



NORTH CAROLINA CREDIT UNION DIVISION
APPLICATION FOR STATE-CHARTERED CREDIT UNION BRANCH

Complete the following application. Upon completion the application can be emailed to support@nccud.nc.gov or mailed to North Carolina Credit Union Division, 205 W. Millbrook Road, Suite 105, Raleigh, North Carolina 27609.

1. Name of credit union: _____
2. Number of branches currently in operation: _____
3. Total number of current members: _____
4. Location of proposed branch: _____
5. Location of the branch closest to the proposed branch: _____
6. Number of miles from the branch closest to the proposed branch: _____
7. Member Information:
 - a. Number of current members that will be served by the proposed branch: _____
 - b. Number of potential members the proposed branch would serve: _____
8. Current level of total fixed assets as a percentage of total assets: _____
9. Estimated level of total fixed assets after proposed branch acquisition: _____
10. Number of staff required to operate the proposed branch, including current employee transfers and new hires: _____
11. Member services offered at proposed branch: _____

12. Estimated time to complete the proposed branch: _____

13. Provide a business plan including a financial analysis with a 3-year proforma. The Business Plan should note following:

- a. If the branch will be leased or built and provide a copy of the lease or purchase contract
- b. The total estimated site and structure costs
- c. The number of square feet of the building and provide building plans
- d. The cost of opening the proposed branch and the overall financial impact for the credit union:
 - i. Projected income and expenses
 - ii. Estimated total monthly operating cost of proposed branch i.e. telephone, utilities, supplies, depreciation of building, furniture, and equipment
 - iii. Estimated monthly increase in salaries to operate the office
- e. The expected date of profitability for the branch
- f. A branch marketing plan

14. A description of the facilities:

- a. The brand and model of the vault and other security equipment
- b. The number of teller windows
- c. The number of drive-through windows
- d. The number of ATM machines
- e. The types of furnishings and equipment
- f. The hours of operation

15. Provide a brief statement as to the affordability of the proposed branch.

16. Provide a brief statement as to the local support and necessity for a branch.

17. If any of the facilities will be rented to third parties, what percentage of the building will be occupied by the credit union.

18. Provide documentation of the Board of Directors' or senior management's approval.

The North Carolina Credit Union Division reserves the right to request additional documentation and information from the applicable credit union.

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| _____ | _____ | _____ |
| Officer of Credit Union | Title | Date |