

**APPLICATION FOR PERMISSION TO ESTABLISH AND OPERATE A CREDIT UNION  
PURSUANT TO § 6.2-1321 OF THE CODE OF VIRGINIA**

INFORMATION AND INSTRUCTIONS

This application is designed to elicit the minimum information needed by the State Corporation Commission to determine whether a credit union should be granted a certificate of authority to commence business pursuant to the provisions of Title 6.2, Chapter 13 of the Code of Virginia. Additional information may be required in some cases, and the right to request such information is hereby reserved. This form is not intended to limit the presentation of the proposal, and the applicant may submit any additional information it considers pertinent. When space allowed is insufficient, a separate page should be used. Additional information and/or documents must be submitted on 8½" x 11" paper.

**The following documents must be submitted with the application:**

1. A check for \$300 payable to the Treasurer of Virginia
2. A copy of the related application and documents filed or to be filed for share insurance.
3. A résumé of the proposed Chief Executive Officer or manager.
4. A properly executed, current (less than 90 days old) Personal Financial Report and Disclosure Statement form for **each director** and **senior officer** of the applicant on form CCB-1123. *The report must be executed with original signature(s).* Personal Financial Report and Disclosure Statement forms are confidential.
5. An Employment and Business Affiliation Disclosure Form, CCB-1150, for each director and officer.
6. A statement of the facts specifying the common bond of interest of prospective members and the number of persons having such a common bond. If the common bond of prospective members is based on employment or membership in a specific institution or organization, indicate whether such employer, institution, or organization will sponsor the proposed credit union and the extent of the sponsorship.
7. A description of the proposed quarters, specifying all transactions and costs associated with land, building, improvements, furniture, fixtures, and equipment.
8. A projection of the number of members, dollar amount of shares, gross income, and itemized operating expenses for the first three twelve-month periods of operation.

Some of the requested documents and information may be contained in the application for share insurance. The applicant may choose to refer to such application and/or documents by document and page number.

The Bureau will review the application and accompanying materials for completeness upon receipt. **Applications that are not substantially complete will be returned.** Thus, full and complete answers should be given at the outset of the application process.

**You must immediately advise the Bureau of any occurrences that would alter your responses to the questions in this application. Failure to disclose any changes within ten days of becoming aware of them may result in delay or denial of your application.**

As a general rule, documents filed with the Bureau of Financial Institutions become part of the public record. Except as permitted or required by law, the following shall be kept confidential: Personal Financial Report and Disclosure Statements, other documents which disclose personal account information, and information which could endanger the safety and soundness of a depository institution. Upon request, the Bureau will consider for confidential treatment any other documents or portions of the application that the applicant considers of a proprietary and personal nature. The request for confidential treatment must discuss the justification for the requested treatment, specifically demonstrating the harm (for example, loss of competitive position or invasion of privacy) that may result from public release of the information. Information for which confidential treatment is requested should be: (1) specifically identified in the public portion of the application (by reference to the confidential section); and (2) specifically separated and labeled "Confidential." The Bureau will advise the applicant if the request for confidentiality cannot be honored.

To view the entire Confidentiality Policy Statement of the Bureau of Financial Institutions or to download this application form or a related form, visit the Bureau's website at [scc.virginia.gov/pages/Bureau-of-Financial-Institutions](http://scc.virginia.gov/pages/Bureau-of-Financial-Institutions).

Inquiries regarding the preparation and filing of this application should be directed to the Bureau of Financial Institutions, 1300 East Main Street, Suite 800, Post Office Box 640, Richmond, Virginia 23218-0640. Telephone: (804) 371-9690; FAX (804) 371-9416.

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**Bureau of Financial Institutions  
State Corporation Commission  
1300 East Main Street, Suite 800  
Post Office Box 640  
Richmond, Virginia 23218-0640**

Pursuant to § 6.2-1321 of the Code of Virginia,

\_\_\_\_\_ (Corporate Name of Applicant) \_\_\_\_\_ (FEIN)

hereby applies to the State Corporation Commission for a certificate of authority to commence business as a Credit

Union at \_\_\_\_\_ (Street Address) \_\_\_\_\_ (City or Town)

\_\_\_\_\_ (County) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code)

The Board of Directors of the applicant consists of the following individuals:

**CERTIFICATION**

The undersigned, being duly sworn, states that he/she has executed the foregoing application under § 6.2-1321 of the Code of Virginia; that he/she has been duly authorized to execute and file such application; and that to the best of his/her knowledge, information, and belief, the application and all accompanying materials contain no misstatement of fact and do not omit a material fact called for.

\_\_\_\_\_ Name (Type or Print) \_\_\_\_\_ Signature

\_\_\_\_\_ Telephone Number/E-mail Address \_\_\_\_\_ Title

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ Notary Public

Registration Number of Notary: \_\_\_\_\_

My commission expires: \_\_\_\_\_