

**NOTIFICATION TO ESTABLISH A NEW BRANCH FACILITY-  
RELOCATE A BRANCH FACILITY – RELOCATE THE MAIN OFFICE**

**FILING INSTRUCTIONS**

Rule 0180-9-1-.03 states that upon written notice to the commissioner of financial institutions, any state chartered credit union may open and maintain within the state, in any locality in which a portion of its actual or potential membership is employed or resides, one or more branches; provided, however that the commissioner may object to such branch if in his discretion he ascertains that the establishment of a branch will jeopardize the safety and soundness of the credit union. If the commissioner has not objected within thirty (30) days of the notice, the branch shall be deemed approved. A branch includes any office, agency, or place of business at which member accounts are established or money is lent, except that such definition shall not include automatic teller machines which are operated on a shared basis with another financial institution or institutions.

Credit Unions desiring to open a new branch or relocate a branch or main office must complete this form. Completed notices will be processed within thirty (30) days of receipt by the Department. However, the Commissioner retains the right to request additional information and delay the processing of the notice, until such time as any requested additional information is received.

The Commissioner may object to the establishment or relocation of any credit union branch or main office for safety and soundness concerns.

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\_\_\_\_\_ hereby makes notification to the Tennessee Commissioner of  
(name of credit union)

Financial Institutions for:

*(check all applicable)*

\_\_\_\_\_ a branch to be located at \_\_\_\_\_ in \_\_\_\_\_, \_\_\_\_\_ in \_\_\_\_\_  
street address city state county

\_\_\_\_\_ a relocation of a branch from \_\_\_\_\_ to \_\_\_\_\_  
street/city/state/county street/city/state/county

\_\_\_\_\_ to relocate the main office from\* \_\_\_\_\_ to \_\_\_\_\_  
street/city/state/county street/city/state/county

*\*Credit Unions relocating their main office must submit a charter amendment to the Commissioner for his prior approval along with the appropriate fee of \$20.00, payable to the Tennessee Secretary of State. Upon approval, the Department will file the amendment and return originals to the credit union with further instructions.*

The credit union hereby represents that, as of the date of the credit union's last examination:

1. The credit union's Net Worth to Total Assets Ratio is: \_\_\_\_\_ %;
2. The credit union's CAMEL Ratings are: \_\_\_\_\_;

3. The credit union's Fixed Assets to Total Assets Ratio is: \_\_\_\_\_;
4. The estimated cost of fixed assets for the branch is \$\_\_\_\_\_ \$\_\_\_\_\_ \* \$\_\_\_\_\_
5. \$\_\_\_\_\_;  
(total) (land) (building) (F&F)

*\*If leased, please provide total cost to credit union to build out space.*

5. The premises for the location will be \_\_\_\_\_owned \_\_\_\_\_leased (check one).
6. The establishment or relocation does \_\_\_\_\_ does not \_\_\_\_\_ (check one) involve insiders (any director or officer of the credit union).\*

*\*If the establishment or relocation does involve insiders, disclose details, including copies of any contracts or lease agreements, concerning any involvement in the proposal by an insider (any director or officer of the credit union), including any financial arrangements relating to fees, the acquisition of property, leasing of property and construction contracts.*

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The undersigned has the authority to submit this Notice on behalf of the credit union and the information provided herein is true and correct to the best of my knowledge and belief.

Date of Notice \_\_\_\_\_

\_\_\_\_\_  
Name and Title (signature)

\_\_\_\_\_  
Email Address and Telephone Number

\_\_\_\_\_  
Name and Title (printed)

The notice may be sent via email to [Jennifer.Meade@tn.gov](mailto:Jennifer.Meade@tn.gov). Please ensure that you also send a carbon copy to [Memory.Little@tn.gov](mailto:Memory.Little@tn.gov). The notice may also be sent to the Department via regular mail to the following address:

Tennessee Department of Financial Institutions  
Tennessee Tower, 26<sup>th</sup> Floor  
312 Rosa L. Parks Avenue  
Nashville, TN 37243  
Attention: Credit Union Division