

**FORM OF LETTER ON BANK’S LETTERHEAD**

**TO BE FOLLOWED IN ADVISING OF OPENING OF BRANCH**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Secretary of Banking and Securities

Pennsylvania Department of Banking and Securities

17 North Second Street, 13th Floor

Harrisburg, PA 17101

**CERTIFICATE OF ESTABLISHMENT OF BRANCH**

Dear Secretary:

Pursuant to a Letter of Authority issued by the Pennsylvania Department of Banking and Securities on [Date] , [Name of Bank] has established a [limited service facility or full-service] branch office at [Address of Branch Office] , which was opened for the transaction of business on [Date] .

Sincerely,

[Signature]

[Title]