



**State of Rhode Island**  
**Department of Business Regulation**



**DIVISION OF BANKING**

Please submit this filing along with all required responses and attachments in PDF form to;

**DBR.Bankinquiry@dbr.ri.gov**

If you have any questions, please contact the Division at; 401-462-9503

**APPLICATION<sup>1</sup> FOR APPROVAL TO ESTABLISH AND  
 MAINTAIN A BRANCH OFFICE FOR A FINANCIAL  
 INSTITUTION OR CREDIT UNION**

PURSUANT TO RHODE ISLAND GENERAL LAWS TITLE 19, CHAPTER 2 APPLICATION IS HEREBY MADE BY:

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip Code: \_\_\_\_\_

Mailing Address  
 If Different: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

FOR WRITTEN CONSENT OF THE DIRECTOR OF BUSINESS REGULATION (“DIRECTOR”) TO ESTABLISH AND MAINTAIN A BRANCH OFFICE AT:

Address: \_\_\_\_\_

City: \_\_\_\_\_

State & Zip Code: \_\_\_\_\_

**ANSWERS MUST BE PROVIDED FOR EACH QUESTION CONTAINED IN THIS APPLICATION.  
 USE SUPPORTING SCHEDULES WHERE NECESSARY.**

AN APPLICATION FEE BASED UPON HOURS SPENT BY THE DIVISION OF BANKING REVIEWING AND PROCESSING THE APPLICATION MUST BE SUBMITTED UPON RECEIPT OF A DECISION BY THE DIRECTOR.

APPLICATION COORDINATOR:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Date of Filing: \_\_\_\_\_

**SECTION ONE - PROPOSED BRANCH OFFICE**

1. REASONS FOR ESTABLISHING THE PROPOSED BRANCH

Detail the applicant’s reasons for seeking to establish the proposed branch office which include at a minimum the following:

- A. The identity of the major cities or towns which the applicant seeks to service from the proposed branch office.
- B. A statement showing the net new benefits to be derived from the proposed branch office.

2. PUBLIC CONVENIENCE AND ADVANTAGE.

Provide a statement addressing how the public would benefit by the establishment and maintenance of the proposed branch.

3. ANTICIPATED OPENING DATE

Indicate the anticipated opening date and daily hours of operation of the proposed branch office. Describe any actions needed to be taken by the applicant which may delay the proposed branch opening.

4. PROPOSED BRANCH FACILITIES

Provide a physical description of the building premises. Specify the amount of available parking, walk-up, drive-up, handicapped access, vault, safe deposit boxes, **automated teller machines** (Describe the types of transactions that will be performed at any applicable ATM(e.g., deposits, withdrawals, etc.).

5. STAFFING

Indicate the full-time and part-time management and employee staff positions scheduled at the proposed branch office. Outline the main functions and responsibilities of each position.

6. MANNER OF OCCUPANCY

Indicate whether the proposed site will be leased or purchased by the applicant. Identify the person or entity from whom the proposed branch office will be leased or purchased. Identify and explain any exclusive clauses contained in the purchase or property agreement or any other agreements between the applicant and subsequent purchases or lessees. If the agreement lacks exclusive or restrictive clauses, provide a statement signed by a official of the applicant certifying the absence of such clauses.

## 7. INSIDER TRANSACTIONS DISCLOSURE

Indicate any direct or indirect benefit to any insider as compensation or inducement in assisting or consummating the proposed branch office transaction. Indicate whether the governing board of the applicant has reviewed the insider involvement in connection with the establishment and maintenance of the proposed branch office and the result of that review.

## 8. PUBLICATION

A Notice of Application Filed (prepared by the Division of Banking) with publication dates to be determined by the Division of Banking upon confirmation that a completed application has been received, will be posted on the Department's website pursuant to R. I. Gen. Laws § 19-1-3.

## **SECTION TWO – FINANCIAL INFORMATION**

1. Identify the cost to construct, purchase, rent or renovate the premises of the proposed branch office location. Provide the assessed value of the property purchased.
2. Identify the cost to purchase or rent the furniture, fixtures and equipment for the proposed branch office. Itemize the cost of walk-up, drive-up, handicap accessibility, and automated teller machines, parking, vaults, safe deposit boxes or other facilities.
3. Provide a Balance Sheet and Statement of Income and Expenses dated not more than sixty (60) days from the date of application attested to by the president or treasurer.
4. Provide evidence that applicant is "sufficiently capitalized", and will remain "well capitalized or adequately capitalized" upon opening of the proposed branch. The assessment of whether the applicant will remain "well capitalized or adequately capitalized" shall incorporate projections that include at a minimum, at least one full year of operation of the proposed branch office.
5. Identify the source of funds to be used to construct, purchase, rent or renovate the premises of the proposed branch office and to purchase or rent the furniture, fixtures and equipment for the proposed branch office.

## **SECTION THREE – REGULATORY AND BOARD OVERSIGHT**

### 1. OTHER REGULATORY AGENCIES

Please list the name, address, telephone number and contact person of any state or federal bank regulatory or licensing authority having jurisdiction over the transaction.

### 2. BOARD RESOLUTIONS

Provide a certified copy of the resolution of the board of directors or trustees, whichever is applicable, that authorizes the filing of the application including the approval of the authorized expenditure and the name of the person(s) authorized to file the application.

### 3. COMMUNITY REINVESTMENT ACT ("CRA")

- Financial institutions that have received a CRA Performance Evaluation must provide a copy of the most Recent CRA Performance Evaluation Rating.

- Financial institutions and credit unions that have not received a CRA Performance Evaluation Rating must provide a copy of the applicant's most recent CRA Statement, and pursuant to R. I. Gen. Laws §19-9-4, the following **(not applicable to credit unions whose by-laws significantly limit the field of membership)**:
  - A) The geographic distribution of the applicant's credit extensions, credit applications, and credit denials, during the two (2) calendar years preceding the application, specifying the number and dollar amount of each such loan by type;
  - B) The effect of the proposed branch upon the economy of the neighborhood, city or town, region, or state;
  - C) The applicant's participation, including investments, in local community development and redevelopment projects or programs during the two (2) calendar years preceding the application, specifying the number and dollar amount of each such loan and investment by type; If none, provide statement which explains the applicant's lack of such participation.
  - D) The applicant's origination of residential mortgage loans, housing rehabilitation loans and small business or small farm loans within its community or the purchase of such loans originated in its community during the two (2) calendar years preceding the application, specifying the number and dollar amount of each such loan by type; If none, provide statement which explains the applicant's lack of such participation.
  - E) The applicant's participation in governmentally insured, guaranteed, or subsidized loan programs for housing, small businesses, or small farms during the two (2) calendar years preceding the application, specifying the number and dollar amount of each such loan by type; If none, provide statement which explains the applicant's lack of such participation.
  - F) A statement which addresses whether the applicant has or intends to engage in any practices intended to discourage application for any types of consumer credit; and
  - G) Explanation, including the dates, disposition, and corrective measures taken with respect to any accusations of prohibited discriminatory or other illegal credit practices.

#### 4. OFFICER CERTIFICATION

Provide certification by the president or vice president and secretary or treasurer that the information contained in the application is true and that any schedules provided correctly represent the true state of the several matters contained within the application to the best of their knowledge and belief.

#### 5. OTHER

Within thirty (30) days of the date of the Decision on the application by the Director of Business Regulation, applicant shall pay an application filing fee pursuant to R. I. Gen. Laws §19-1-3 and Banking Regulation 230-RICR-40-05.

Applicants are advised that the application is a public record. Therefore reference to CAMEL ratings may not be used in any narrative or financial analysis as support for the transaction. The Division reserves the right to notify the applicant within thirty (30) days of filing that the application will be subject to additional procedures which may include the submission of additional information and that the application is no longer subject to the provisions of this bulletin. The Division's action to negate the continued applicability of this bulletin may be on the basis of issued raised internally or externally. The Division may take any and all action used in its review of a standard application filing including holding a public hearing if deemed appropriate.