



May 6, 2024

**TO:** The Chief Executive Officer

**RE:** Oath of Directors/Trustees and Report of Elections

Pursuant to the provisions of Section 1406(b) of the Banking Code of 1965, your institution is required to submit an Oath of Directors/Trustees (“Oath”) and a Report of Election of Directors/Trustees and Officers (“Roster”) to the Bureau of Credit Union and Trust Supervision (“Bureau”) of the Pennsylvania Department of Banking and Securities (“Department”).

**After the institution’s 2024 annual meeting, please submit an electronic copy of the Oath and Roster forms to the Bureau’s Resource Account email address as follows: [RA-BNTRUSTOATHROSTER@pa.gov](mailto:RA-BNTRUSTOATHROSTER@pa.gov).**

Attached for your convenience are the **Directors/Trustees and Officers – Shareholder Elected** Oath and Roster forms to be completed and submitted to the above email address after the annual meeting.

The Oath and Roster forms may also be downloaded from the Department’s website at [www.dobs.pa.gov](http://www.dobs.pa.gov). At the top of the Department’s homepage on the right, select the links “Businesses”, “Banking”, “Trust Companies”. On the right side of the webpage for “Trust Companies”, in the “Resources” menu box, select “Forms & Applications”. Scroll through the documents to select the appropriate Oath and Roster forms, which are also listed below for your reference.

**Director/Trustee - Board Elected**

Oath form to be used in the event the Board of Directors/Trustees elects a Director/Trustee.

**Directors/Trustees and Officers - Shareholder Elected**

Oath and Roster forms to be used for the election of Directors/Trustees and Officers at an annual or special meeting of shareholders.

When completing the Oath and Roster forms, it may be beneficial to review Sections 1403, 1404 and 1406 of the Pennsylvania Banking Code of 1965, and to review the applicable sections of your institution’s bylaws.

The Oath forms provide sufficient space to enable all Directors/Trustees to execute a joint oath. If this is not possible, the available Directors/Trustees should execute a joint oath and the form should be forwarded to the Bureau without delay. The Directors/Trustees not available for taking the joint oath should file individual oaths on the same form with the Bureau as soon as possible.

If you are unable to provide an electronic copy of the Oath and Roster forms, please mail your completed forms to:

**Bureau of Credit Union and Trust Supervision  
17 N. Second Street, Suite 1300  
Harrisburg, PA 17101**

This request is made under Section 733-403.A. of the Department of Banking and Securities Code (“Department Code”), 71 P.S. § 733-403, which authorizes the Bureau to require reports from institutions. Section 733-403.E. of the Department Code, 71 P.S. § 733-403.E., authorizes the Department to impose penalties for failure to submit the required reports.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Frantz', with a long horizontal flourish extending to the right.

Carter D. Frantz, Director  
Bureau of Credit Union and Trust Supervision