

Monday, November 29, 2021

Bulletin #2021-B-007

NOTICE TO ALL BROKERS

EXTENSION - 2021 Semi-Annual Review Process

Due to the holidays and the end of the year approaching so quickly, FLCBank is extending the deadline for our semi-annual reviews on all approved customers in all channels.

To ensure a timely review and avoid an interruption in service, please provide the following documentation no later than the close of business **Monday, January 31, 2022**.

1. Completed 2021 Annual Customer Review Certification ([CLICK TO DOWNLOAD](#)). If any responses require explanation, these are to be provided on company letterhead.
2. Completed new Broker Agreement and Company Resolution ([CLICK TO DOWNLOAD](#)). The new broker Agreement is required due to regulatory changes in the industry.

Important:

This FLCbank notification is being e-mailed to the "Primary" contact on our approved customer list. If the "Primary" contact is not the correct person to receive this information, we ask that it be forwarded to the appropriate individual(s). Failure to comply will result in the suspension of a company's approval and interruption in loan processing until the appropriate documentation is received by FLCBank. If proper documentation is not received by the final date we may terminate your account for non-compliance.

Transmittal Instructions:

Please provide **BOTH the Certification Form and Broker Agreement and Resolution** documentation via email to: tpoannualreview@flcb.com.

Note: FLCBank can provide a secure transmittal link upon your request via our secure file transmittal provider (Mimecast).