

Attachment

**Application for Setting Business Hours by Financial Institutions**

To: Financial Supervisory Commission

Subject: Please kindly review the enclosed application for setting business hours in accordance with Point 4 of the “Operational Directions Governing Financial Institutions’ Business Hours and Suspension of Business during Natural Disasters.”

1. Name of applicant	
2. Name of the branch(es) applying for setting business hours	
3. Current business hours	
4. New business hours	
5. Reasons for applying to set own business hours (describe briefly)	
6. Documents submitted and contents	<ol style="list-style-type: none"><li>1. Business plan which includes the following particulars:<ol style="list-style-type: none"><li>(1) Business units and business hours;</li><li>(2) Scope of services offered;</li><li>(3) Accounting guidelines;</li><li>(4) Internal control mechanism;</li><li>(5) Specific security measures;</li><li>(6) Benefit evaluation; and</li><li>(7) Measures for protecting employee rights and interests.</li></ol></li><li>2. Meeting minutes of the board of directors (council).</li><li>(3) Other documents.</li></ol>

Applicant:

Responsible person: (seal)

Application number:

Date: (Year/Month/Day)