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**Regulation O Summary of Reporting/Recordkeeping Requirements**

12 C.F.R.

SectionRequirement

215.8

**Records of Institution**

The thrift must maintain records that identify its insiders through an annual survey. Any recordkeeping method the institution adopts must include extensions of credit to insiders of the thrift's affiliates. The thrift can identify insiders of affiliates through an annual survey or by borrower inquiry method at the time the thrift makes an extension of credit. OTS may deem alternative methods acceptable.

The thrift must also specify the amount and terms of each extension of credit made to these persons and their related interests. Records must be sufficient to demonstrate compliance with applicable lending restrictions.

215.9

**Reports by Executive Officers**

Executive officers must provide a written report to the thrift's board of directors within 10 days of becoming indebted to any other bank or thrift if the aggregate amount of the indebtedness exceeds \$100,000 (or the greater of 2.5 percent of the thrift's capital and surplus or \$25,000). The report must state the lender's name, the date and the amount, security and purpose of each extension of credit.

215.10

**Reports on Credit to Executive Officers**

Thrifts must report in Schedule SI of its quarterly TFR all extensions of credit to its executive officers.

215.11

**Disclosure of Credit to Executive Officers and Principal Shareholders**

Upon written request from the public, the thrift must make available a list of executive officers and principal shareholders and their related interests to whom the institution has an outstanding extension of credit that when aggregated with all other outstanding extensions of credit to that individual and their related interests equals or exceeds 5 percent of the thrift's capital and surplus or \$500,000, whichever is less. The thrift does not have to disclose extensions of credit to any one person and their related interests that does not exceed \$25,000. The thrift also need not disclose specific amounts of individual extensions of credit.

**215.12 Reporting Requirement for Credit Secured by Certain Bank Stock**

Executive officers or directors of institutions whose shares are not publicly traded must annually report to the board of directors any outstanding credit secured by shares of the thrift.

**215.22 Reports by Executive Officers and Principal Shareholders or Their Related Interests**

On or before January 31 of each year, executive officers and principal shareholders must report to the board of directors outstanding indebtedness to correspondent banks of the thrift. The thrift must notify executive officers and principal shareholders of this requirement, make available a list of the correspondent banks, and maintain the reports for three years. Thrifts may use FFIEC Form 004 (attachment to OTS TB 64-1c) or maintain the information in a similar format.

**215.23 Disclosure of Credit from Correspondent Banks to Executive Officers and Principal Shareholders**

Upon written request from the public, the thrift must make available the names of executive officers, principal shareholders and their related interests to whom a correspondent bank has outstanding extensions of credit to the individual and their related interests that equal or exceed 5 percent of capital and surplus or \$500,000, whichever is less. The thrift does not have to disclose extensions of credit to any one person and their related interests that does not exceed \$25,000. The thrift also need not disclose specific amounts of individual extensions of credit.