

STATEMENT OF ADDITION OF SELECT GROUP

This document must be completed and retained by the Credit Union if **BOTH** of the following circumstances apply:

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

If both of the above criteria are met, the credit union must complete this Statement and ***retain it and its supporting documents for review by the Banking Department.***

1. Name and Address of Credit Union: _____

2. Name and Address of Select Group: _____

3. This document 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 facility¹ _____.

¹ “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;

A sample letter is attached to this Statement.

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.

It is hereby certified that all representations and information in this statement and any other documents attached to this statement contain no misrepresentations or omissions of material fact.

Printed Name Title Date

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.

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:

1. That in a regular/special meeting of the board held 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 a select group may be approved by the 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