



Pennsylvania
**Department of Banking
and Securities**

Please submit completed forms or any
questions to the following email address:
RA-BNCUSUBMISSIONS@pa.gov

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COMMUNITY CHARTER CONVERSION NOTICE

To effect a conversion from an occupational or associational credit union charter to a community credit union charter, the credit union's Articles of Incorporation must be amended by filing Articles of Amendment in accordance with Chapter 9 of the Pennsylvania Credit Union Code.

The Articles of Amendment may initially be submitted to the Department of Banking and Securities for consideration in draft form and prior to the credit union conducting a membership vote.

The format and instructions for completing Articles of Amendment are available at the Department of Banking and Securities Web site: www.dobs.pa.gov.

The amendment must fully describe the geographical boundaries of the proposed community charter. In addition, the credit union must also provide the Department of Banking and Securities with the following documentation in support of the amendment:

- A. Detailed map outlining the proposed geographical boundaries of the community charter, as described in the Articles of Amendment.**
- B. Business plan, marketing plan, and pro forma financial statements for the next three years of operation.**
- C. Notice to the Department of Banking and Securities of the credit union's proposal to convert to a community charter. The notice must provide a response to each of the questions below.**
 - 1. What is the credit union's reason or purpose for converting to a community charter?
 - 2. How does the proposed geographical area meet the standards for community interaction or common interests?

The community charter requirements established by the National Credit Union Administration (NCUA) may be used as a guide, although the Pennsylvania Credit Union Code ultimately governs. The NCUA requirements are available at the NCUA Web Site: www.ncua.gov.

- 3. How many current and potential members does the credit union have under the occupational or associational charter?

4. How many potential members will the credit union have after the proposed conversion to a community charter?
5. What services are currently provided to members of the credit union?
6. Does the credit union intend to provide any new services after the proposed conversion?
7. How will the services provided by the credit union meet the needs of the proposed community?
8. What is the estimated cost of any additional staffing and fixed assets that will be necessary to serve the proposed community? (This may include branch offices, computer equipment, etc.)
9. Which Select Employee Groups (SEGs) are currently included in the credit union's field of membership?
10. Are any of the SEGs that are currently included in the credit union's field of membership located outside the geographical boundaries of the proposed community charter?
11. How will the credit union divest itself of any SEGs located outside the geographical boundaries of the proposed community charter?

It is the policy of the Department of Banking and Securities that SEGs located outside the geographical boundaries of a community charter are not permitted to be included in the field of membership, with the exception that individuals who are members of the credit union at the time of conversion to a community charter may continue to be members following the conversion.

Confidential documentation submitted to the Department of Banking and Securities must be clearly marked "Confidential" and must be bound separately from all non-confidential documentation.

Publication Requirement

Please follow the sample format below when preparing the notice of filing to be published as indicated in the instructions for completing Articles of Amendment.

NOTICE OF FILING ARTICLES OF AMENDMENT TO CONVERT TO A COMMUNITY CREDIT UNION CHARTER

Notice is hereby given that on [Date], [Name of Credit Union], with its principal place of business located at [Address, County], filed Articles of Amendment with the Pennsylvania Department of Banking and Securities pursuant to the provisions of the Credit Union Code.

The purpose of the amendment is to convert from an [occupational or associational] credit union charter to a community credit union charter. [Fully describe the geographical area to be included in the community field of membership; it must match the description in the Articles of Amendment.]

All interested persons may file comments regarding this amendment, in writing, with the Pennsylvania Department of Banking and Securities electronically at RA-BNCUSUBMISSIONS@pa.gov.

In order to be considered, comments regarding this amendment must be received by the Department of Banking and Securities no later than thirty (30) days after the date that notice of the filing of this amendment is published in the *Pennsylvania Bulletin*. Publication in the *Pennsylvania Bulletin* may or may not appear contemporaneously with this notice. Please check the *Pennsylvania Bulletin* Web site at www.pabulletin.com to determine the due date for filing comments.