



APPLICATION TO RELOCATE MAIN OFFICE OR BRANCH

INFORMATION FOR THE APPLICANT

Schedules or inserts may be attached to this application whenever the space provided is insufficient. Attached schedules or inserts are a part of this application and should be on paper the same size as this page. Applications are to be securely bound.

An applicant shall file one original application form, one printed copy, and an electronic copy of any application form and all attachments. A complete copy should be retained by the bank. If a different application is required by the appropriate federal regulatory agency, one copy of that application should be submitted to the Director.

Requests for clarification as to what information is necessary to complete this application should be directed to the Division of Banking.

You may provide any information in addition to that requested in this application which, in your opinion, might aid in the disposition of your proposal.

Complete responses to all questions in this application will expedite application processing.

If the new Main Office is not an existing branch, then the bank must also submit to the director all materials associated with a new branch application.

In preparing your application, keep in mind that the application will be treated as public information for purposes of SDCL 1-27-1. It is the responsibility of the applicant to identify the information submitted with the proposal which it deems CONFIDENTIAL clearly and on separate pages. However, the determination of the question of confidentiality and the discretion to release information submitted to it resides with the Director and the specific information you indicate to be confidential may be made available for public review after consideration.

POLICY CONSIDERATIONS IN CONNECTION WITH THE PROPOSAL

1. A bankruptcy clause should be included in leases. An example of such clause will be furnished upon request.
2. The bank, in establishing this new office, will develop external security procedures and install security devices in compliance with federal regulations.
3. Any payment or arrangement to/with any bank-related party such as a director, officer, or 5% or more shareholder or their relatives or business interests must be fully detailed and supported.

Section I.

GENERAL INFORMATION

Date: _____

Name of Bank: _____

Street Address: _____

City, State, Zip: _____

Type of Relocation: *(Check one)*

_____ Relocate Main Office

_____ Relocate Branch

Present Location	Proposed Location

Description of the proposed change of location including any strategic planning considerations:

Section II.

RESOLUTION OF BOARD OF DIRECTORS OF APPLICANT BANK

The Board of Directors of the Applicant at a meeting duly called and held on _____ adopted the following Resolution:

“Whereas it is the sense of this meeting that application should be made on behalf of this bank to the Director for written consent to move its main office or branch now being operated at:

(Street Address) (City) (State) (Zip)

to:

(Street Address) (City) (State) (Zip)

in accordance with the provisions of South Dakota codified laws; NOW, THEREFORE, IT IS RESOLVED. That the President or Vice President of this bank are hereby authorized and directed to make application on behalf of this bank to the Director to move its main office or branch now being operated at:

(Street Address) (City) (State) (Zip)

to:

(Street Address) (City) (State) (Zip)

and to submit in connection therewith information and to provide such assurances as may be required for the purpose of inducing the Director to grant written consent to the relocation of a main office or branch as indicated in this Resolution.”

The above Resolution has not been rescinded or modified and has been duly entered in the minutes book of the Applicant. Application is made, hereby.

Signature of President or Vice President Date

ATTEST: _____
Cashier or Secretary Date

SEAL:

Section III.

FIXED ASSET EXPENDITURES

TEMPORARY QUARTERS

(Complete only if temporary quarters are anticipated)

STREET: _____ MONTHLY RENTAL: _____

DIRECTION AND DISTANCE FROM PERMANENT QUARTERS: _____

BRIEF PHYSICAL DESCRIPTION:

PERMANENT QUARTERS ANTICIPATED

BRIEF PHYSICAL DESCRIPTION:

CHECK ONE: _____ OWNED _____ LEASED

IF OWNED:	LAND	TOTAL COST
	BUILDING	_____
	FURNITURE AND EQUIPMENT	_____
	TOTAL FIXED ASSET EXPENDITURE	_____

IF LEASED	LEASEHOLD IMPROVEMENTS	_____
	FURNITURE AND EQUIPMENT	_____
	TOTAL FIXED ASSET EXPENDITURE	_____

GIVE BASIC TERMS OF LEASE (Term, rate, renewal or purchase options, etc.)

LIST IN DETAIL ANY PLANS OF THE BANK TO FINANCE THE CONSTRUCTION OF THE LOAN PRODUCTION OFFICE BUILDING OR OTHER FIXED ASSETS IN CONNECTION WITH THE SUBJECT PROPOSAL. (If none, so state.)

STATUTORY LIMITATION ON INVESTMENT IN FIXED ASSETS (SDCL 51A-4-9):

Total Bank Investment in Fixed Assets (Excluding proposed branch)	_____
Total Fixed Asset Expenditure Associated with Proposed Branch	_____
TOTAL PROPOSED FIXED ASSET EXPENDITURE	_____

TOTAL CAPITAL STOCK AND SURPLUS (As of most recent Report of Condition) _____

TOTAL PROPOSED FIXED ASSET EXPENDITURE/TOTAL CAPITAL STOCK AND SURPLUS _____ %

Section IV.

DISPOSITION OF LOCATION TO BE VACATED

If owned, indicate name(s) of prospective buyer(s) and estimated sale price:

If leased, provide details regarding termination of such lease and abandonment costs which will have to be absorbed on any leasehold improvements:

If insiders are involved, provide names, relationships, particulars of the transaction(s) and supporting documentation:

Discuss disposition of any other assets in connection with the proposal and resultant reduction in carrying value:

Section V.

RELATIONSHIPS AND ASSOCIATIONS WITH APPLICANT

Are any architects, real estate brokers, the sellers or lessors of land, buildings, or equipment listed herein otherwise directly or indirectly associated with the Applicant? ___ YES ___ NO (If YES, complete the following.)

NAME	ITEM (Mark Appropriate Column)			RELATIONSHIP OR ASSOCIATION WITH BANK (Specify Director, 5% Shareholder, or their relatives or business interests)
	Land	Building	Equipment	

If any fixed assets are to be purchased or leased from a related party, describe the manner in which the terms were established with any supporting documentation of the reasonableness of the cost(s):

Section VI.

FEES PAID IN CONNECTION WITH THE PROPOSAL

Name of Recipient	Type of Fees Paid			Relationship Association with Applicant (Specify Director, Officer, 5% Stockholder, or their relatives. Designate any business interests.)	Amount
	Legal	Consulting	Other		

Section VII.

ESTIMATED DEPOSITS

(Complete only if the relocation will result in a change in primary trade territory.)

ESTIMATED VOLUME AT END OF

	First Year	Second Year	Third Year
TOTAL DEPOSITS.....	_____	_____	_____

Above estimates are based on the following data and assumptions:

Section VIII.

ADEQUACY OF CAPITAL STRUCTURE

Are there any plans to increase the capital structure other than through retained earnings? YES NO
(If YES, give details.)

Section IX.

FUTURE EARNINGS PROSPECTS

ESTIMATED CHANGES IN OCCUPANCY EXPENSES RESULTING FROM PROPOSED MOVE

(Include only those changes which are applicable to the relocation.)

Type of Occupancy Expense	Current Cost	Proposed Cost
Rent		
Depreciation		
Utilities		
Maintenance <i>(including janitor's salary)</i>		
Insurance		
Taxes on real estate		
Other		
Total Occupancy Expenses		
Less: Rental income anticipated		
Net Occupancy Expenses		

Detail any other significant changes in earnings anticipated as a result of this proposal:

Section X.

MANAGEMENT

Outline any changes in senior management that have occurred since the last State examination.

Describe any planned change in the type of business to be conducted at the relocated office:

If the institution is a defendant in any lawsuit, provide the following information:

- Name of plaintiff(s)
- Amount of damages sought
- Nature of or basis for litigation
- Expected results, including the probability of loss
- Likelihood of settlement

Section XI.

ABILITY TO SERVE THE COMMUNITY

The applicant is responsible for adequately describing its ability to serve the community affected by this application. Submit such data relating to the trade area which you feel is relevant to the proposal. An economic survey or feasibility study is highly recommended.

A. OUTLINE THE REASONS FOR THE RELOCATION AND DESCRIBE THE BANKING SERVICES THAT REMAIN IN THE VACATED AREA.

B. IF THE RELOCATION RESULTS IN A CHANGE IN THE PRIMARY TRADE AREA, ATTACH A LIST OF FINANCIAL INSTITUTIONS PROVIDING SERVICES IN THE PROPOSED AREA.

C. SUBMIT A BOARD-APPROVED BUDGET (Ensure that it reflects the income/expenses associated with the proposed location change).