**Conversion Completion Certification by Applicant (Conversion to FSA)**

*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 federal *(stock or mutual)* savings association, executed all documents required to organize, and retained them in the bank's file. We also certify that:

* The requisite percentage of shareholders or members 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.
* *[For conversions to federal mutual savings associations:]* All directors are members of the federal mutual savings association in conformance with 12 USC 1464 and 12 CFR 5.21 *(or) [for conversions to federal stock savings associations:]* All directors are stockholders *(if the bylaws so require)* in conformance with 12 USC 1464 and 12 CFR 5.22.

We have previously provided:

* Copy of federal *(stock or mutual)* savings association charter.
* Copy of the federal *(stock or mutual)* savings association bylaws.

We plan to open as a federal savings association *(or bank)* on *(insert date).* All approved branches will be operating except *(insert address of any remaining approved but unopened branches).* We await receipt of the signed federal savings association *(or bank)* charter.

Sincerely,

-Signature-

(Insert name of authorized representative)

Enclosures