

As a new state-chartered financial institution, the bank must now comply with various procedural and reporting requirements as cited in the *Oklahoma Banking Code and Rules and Regulations*.

To promote management's knowledge of these requirements, the following regulations (with applicable sections and/or rules noted) should be implemented as soon as possible. The majority of these regulations require the reporting/submission of data on a periodic basis; others are informational only, requiring no action. This is not a comprehensive listing; consequently, all bank personnel should become thoroughly familiar with all Banking Code provisions.

1. **REPORTS OF CONDITION AND INCOME** (Call Reports) - must be submitted quarterly to the Bank Commissioner. Reference: Section 209(B) and Rule 85:10-3-1
2. **PRESERVATION - REPRODUCTION OF BANK AND TRUST COMPANY RECORDS**
Reference: Section 214 and Rule 85:10-3-18
3. **CHANGES IN CHIEF EXECUTIVE OFFICER AND DIRECTORS** - (Forms available from the Banking Department)
Reference: Section 219 and Rules 85:10-3-3 and 85:10-3-4
4. **ACQUISITION OF REAL ESTATE - TERM HELD**
Reference: Section 414 (especially Part E)
5. **BANK HOLDING COMPANIES - DOMESTIC AND FOREIGN**
Reference: Sections 502, 502.1 and 506
6. **FIDELITY BONDS AND OTHER INSURANCE** - Note: If a policy is written for a period of one or more years and the bank pays the premium on an annual basis, a paid receipt is required annually.
Reference: Section 713
7. **DIRECTORS' MEETINGS - ANNUAL EXAMINATIONS - OFFICIAL BANKING DEPARTMENT COMMUNICATIONS**
Reference: Section 714 and Rules 85:10-7-1 through 85:10-7-3
8. **INTERNAL CONTROL PROGRAM - STANDARDS AND PROCEDURES**
Reference: Rules 85:10-5-1 through 85:10-5-5
9. **REGULATION OF TRUST COMPANIES AND BANKS WITH TRUST POWERS**
Reference: Sections 1001 through 1024 (generally)