

NOTICE TO APPLICANTS

Notice of Establishment or Relocation of an Additional Office or Other Facility

These instructions for a Notice of Establishment or Relocation of an Additional Office or Other Facility (Notice) have been designed to elicit the **minimum information required** by the Texas Department of Banking (Department) for the purpose of evaluating the Notice. The original and duplicate copy of 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 Notice or any other corporate application 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 applicant will be notified if additional information is required to complete the review of the proposed transaction. Only after it is determined that sufficient information has been obtained can the proposed transaction be reviewed and a response provided. Therefore, full and complete answers will facilitate processing of the Notice.

Fees

A check payable to the Texas Department of Banking is required as a filing fee for each Notice pursuant to 7 TAC §21.2. **It is not refundable.**

Public Notice

Public notice of the proposed transaction must be published in a newspaper of general circulation in accordance with 7 TAC §21.5 and §21.42(d). 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 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 Specific Requirements

The original and one (1) copy of the letter and all attachments should be delivered to the Department. The Notice must include the following:

1. A notice in the form a letter **signed by an authorized officer** that:
 - a. Includes the items listed in 7 TAC 21.42(b); and
 - b. Includes the certification that, "I hereby certify under penalty of perjury that the information contained herein is true and correct and that there is no misrepresentation or omission of material fact."
2. A completed [Trust Company Worksheet – Transaction](#).