

## APPLICATION FOR ADDITION OF SELECT GROUP

This Application must be submitted to the Oklahoma State Credit Union Board for approval if at least one of the following circumstances apply (please check appropriate blank):

- The credit union does not have a composite CAMELS rating of 1 or 2 as of the credit union's last examination; or
- The group's potential primary members exceed 500 or 10% of the credit union's existing membership.

If Approval by the State Credit Union Board is not required (based on the above criteria), the credit union must complete this Application and retain it for review by the Banking Department.

1. Name and Address of Credit Union: \_\_\_\_\_

\_\_\_\_\_

2. Name and Address of Select Group: \_\_\_\_\_

\_\_\_\_\_

3. This application is for addition of a:

Select employee group

Select associational group

**“Select associational group”** means a group whose members participate in activities developing common loyalties, mutual benefits, and mutual interests. A select associational group shall not include a political subdivision, OMSA, or any association formed only to qualify for membership in a credit union.

**“Select employee group”** means a group whose members are employed by the same legal entity or such entity's affiliates. For purposes of this definition, the term "affiliate" shall mean any company that controls, is controlled by, or is under common control with, the legal entity.

4. If an associational group, attach a copy of the association's organizational certificate, bylaws, or other equivalent organizational documentation.

5. Number of potential primary members \_\_\_\_\_.

6. Distance of group from the nearest credit union service facility<sup>1</sup> \_\_\_\_\_.

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<sup>1</sup> “service facility” includes shared branches, automated teller machines, and such other facilities, whether structural or electronic, which the Board may recognize.

7. Address of the nearest service facility\_\_\_\_\_
8. What is the primary method by which the credit union anticipates servicing the group (for example, through a branch, ATM, internet, etc.)\_\_\_\_\_.
9. Is this select group already named as a select group with another single or multiple common bond credit union?\_\_\_\_\_.
10. Attach a letter from a representative of the proposed group which requests membership with the credit union and explains:
  - (A) whether the group has available to it another credit union's services;
  - (B) the number of persons in the group and the group's address;
  - (C) the group's proximity to the credit union's nearest service facility;
  - (D) why the formation of a separate credit union for the group is not practical or consistent with safety and soundness standards (*for multiple common bond additions only*). (For example, formation of a separate credit union may not be practical if the group lacks sufficient volunteers or resources to support the operation of a credit union or does not meet the economic advisability criteria outlined in the NCUA's Chartering and Field of Membership Manual.) A sample letter is attached herewith.
11. Attach a certificate of vote or a copy of the minutes of the meeting that the credit union board voted to include the select group in the field of membership.
12. If approval by the State Credit Union Board is required, enclose a check in the amount of \$400 made payable to the "Oklahoma State Banking Department" and submit this application to: Oklahoma State Banking Department, 2900 N. Lincoln Blvd., Oklahoma City, Oklahoma 73105.

*It is hereby certified that all representations and information in this application and any other document submitted in connection with this application contain no misrepresentations or omissions of material facts.*

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Printed Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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Signature \_\_\_\_\_

**SELECT GROUP  
SAMPLE REQUEST LETTER**

(DATE)

(COMPANY NAME  
MAILING ADDRESS)

To Whom it may concern:

(COMPANY NAME) would like to be added to the field of membership of the (CREDIT UNION NAME) in (CITY), (STATE). The number of persons to be added to the credit union's membership is approximately (NUMBER). This company is organized under the laws of the State of (STATE) and our main business is located at (STREET ADDRESS). Other locations include (OTHER LOCATION'S STREET ADDRESSES). Our business is (NUMBER OF MILES) miles from the credit union's nearest service facility. Our employees (ARE/ARE NOT) currently served by another credit union. The reason we are not starting our own credit union is \_\_\_\_\_

\_\_\_\_\_.

Sincerely,

(SIGNATURE OF AUTHORIZED REPRESENTATIVE)

# CERTIFICATE OF VOTE

I, \_\_\_\_\_, being the duly appointed and acting Secretary to the Board of the \_\_\_\_\_ Credit Union of \_\_\_\_\_, Oklahoma, hereby certify:

That in a regular/special meeting held at \_\_\_\_\_, Oklahoma, on the \_\_\_\_\_ day of \_\_\_\_\_,

20\_\_\_\_, the members of the Board of Directors of the Credit Union approved the addition of \_\_\_\_\_ as a select group to the credit union's field of membership;

2. That the bylaws of the Credit Union provide that the select group may be approved by a vote of a majority of the members of the board of directors in attendance (if otherwise a quorum). That there were \_\_\_\_\_ members in attendance at the meeting and that on the question of approving the select group, \_\_\_\_\_ members voted in favor and \_\_\_\_\_ members voted in opposition.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary