

NOTICE TO APPLICANTS

Short Distance Relocation of a Branch

The requirements listed in this Notice to Applicants have been designed to elicit the minimum information required by the Texas Department of Banking (the "Department") for the purpose of filing a complete notice. The notice 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 filing with the Department should be directed to the [Corporate Activities Division](#) at 512/475-1322.

Once the notice and accompanying documents are received by the Department they will be reviewed. The notificant will be advised if additional information is required to complete the review of the proposed transaction. The notice will be accepted only when it is determined that it is informationally complete. Therefore, full and complete answers will facilitate processing of the notice.

Fees

A check made payable to the Texas Department of Banking in the amount of \$200, as specified in 7 TAC § 15.2. ***It is not refundable.***

Public Notice

Public notice is not required.

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 notice 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.

Notice Requirements

A notice for a state bank to relocate a branch within a one-mile radius pursuant to Texas Finance Code ("TFC") § 32.203 and 7 TAC § 15.42(j) must include the following:

- The completed and signed [Notice of Short Distance Relocation](#); and
- A check made payable to the Texas Department of Banking for the amount of the filing fee.

Please be aware that an application to the commissioner for prior approval is required if:

- The proposed transaction will result in a fixed asset investment in excess of 100% of unimpaired capital and surplus. See TFC § 34.002.
- Transactions with an officer, director, or principal shareholder of affiliate of the bank in which prior approval is required per TFC § 33.109 or 7 TAC § 3.22.