

## **C. SUBMITTAL OF CHARTER APPLICATION**

In addition to this Investigation Report, the following should be submitted to the Director of NCUA's Office of Consumer Financial Protection and Access:

- 1. Application to Convert, NCUA 4401 – one original;**
  - 2. Written evidence regarding whether the state regulator is in agreement with the conversion proposal;**
  - 3. Application and Agreements for Insurance of Accounts, NCUA 9500 - one original;**
  - 4. Certificate of Resolution, NCUA 9501 - one original;**
  - 5. Organization Certificate, NCUA 4008 - one notarized original. At least seven, *but no more than ten persons*, must sign the organization certificate. The person administering the oath must not be one of the subscribers. The oath on the organization certificate must be executed and show the notary's seal and date the commission expires as required by State law;**
  - 6. Report of Official and Agreement to Serve, NCUA 4012 – one original for each board member, credit committee member, and supervisory committee member;**
  - 7. Most current financial report and delinquent loan schedule; and**
  - 8. Business Plan - refer to Chapter 1 of the *Chartering and Field of Membership Manual* for a discussion of the components of an acceptable business plan.**
- 4.