

BUREAU OF FINANCIAL INSTITUTIONS

DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

STATE OF MAINE

APPLICATION TO ORGANIZE A CREDIT UNION

INFORMATION FOR THE APPLICANT - PUBLIC SECTION

1. This Application is to be executed in triplicate. Two signed Applications are to be forwarded to the Superintendent of the Bureau of Financial Institutions and the other Application is to be retained by the Applicant.
2. Schedules or inserts may be attached to this Application whenever the space provided is insufficient. Such attached schedules or inserts are a part of this Application. All schedules or inserts should be on paper the same size as this page. The Bureau reserves the right to request additional information which it deems necessary to render a decision.
3. You may provide any information in addition to that requested by the Bureau which, in your opinion, might aid in the disposition of your Application. Any such unsolicited information will be accepted for consideration with the understanding that it may be made public, unless it is otherwise designated confidential.
4. No application shall be deemed complete by the Superintendent unless accompanied by the application fee required by Bulletin #9.
5. The Bureau will accept an application filed with the NCUA in place of this application. However, such application must contain all the information requested in this application.

The provisions of 9-B M.R.S.A. governing applications by financial institutions to organize a credit union are listed below:

Section 252, Decision-making;

Section 253, Criteria for decision-making;

Section 812, Permission from the Superintendent.

In support of this Application, the following statements, representations and information upon the factors enumerated in 9-B M.R.S.A. Section 253 are submitted for the purpose of inducing the Superintendent of the Bureau of Financial Institutions to grant prior written approval for the organization of a credit union.

1. Proposed name _____ Credit Union
Second choice of name _____ Credit Union
2. Contact _____ Bus. Tel. No. () _____
Person _____ Res. Tel. No. () _____
Address _____
3. The credit union will maintain its office at _____
(city)

(County) (State) (Zip)
- 3.a. Proposed permanent mailing address of credit union _____

4. Define the proposed field of membership.
5. Identify the services to be provided by the proposed credit union.
6. Briefly describe how the credit union will ascertain the credit needs of the membership to be served and how it intends to satisfy those needs.
7. The board will have (minimum of 5) _____ members; the credit committee (minimum of 3) _____ members; the supervisory committee (minimum of 3) members.
8. Provide a list of the organizers and proposed directors, their principal occupation and any managerial experience with a financial institution or a credit union.
9. Please provide biographical data on proposed executive officers, including educational and professional credentials, and five-year employment history. If employment contracts will be entered into, please provide a copy. **This information will, upon request, be deemed confidential and exempt from public disclosure under the Freedom of Information Act.**
10. Provide a pro forma balance sheet for the end (December 31) of the first three years of operation. Shares should be listed by the following types: drafts, regular, money market, certificates, IRA/Keogh accounts, and other; loans should be listed by the following types, at a minimum: credit card, unsecured, new vehicle, used vehicle, first mortgage, home equity, other mortgage and other. Provide a brief summary of the assumptions and data utilized in arriving at the above estimates.

APPLICATION TO ORGANIZE A CREDIT UNION (CONT.)

ECONOMIC ADVISABILITY OF ORGANIZING PROPOSED CREDIT UNION

11. Provide a summary of your analysis of the earnings prospects for the proposed credit union, including a pro forma income statement for the first three years of operation. Provide a brief summary of the assumptions and data utilized in arriving at the above estimates.
12. Provide a list of financial institutions and credit unions, including their field of membership, located in the applicant's proposed service area and address the competitive environment in the proposed service area. In this regard, please discuss the services (including pricing) proposed to be provided by the applicant in comparison to those services (including pricing) provided by other credit unions and financial institutions located in the area.
13. What is the number of potential members? Please explain how this number was calculated.
14. How many persons in the group have signified their intention of joining and supporting the credit union? _____
How was this information obtained?
_____ (Number) potential members have pledged initial savings to be paid in within 30 days after the charter is received, in the amount of _____.
(Number) potential members pledged systematic savings each month in the aggregate amount of _____ per month.
15. How many persons attended the charter organization meeting?
16. If the field of membership is associational, provide the following information:
 - (a) State the purpose of the organization and benefits of membership. What dues are required?
 - (b) In what year was the organization established? _____
Is it incorporated? _____
 - (c) Give statistics as to trend in membership during last 5 years.
 - (d) What is frequency of members' meetings? _____
Average attendance?
 - (e) Except for religious and labor union groups, obtain a copy of the current bylaws, the constitution or articles of incorporation, and a recent financial statement.
 - (f) State the geographic territory where members reside.
17. Are the officials of the organization favorable toward the proposal to organize a credit union? _____
Discuss fully and give names and titles of the officials who were contacted.

APPLICATION TO ORGANIZE A CREDIT UNION (CONT.)

- 18. What facilities and assistance, if any, will the organization provide?
 - (a) Office space
 - (b) Other

- 19. If the organization will not provide office space for transacting the credit union's business, explain how operations can be carried on effectively.

- 20. If the field of membership embraces the membership of more than one organization (i.e., employer or fraternal, religious, cooperative, rural, labor, educational, organization, etc.), the proposal should be supported with information on the degree of membership overlap, the primary sponsor or umbrella organization that provides for contact among the organizations, mutuality of objectives, and other reasons why it is believed that an effective and workable common bond exists for credit union purposes.

- 21. Is credit union service now available to any members of the group? ____ If so, explain the nature and approximate extent of overlapping of such service with the field of membership proposed in this application.

- 22. What potential difficulties do you detect in the elected officials carrying out their management responsibilities or in the proposed credit union achieving its objective?

- 23. What provisions have been made to overcome these potential difficulties? Dates of planned contacts by organizer to determine progress and to assist the group:

_____ / _____ / _____
(Date) (Date) (Date)

- 24. For labor union groups only (a through c):
 - (a) State the number of members of the labor union at each place of employment. _____
 - (b) State the total number of employees, whether union members or not, working at each place of employment. _____
 - (c) What steps have been taken toward organizing a credit union on an employee basis? (Discuss fully)

SUBMITTED BY _____ DATE _____

PROCEDURES TO ORGANIZE A CREDIT UNION

1. Pursuant to a notice to original subscribers, hold the first meeting of the group, to proceed with organization.
2. Elect a chairman and clerk for this meeting and swear in the clerk.
3. Vote to place original application on file and make it a part of the record of the organizational meeting.
4. Vote that the signers of the application organize themselves into a corporation under provisions of 9-B M.R.S.A. Chapter 81 and 13-1 M.R.S.A.
5. Vote on a name for the credit union (§813.2(B)(1)).
6. Vote on purposes (§813.2(B)(1)).
7. Vote to delineate the conditions which qualify person for membership (§813.2(B)(3)).
8. Vote that capital shares be unlimited.
9. Vote that par value be \$___ per share (\$5 to \$25, §831.1).
10. Vote to adopt bylaws (§813.2(A)).
11. Vote to open subscription books for capital shares - proceed with subscriptions.
12. Vote for Directors and Clerk.
13. Directors elect officers and appoint supervisory and credit committees.
14. Swear in clerk, and all other officers and directors.
15. Vote on location of corporation.
16. Vote to cause a certificate of organization to be prepared and filed with Secretary of State.
17. Sign the above certificate of organization.
18. Vote to adjourn to another date.
19. Notify the Bureau of Financial Institutions that the subscribed shares have been paid in and verified by the Board of Directors (§813.3(B)).