Office of the Comptroller of the Currency

BankNet Self-Registration Request

Notarized Form - Instructions

External attorneys, external consultants or unaffiliated individuals seeking to file an application for a new OCC institution[1] or to file a change in bank control notice through the OCC's Central Application Tracking System (CATS) must:

1. Complete the attached notarized form
2. Submit the notarized form to:
   OCC Licensing
   400 7th St., S.W.
   Washington, D.C. 20219

3. Complete and submit the BankNet Self-Registration request on BankNet.gov.

Once you complete and submit the BankNet self-registration form, you will receive an e-mail[2] asking you to verify your e-mail address. The OCC will review the information provided in the self-registration and notarized forms and notify you via e-mail whether the request has been approved or denied. If approved, you will receive two subsequent e-mails, one containing your username and the other containing your initial password and BankNet access instructions.

If you have any questions, please contact the BankNet HelpDesk at (800) 641-5925.

[1] New OCC institutions include: a new national bank, federal savings association or federal branch or agency; and conversion from a non OCC-regulated institution to an OCC-regulated institution.

[2] The e-mail will be sent to the e-mail address provided during the self-registration.

Office of the Comptroller of the Currency

Notarized Form to Submit Licensing Filings in CATS

I, _____ ,
(FULL NAME)

an employee of _____ ,
(EMPLOYER)

currently live at _____ .
(HOME ADDRESS)

My phone number is _____ .
(COUNTRY CODE - AREA CODE-XXX-XXXX/EXT.)

My email address is _____ .
(EMAIL ADDRESS)

Alternate Contact at Employer: _____ .
(NAME/TITLE)

Alternate Contact Phone Number: _____ .
(COUNTRY CODE-AREA CODE-XXX-XXXX/EXT.)

I am applying to file a _____ filing for
(TYPE OF LICENSING FILING)

_____
(NAME OF OCC INSTITUTION)

with the Office of the Comptroller of the Currency (OCC) through the Central Application Tracking System. In order to file online, I must register through the BankNet portal, which is the OCC's secure web site for communicating with and receiving information from OCC-regulated institutions.

STATE OF _____
COUNTY OF _____

On this day of , 20 , before me, a Notary Public in and for the above

state and county, personally appeared _____,
known to me or proved to be the person named in and who executed the foregoing instrument, and being first duly sworn, such person acknowledged that he or she executed said instrument for the purposes therein contained as his or her free and voluntary act and deed.

_____
(SIGNATURE OF NOTARY)

_____
(PRINT FIRST AND LAST NAME OF NOTARY)

NOTARY PUBLIC

(SEAL)

My Commission Expires: _____