



NC Commissioner of Banks

316 W. Edenton Street, Raleigh, NC 27603

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Savings Institution

New Chief Executive Officer or Director

Under provisions of 4NCAC 16D.0101(c) for savings and loans and 4NCAC 16E.0103(c) for savings banks, whenever a new chief executive officer or director is being considered for appointment, written advance notification is to be provided to the Commissioner of Banks. As many of you are aware, we have asked that schedules C and D, copies of which are attached, for each candidate be completed for our records. Schedules C and D should also be provided for potential executive officers as defined in section 22(h) of the Federal Reserve Act. These schedules should be completed by the prospective executive officer for forwarding to us.

In order to ensure that potential executive officers and directors have nothing in their past which would preclude their employment in an insured financial institution or their being bonded, each institution should perform or have performed a background check of these individuals. Such a check should be sufficient to assure that the individual under consideration has nothing in his/her past which would preclude his/her employment or directorship in an insured financial institution and such individual is bondable under the institution's surety bond policy. Once such a background check indicates nothing which would preclude the individual's employment, a certification using the wording below should be completed, signed and dated by the Chairman of the Board of Directors and forwarded to this office to be attached to the completed schedules C and D. The background information should be maintained in your institution for review by regulatory authorities should such review be necessary.

This office considers information of this nature to be strictly confidential and will maintain that confidentiality once the schedules and certifications are received and on file.

4NCAC 16D.0101(c)

When a savings institution takes action resulting in the establishment of a new chief executive officer or director, the savings institution shall notify the Commissioner of Banks in advance in writing of such change, and shall provide the name of the new chief executive officer or director, the effective date of the appointment, and a statement of the person's past and current business and professional affiliations. The name of any departing chief executive officer or director shall also be provided to the Commissioner of Banks in writing.

4NCAC 16E.0103(c)

When a savings bank takes action resulting in the establishment of a new chief executive officer or director, the savings bank shall notify the Commissioner of Banks in advance in writing of such change, and shall provide the name of the new chief executive officer or director, the effective date of the appointment, and a statement of the person's past and current business and professional affiliations. The name of any departing chief executive officer or director shall also be provided to the Commissioner of Banks in writing.

Name of Institution

has had performed a review of the background of

Name of prospective executive officer or director

to determine whether there is anything in his/her

background which would preclude his/her employment/directorship in an insured financial institution.
I hereby certify that such review has found nothing which would preclude this individual from such
employment/directorship.

Signature of Chairman of the Board of Directors

Date

SCHEDULE C

AFFILIATIONS OF DIRECTORS AND EXECUTIVE OFFICERS

Each director and executive officer, as defined by section 22(h) of the Federal Reserve Act, shall disclose the information requested below regarding his or her affiliation with any insured depository institutions, their subsidiaries and affiliates, for the last five (5) years.

The following definitions shall apply in the interpretation of this form:

Affiliate shall mean any entity that controls, is controlled by, or is under common control with a depository institution.

Control, controls, controlled shall mean ownership, directly or indirectly, or possession of, or power to vote, or to hold proxies representing 10% or more of the voting shares or rights or the ability to achieve in any manner the election or appointment of a majority of directors.

Depository institution shall mean a commercial bank, a savings and loan association, or a building and loan association whether chartered by a state or territory or under the laws of the United States.

Subsidiary shall mean a company that is controlled by a depository institution.

Name:

Current employer and address:

1. List all advances of credit of more than \$50,000.
2. List all equity investments of more than 10% of the outstanding stock in a depository institution, its subsidiary or affiliate, all classes.
3. List each depository institution, its subsidiary or affiliate, for which you have served as a director or officer.

4. List any business relationship with a depository institution, its subsidiary or affiliate, which generated more than \$10,000 per year or an aggregate of \$50,000 (over five (5) years) in cash or other items of measurable value.

5. State the dollar amount of your ownership interest in the subject depository institution (i.e. purchase price of stock for stock owned institutions or dollar value of deposits in a mutual institution).

CERTIFICATION

I the undersigned do hereby certify that the above answers are true and correct and that all attached information is true and correct.

Signature _____ Date Signed _____

SCHEDULE D

QUALIFICATIONS AND FINANCIAL STATEMENT OF DIRECTORS AND EXECUTIVE OFFICERS

Information and certifications required on this form will be used in determining directors' and executive officers' fitness and integrity to provide for a safe and sound operation of the subject savings institution.

| Each of the following questions must be answered. If the answer to any question is "yes", please attach a statement describing the history of the situation and the matter's present disposition | YES | NO |
|---|------------|-----------|
| 1. Have you ever been convicted of a felony? | | |
| 2. Are you currently under an indictment for a felony? | | |
| 3. Are you/have you ever been subject to civil sanctions? | | |
| 4. Are you/have you ever been subject to administrative sanctions? | | |
| 5. Are you currently/have you previously been involved in litigation pertaining to questions 3. and 4. above? | | |
| 6. Do you own, control, hold with the power to vote, or hold proxies representing 10% or more of the voting rights or shares of the subject depository institution or its holding company? | | |
| 7. Have you or any business with which you were affiliated ever filed for protection under the U. S. Bankruptcy code or any similar state statutes offering protection to debtors? | | |

For the following financial statement, please provide supporting schedules for:

1. Stocks and ownership interests showing type of business and value of stock
2. Real estate showing location, description, in whose name it is titled, date acquired, cost, and market value
3. Insurance showing name and address of policy owner and the higher of the cash surrender or loan value of the policy
4. Other assets showing a description of the assets, the basis for the current valuation, and the current value
5. Notes, accounts, and mortgages payable showing to whom owed, collateral, value of collateral, and current outstanding balance

FINANCIAL STATEMENT

As Of Date

ASSETS

Cash on hand and in banks \$
U. S. government securities
Stocks (publicly traded)
Other ownership interests (including closely held corporations)
Cash surrender value of life insurance
Notes and other receivables
Real estate
Other assets

TOTAL ASSETS \$

LIABILITIES AND NET WORTH

Notes and accounts payable
Mortgages payable
Other liabilities

TOTAL LIABILITIES \$

NET WORTH \$

TOTAL LIABILITIES AND NET WORTH \$

CERTIFICATION

I, the undersigned, do hereby certify that the above answers and financial information are true and correct and that all attached information is true and correct.

Name and Title (typed) _____

Signature _____ Date Signed _____