



Illinois Department of Financial and Professional Regulation

Division of Banking

ROD R. BLAGOJEVICH
Governor

MICHAEL T. MCRAITH
Acting Secretary

JORGE A. SOLIS
Director
Division of Banking

MEMORANDUM

TO: All Foreign Bank Representative Offices

FROM: Jorge A. Solis, Director

DATE: January 28, 2009

SUBJECT: Annual Renewal of License for 2009

Pursuant to the provisions of Section 5(b) of the Foreign Bank Representative Office Act, 205 ILCS 650/5(b) (2002), you are herein requested to renew your 2009 Foreign Bank Representative Office License. The current annual fee is \$300.00.

The Department will collect this fee via an Automated Clearing House (ACH) Transaction. In order to accomplish this you are required to complete the "Designation for Automated Clearinghouse Payment of Regulatory Fees" form and submit the form to the Department by **February 26, 2009**. A copy of the form and a pre-addressed envelope is enclosed for your convenience. Additionally, the form is available on our Web site at: <http://www.obre.state.il.us/CBT/FORMS/achform.doc>. A signed copy of the form may be faxed to (217) 557-0330. On March 25, 2009, the Department will debit the \$300.00 fee from the account designated. Please ensure that sufficient funds are available in the account to meet your statutorily required assessment.

Also enclosed is a Non-Financial Data Survey form with information we currently have on file for your institution. Please review all of the information on the form and mark any changes in red. If there are no changes, then please indicate so by writing "No Changes" on the front of the form. You are required to return the form to our Springfield office, **whether or not** any changes are made, postmarked no later than **March 25, 2009**. A pre-addressed envelope has been enclosed for your convenience.

Failure to submit any of the items listed above may result in the revocation of your Foreign Bank Representative Office License and/or may result in an additional late fee of \$100 for each day of noncompliance.

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Each Foreign Bank Representative Office location in Illinois must receive a separate license from the Department. Our records indicate that you have not established any additional office locations in Illinois that would require a license. If your institution does have more than one (1) office location in Illinois and you wish to license and maintain that office, then you are required to complete an *Application for a License to Operate a Foreign Bank Representative Office*.

You will find a copy of this application at the forms section of the Department's Web site at <http://www.obre.state.il.us/cbt/FORMS/Fbroappl.doc>. Please complete an application for each additional office and send the completed form along with a check in the amount of \$700 for each application made payable to the Illinois Department of Financial and Professional Regulation and submit the documentation by **March 25, 2009** to:

Illinois Department of Financial and Professional Regulation
Division of Banking
ATTN: Compliance Reporting Section, 10th Floor
500 East Monroe Street
Springfield, Illinois 62701-1509

Should you have any questions concerning the annual licensing requirement or if any address or management changes take place with your Foreign Bank Representative Office throughout the year, please contact Steve Hristakos in our Chicago office at (312) 793-7075.

Thank you for your cooperation.

JAS:scc
Enclosures