

## **INSTRUCTIONS FOR FILING AN APPLICATION TO CHANGE THE NUMBER AND PAR VALUE OF SHARES**

Refer to the laws, regulations, policies and procedures contained in Title 6 O.S. Section 406(C) and Banking Board Rule 85:10-3-11.

1. Submit one (1) original and one (1) copy of the “Capital Stock Increase/Decrease Certificate” and an application fee of \$250. Make the check payable to the Oklahoma State Banking Department. Answer all questions completely in the spaces provided or by attaching additional pages as necessary. Please use 8½” x 11” sheets. If the answer is “no”, “none”, or “not applicable”, so state.
2. Submit one (1) original and one (1) copy of the proposed amended certificate of incorporation.
3. Submit two (2) certified copies of the resolution adopted by a majority of the stockholders and approved by the board of directors, which appears in the minutes of their meetings.
4. Submit one (1) signed copy of the stockholders' minutes containing the resolution for changing the number and par value of shares.
5. Submit one (1) signed copy of the board minutes containing the resolution for changing the number and par value of shares.
6. Within 30 days of receiving the properly executed documents, the Commissioner will notify the applicant of his decision. If approved, the applicant must file the documents with the Oklahoma Secretary of State and then submit certified copies of such filed documents to this office and to the applicant’s primary federal regulator.

Incomplete applications will not be accepted for filing and will be returned to the applicant.