

## INSTRUCTIONS

This statement of the financial condition of your institution should be prepared as at a date within ninety days prior to the date of the application for any license. Please prepare this statement in duplicate and forward it with the application for the license so that it will be delivered at the office of the Superintendent of Financial Services of the State of New York, One State Street, New York, NY 10004. If there is no amount to be reported after any printed caption, insert the word "None".

1. It is requested that the statement form be carefully reviewed before preparing the figures, and that all assets, liabilities and capital accounts be segregated and reported in the appropriate printed titles, wherever possible. If you have items which cannot properly be classified under these titles, use the additional lines, and indicate the nature of each such item by attaching explanations where necessary.

2. All "reserves" or "provisions" should be analyzed and reported as follows:

(a) Reserves or provision for known or expected losses on assets should be deducted from such asset accounts;

(b) Reserves or provision for known or expected liabilities should be reported in items 36, 37, or 39, as the case may be; and

(c) Reserves or provision for future contingencies or unforeseen losses should be included in item 48.

3. Include in item 3 only balances on deposit by your institution with other banks. Do not include overdrafts by other banks in their accounts with your institution, or "call loans" or other extensions of credit to them. All such advances should be included as loans, item 6, or should be reported separately below item 15, with appropriate explanations.

4. Include in item 4 all obligations of National governments, such as short term "treasury bills" discounted, as well as bonds or other securities issued by them. Securities included in both items 4 and 5 should be reported at net book values, less the allocated "reserves" or "provisions". The current market value (at the statement date) must also be reported in the footnote to the statement.

5. Include in item 47 all "reserves" or "surplus" paid in or accumulated from prior periods, and all net profits carried forward at previous closings of the books, less

amounts actually appropriated for dividends already declared. Current earnings and profits, less expenses and losses incurred since the latest closing of the books, should also be included in this item.

6. Unpaid dividends, including amounts actually declared by the directors out of current or prior profits, should be included in item 39.

7. All “per contra” accounts such as “collections for account of customers,” “securities held for account of customers,” “customers’ liability on letters of credit,” “guarantees,” et cetera, should be omitted from the face of the statement, but should be reported on the last page as “contingent assets and liabilities.”

8. This statement should be verified by the oath of a principal executive officer of the bank. If that officer is unable to verify, the reasons for his failure to execute the affidavit should be recited in and made a part of the verification. The required oath may be administered without the United States by an ambassador, a minister plenipotentiary, a minister extraordinary, a minister resident, a charge d’affaires, a consul-general, a vice-consul-general, a deputy-consul-general, a consul, a vice-consul, a deputy consul, a consular agent, a vice-consular agent, a commercial agent, or a vice-commercial agent of the United States within his jurisdiction. The seal of his office or the seal of the consulate or legation to which he is attached should be affixed.

Before preparing this statement, please review the instructions above.

STATEMENT TO THE SUPERINTENDENT OF FINANCIAL SERVICES OF THE STATE OF NEW YORK OF THE ASSETS AND LIABILITIES OF THE \_\_\_\_\_

\_\_\_\_\_ BANK OF \_\_\_\_\_  
 \_\_\_\_\_ ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_

ASSETS (DR.)	Foreign amount	Conversion Rate	*
<u>USDOLLARS</u>			
1.Cash on hand (curr., coin,& bullion)	_____		
2.Exchanges and checks for next day's clearings	_____		
3. Deposits in other banking institutions (see note 3)	_____		
4. Securities of National governments**(see note 4)	_____		
5. Other readily marketable securities** (see note 4)	_____		
6. Loans and discounts, including overdrafts and mortgages	_____		
7. Bills rediscounted or sold with endorsement	_____		
8. Customers' liability on acceptances	_____		
9. Investments in Banking Premises furniture and fixtures	_____		
10.Investments in affiliated and Subsidiary companies	_____		
11.Loans and advances to affiliated and subsidiary companies	_____		
12.Accrued interest and commissions Receivable	_____		
13.Inter-branch accounts	_____		
14.Other cash items	_____		
15.Other assets	_____		
16.	_____		
17.	_____		
18.	_____		
19.	_____		
20.	_____		
21.	_____		
22.	_____		
23.	_____		
24.	_____		
25. Total assets	_____		

LIABILITIES (CR.)	<u>Foreign amount</u>	<u>Conversion Rate</u>	*
<u>USDOLLARS</u>			
26. Deposits sec. by pledge of assets	_____		
27. Deposits of National Gov'ts and political subdivisions	_____		
28. Deposits of banking institutions	_____		
29. Other demand deposits, incl. certified and officer's checks	_____		
30. Other time deposits, incl. certificates of deposit and savings accounts	_____		
31. Total deposits (total of items 26 to 30, inclusive)	_____		
32. Currency in circulation	_____		
33. Bills rediscounted or sold with endorsement	_____		
34. Other liabilities for borrowed money, however represented	_____		
35. Acceptances outstanding	_____		
36. Accrued interest, taxes, and expenses payable	_____		
37. Unearned interest and commissions	_____		
38. Inter-branch accounts	_____		
39. Other liabilities	_____		
40.	_____		
41.	_____		
42.	_____		
43.	_____		
44.	_____		
45. Total liabilities (total of items 31 To 44 inclusive)	_____		
46. Capital stock	_____		
47. Surplus and Undivided Profits (see note 5)	_____		
48. Reserves for contingencies (see note 2)	_____		
49. Total capital accts (items 46, 47, & 48)	_____		
50. Total liabilities and capital (Item 45 plus item 49)	_____		
* Conversion rate should be as of the date of the statement.			
** Current market value of:			
(Item 4) Securities of National Gov'ts	_____		
(Item 5) Other readily marketable sec.	_____		

\_\_\_\_\_ of \_\_\_\_\_ )  
\_\_\_\_\_ of \_\_\_\_\_ )  
\_\_\_\_\_ of \_\_\_\_\_ )

\_\_\_\_\_ being duly sworn, deposes and says that he is the \_\_\_\_\_ of the \_\_\_\_\_, a bank duly incorporated under the laws of the \_\_\_\_\_ of \_\_\_\_\_ and doing business at No. \_\_\_\_\_ Street, in the \_\_\_\_\_ of \_\_\_\_\_ and \_\_\_\_\_ of \_\_\_\_\_; that has read the foregoing statement of assets and liabilities of said bank at the close of business on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and that the same is true and correct in all respects to the best of his knowledge and belief.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Title of Office

\_\_\_\_\_  
\_\_\_\_\_