

**WEST VIRGINIA DIVISION OF BANKING
PROCESS TO BE FOLLOWED BY DE NOVO BRANCH BANK APPLICANTS ***

1. File an application with West Virginia Division Of Banking -- File two (2) originally signed copies with the West Virginia Division of Banking.
2. File Community Reinvestment Act Statement.

File additional information required to access compliance with provisions of the West Virginia Community Reinvestment Act (West Virginia Code Section 31A-8B-1 et seq.) -- WEST VIRGINIA LEGISLATIVE RULES, General Rules Implementing the West Virginia Community Reinvestment Act. This includes filing proof of compliance with publication requirements of federal regulator which includes the paragraph required by Section 106-12-5 of the West Virginia Legislative Rules Implementing the West Virginia Community Reinvestment Act.

3. Filing of an application shall be accompanied by a \$500 examination and investigation fee. If filing an branch application under expedited procedure the examination and investigation fee is \$250.
4. If the West Virginia Division of Banking determines that there is any problem with the application, the applicant will be contacted and a conference will be scheduled.
5. Notification by West Virginia Division Of Banking of filed application to all banks and "Official List" when application is received. Parties which wish to intervene have ten (10) days from date of mailing to file a petition to intervene. If there are no intervenors, hearing is not required.
6. If intervenors have petitioned, a hearing will be scheduled and notice provided not less than 10 days nor more than 30 days prior to the hearing. If no intervenors exist, the West Virginia Board of Banking and Financial Institutions will schedule a meeting at which the application will be considered.
7. Approval of application for a de novo branch bank will ordinarily be conditioned upon the branch bank's opening for business no later than six months after approval, unless the Commissioner of Banking determines that extraordinary circumstances exist which warrant an extension.

*State-chartered banks must file certain documents with the appropriate federal banking regulatory agency. Contact the appropriate federal regulator to determine which filings are necessary.