

NOTICE TO APPLICANTS

Trust Company Charter

The [Trust Company Charter Application](#) has been designed to elicit the **minimum information required** by the Texas Department of Banking (the Department) for the purpose of determining whether a particular application should be granted. The original and duplicate copy of the application form and all attachments should be delivered to Banking Commissioner, Texas Department of Banking, 2601 North Lamar Boulevard, Austin, Texas 78705-4294. Inquiries concerning the preparation and filing of this or any other corporate application with the Department should be directed to the [Corporate Activities Division](#) at 512/475-1322.

Once the application and accompanying documents are received by the Department they will be reviewed. The applicant will be notified if additional information is required to complete the review of the proposed transaction. The application will be officially accepted for filing only when it is determined that sufficient information has been filed to adequately review the proposed transaction. Therefore, full and complete answers will facilitate processing of the application.

Fees

A check payable to the Texas Department of Banking is required as a filing fee for each application pursuant to 7 TAC §21.2. **It is not refundable.** Additional costs associated with the application will include fees connected with the charter investigation.

Public Notice

The applicant must publish notice of the application pursuant to Section 182.004 of the Texas Finance Code (TFC). Public notice of this application must be published in a newspaper of general circulation in accordance with 7 TAC §21.5. Evidence of publication should be furnished as it becomes available.

Public Disclosure of Information

All information submitted to the Department is presumed to be public information, unless it is deemed confidential under the *Texas Open Records Act*. Any document in the application for which you request confidential treatment must be segregated and reference the *Texas Open Records Act* exception supporting the request. Final determination as to the confidentiality of any information will rest with the Banking Commissioner.

Application Specific Requirements

The original and one (1) copy of the application form and all attachments should be delivered to the Department. Any application submitted pursuant to 182.001 et seq. of the TFC must be signed and notarized. A Business Plan which conforms to Supervisory Memorandum 1009 must accompany the application. Every application for Trust Company Charter must include the following:

1. The completed [Trust Company Charter Application](#) form;
2. Executed [Authority to Release Information Form](#) for any proposed directors, executive officers, or principal shareholders;
3. Completed and signed [Biographical Reports](#)*;
4. Completed and signed [Personal Financial Information Forms](#)*;
5. Submit fingerprint cards according to the Department's [Fingerprint Instructions](#);
6. Completed [Confirmation Inquiry Forms](#) if the person completing the form will use funds under their direct or indirect control to acquire stock. This form is not required if available funds can be evidenced through copies of bank or brokerage statements.

*The Department will accept the completed [Interagency Biographical and Financial Report](#) in lieu of the State forms, provided that the forms are accompanied by and executed and notarized [Department Signature Form](#).