



Illinois Department of Financial and Professional Regulation

Division of Banking

PAT QUINN
Governor

BRENT E. ADAMS
Secretary

MANUEL FLORES
Director
Division of Banking

TO: All Illinois Foreign Bank Representative Offices

FROM: Manuel Flores, Director

DATE: January 27, 2012

SUBJECT: Annual Renewal of License for 2012

Pursuant to the provisions of Section 5(b) of the Foreign Bank Representative Office Act, 205 ILCS 605/5(b), you are herein requested to renew your 2012 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. If the information we have on file for your institution is incorrect or missing, you are required to complete the *Designation for Automated Clearinghouse Payment of Regulatory Fees* form and submit the form to the Department no later than **February 24, 2012**. A copy of the form and a pre-addressed envelope is enclosed for your convenience. Additionally, the form is available on our website at <http://www.ILDPR.com/Banks/CBT/FORMS/ACHForm.DOC>. On March 30, 2012, the Department will debit the \$300.00 fee from the account designated. Please ensure there are sufficient funds in the account to meet your required assessment.

Also enclosed is a Non-financial Data Survey (NFDS) form with the information we currently have on file for your institution. Please review all of the information and mark any changes in red. If there are no changes, please indicate so by writing "No Changes" on the front of the form. You are required to return the form to our Springfield office by **February 24, 2012, whether or not** any changes have been made. 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 License and/or may result in an additional late fee of \$100 for each day of noncompliance.

Each Foreign Bank Representative Office location in Illinois must receive a separate license from the Department. If your institution has more than one (1) office location and you wish to license and maintain additional offices, you are required to complete an *Application for a License to Operate a Foreign Bank Representative Office*.

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A copy of the form is enclosed and you can find a copy of this application on our website at <http://www.ILDPR.com/Banks/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 new application made payable to the Illinois Department of Financial and Professional Regulation. All documentation must be submitted by **February 24, 2012** to:

Illinois Department of Financial and Professional Regulation
Division of Banking
Corporate Activities Section - Applications
320 West Washington – 5th Floor
Springfield, Illinois 62786

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.

MF:scr

Enclosures