

## Conversion Completion Certification by Applicant (Conversion to a NB)

*Date*

*District Director, District  
Comptroller of the Currency  
Address  
City, State, ZIP Code*

*Re: Application Description, OCC Control Number*

Dear District Director:

This certifies that we have taken all steps required to convert to a national bank, executed all documents required to organize, and retained them in the bank's file. We also certify that:

- The requisite percentage of shareholders approved the conversion in accordance with applicable federal and state law.
- The directors authorized the conversion in accordance with applicable federal and state law.
- The bylaws previously submitted have been adopted.
- All directors have acquired shares in accordance with 12 USC 72 and 12 CFR 7.2005.
- [If applicable] We made application to the Federal Reserve for membership.

We have previously provided:

- Executed Articles of Association (original).
- Executed and notarized Organization Certificate (original).
- The Oath and List of National Bank Directors.
- Authority for Conversion to National Bank (form).
- The bylaws.

We plan to open as a national bank on *(insert date)*. All approved branches will be operating except *(insert address of any remaining approved but unopened branches)*. We await receipt of a national bank charter certificate.

Sincerely,

-Signature-

(Insert name of authorized representative)

Enclosures