

MEMORANDUM

To: Subscribers to *Bank Holding Company Policies and Procedures: A Working Guide to Regulatory Compliance*

From: Sheshunoff Information Services

Subject: Highlights

Enclosed is the recent update to your subscription to *Bank Holding Company Policies and Procedures: A Working Guide to Regulatory Compliance*. As always, we are committed to providing you with the most up-to-date information available. We have created the following policies to incorporate recent industry issues, regulatory issuances, and banking guidance:

- Fixed Assets
- New Products and Services
- Management Supervision

In addition, we have provided detailed procedures with supporting forms/reporting outlines for the following areas:

- New Products and Services
- Fixed Assets

Each of these bank holding company corporate governance policies and procedures have been developed to address areas of significant importance. The corresponding forms/questionnaires have also been created to provide tools to help management teams implement these new policies and procedures.

Separately, detailed policy checklists have been created for the following focus areas:

- New Products and Services
- Fixed Assets

Separately, we have updated the regulatory issuance reference portion of this manual with specific regulatory guidance and interpretative letters issued by the Federal Reserve Board. These issuances and interpretative position letters are valuable resources when considering current holding company policies and procedures.