



**STATE OF NEVADA
FINANCIAL INSTITUTIONS DIVISION
DEPARTMENT OF BUSINESS & INDUSTRY
ATTN: APPLICATION PROCESSING
3300 W. SAHARA AVE, SUITE 250
LAS VEGAS, NV 89102
PHONE (702) 486-4120
FAX (702) 486-4563
WWW.FID.NV.GOV**

Documents Received on:

Instructions: A Nevada-chartered credit union seeking approval to establish an additional office must complete this application and submit the supporting documentation identified below. Provide complete and accurate responses. If a question is not applicable, indicate "N/A" and explain why, if appropriate. If additional space is needed to respond to a question, attach a separate document and clearly identify the corresponding application question. The Division may request additional information necessary to evaluate the application.

SECTION I. CREDIT UNION INFORMATION

Legal Name of Credit Union

Nevada License Number

Contact Person (Name, Title)

Contact Phone Number

Contact Email Address

Type of application:

☐ Establishment of a new office

☐ Relocation of an existing office

☐ Other (explain): _____

Proposed opening date: _____

Has the board of directors approved the proposed office?

☐ Yes ☐ No

Date of board approval: _____

Attach a certified copy of the board resolution approving the proposed office.

SECTION II. PROPOSED OFFICE AND LOCATION

Proposed office address or service area:

Description of the proposed premises:

- ☐ Owned by the credit union
- ☐ Leased by the credit union
- ☐ Shared office space
- ☐ Other (explain): _____

If leased or shared, identify the property owner and any other occupants:

SECTION III. PURPOSE, STRATEGIC PLAN, AND SERVICES

Describe the purpose of the proposed office, including the business need for establishing it.

List the products and services that will be offered at the proposed office.

SECTION IV. MEMBERSHIP AND COMMUNITY IMPACT

Describe the membership and communities the proposed office is intended to serve.

SECTION V. BUSINESS PLAN AND FINANCIAL PROJECTIONS

Identify the source of funding for startup costs and ongoing operations.

Provide three-year financial projections attributable to the proposed office.

Attach projected income and expense statements or an equivalent financial analysis identifying, at a minimum:

- Projected revenue and other income;
- Personnel, occupancy, technology, security, and other operating expenses;
- Projected deposits/share balances and loan originations;
- Anticipated operating losses, if any, and the expected period before the office becomes operationally sustainable; and
- The projected effect of the proposed office on the credit union's overall earnings and financial condition.

SECTION VI. INTERNAL CONTROLS AND SECURITY

Attach a description of the internal controls that will apply to the proposed office, including, as applicable:

- Segregation of duties and dual control;
- Cash handling, cash limits, and access to cash;
- Transaction authorization and approval limits;
- Reconciliation of accounts and transactions;

- Access to member accounts and confidential information;
- Monitoring of employee activity; and
- Reporting and escalation of unusual transactions or control deficiencies.
- Physical security measures

Describe the technology and systems that will be used at the proposed office, including access to core processing systems and member information.

Describe the information security and cybersecurity controls that will apply to the proposed office, including user access, authentication, monitoring, and protection of confidential member information.

Describe the business continuity and disaster recovery arrangements applicable to the proposed office.

SECTION VII. POLICIES, PROCEDURES, AND THIRD-PARTY ARRANGEMENTS

Will the proposed office share space, facilities, personnel, or services with another credit union or third party?

☐ No ☐ Yes

If yes, identify each entity and describe the arrangement, including the allocation of responsibilities, access to member information, supervision, and responsibility for applicable compliance obligations.

Attach copies of any material agreements, as applicable.

Identify and describe any other material third-party arrangements necessary for the proposed office to operate.

SECTION VIII. PUBLIC AND MEMBER ACCESSIBILITY

Proposed operating hours:

Monday	_____	Friday	_____
Tuesday	_____	Saturday	_____
Wednesday	_____	Sunday	_____
Thursday	_____		

Explain how members will be informed of the proposed office and how the credit union will communicate any changes to services, hours, or location.

SECTION IX. CERTIFICATION

The undersigned certify, on behalf of the credit union, that:

1. The information contained in this application and its supporting documentation is true, correct, and complete to the best of their knowledge and belief.
2. The proposed office has been duly authorized by the credit union's board of directors.
3. The credit union has evaluated the financial and operational implications of establishing the proposed office.
4. The proposed office is not expected to adversely affect the credit union's financial condition or its ability to comply with applicable capital and net-worth requirements.
5. The credit union will maintain appropriate staffing, management oversight, internal controls, security, compliance procedures, and other safeguards necessary for the proposed office to operate safely and in compliance with applicable law.
6. The credit union will notify the Division of material changes to information provided in this application, as required by applicable law or as requested by the Division.

Authorized officer

Printed name: _____

Title: _____

Signature: _____

Date: _____

Board chair or other authorized representative, if applicable

Printed name: _____

Title: _____

Signature: _____

Date: _____

SECTION X. SUPPORTING DOCUMENT CHECKLIST

Check each item submitted with the application. If an item is not applicable, indicate N/A and provide an explanation where appropriate.

- ☐ 1. Certified board resolution approving the proposed office.
 - ☐ 2. Three-year financial projections, including projected income and expenses attributable to the proposed office.
 - ☐ 3. Description of internal controls, cash management, and physical security measures.
 - ☐ 4. Description of technology, cybersecurity, and business continuity arrangements.
 - ☐ 5. Copies of material shared-space, personnel, facilities, or other third-party agreements, if applicable.
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Submission Information

Submit the completed application and all required supporting documentation to the Nevada Financial Institutions Division using one of the following methods:

By Email: FIDLicensing@fid.state.nv.us

Note: The Division's email system has a 10 MB message size limit. If your submission exceeds this limit, large electronic files may be provided through the applicant's secure file-sharing service. Please coordinate with the Division regarding access to the files.

By Mail:

Nevada Financial Institutions Division
3300 W. Sahara Ave, Suite 250
Las Vegas, NV 89102

Please retain a copy of the completed application and supporting documentation for your records.