

## NOTICE TO APPLICANTS Conversion Application

The [Conversion Application form](#) 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 Banking Commissioner of Texas is required as a filing fee for each application pursuant to 7 TAC §15.2. ***It is not refundable.***

### Public Notice

The applicant shall publish a notice in a newspaper of general circulation in the communities where the home office of the applicant is located and where the home office of the proposed state bank will be located, if different. The published notice must comply with 7 TAC §15.108(d).

### 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

Any application submitted pursuant to Section 32.502 of the Texas Finance Code and 7 TAC §15.108 must be signed and notarized.

Every submitted Conversion Application must be accompanied by:

1. Applicable Filing Fee;

2. Executed statement by the president of the applicant bank certifying that each stockholder of the institution will receive the same pro rata interest in the state bank. Any deviations or changes must be fully described;
3. If any of the directors, executive officers or principal shareholders proposes to purchase additional stock as part of the conversion, provide [Confirmation Inquiry](#) forms and [Verified Statement of Subscriber](#) forms; and
4. If submitting the application for expedited processing, complete and enclose the [Worksheet to Determine Eligibility \(Banks\)](#) and the [Worksheet for Expedited Filings \(Banks\)](#). Refer to 7 TAC §15.103 to determine if you think you may qualify for expedited treatment and complete the two eligibility worksheets. Then, contact the Director of Corporate Activities to determine if you can submit a letter application pursuant to 7 TAC §15.103(b).

**Note** — 7 TAC §15.108 governs the application for conversion of a financial institution into a state bank pursuant to Finance Code §32.502, which indicates in part, that an applicant must submit an application on a form prescribed by the banking commissioner. The prescribed form (Conversion Application) is deemed the document which controls the application process. Therefore, unless specifically directed otherwise, the applicant only needs to complete the items within the application.