**Conversion Completion Certification by Applicant (Conversion to a NB)**

*Date*

*District Director, District*

*Comptroller of the Currency*

*Address*

*City, State, ZIP Code*

Re: *Application Description, OCC Control Number*

Dear District Director:

This certifies that we have taken all steps required to convert to a national bank, executed all documents required to organize, and retained them in the bank's file. We also certify that:

* The requisite percentage of shareholders approved the conversion in accordance with applicable federal and state law.
* The directors authorized the conversion in accordance with applicable federal and state law.
* The bylaws previously submitted have been adopted.
* All directors have acquired shares in accordance with 12 USC 72 and 12 CFR 7.2005.
* [If applicable] We made application to the Federal Reserve for membership.

We have previously provided:

* Executed Articles of Association (original).
* Executed and notarized Organization Certificate (original).
* The Oath and List of National Bank Directors.
* Authority for Conversion to National Bank (form).
* The bylaws.

We plan to open as a national bank on *(insert date).* All approved branches will be operating except *(insert address of any remaining approved but unopened branches).* We await receipt of a national bank charter certificate.

Sincerely,

-Signature-

(Insert name of authorized representative)

Enclosures