



THE FEDERAL RESERVE BANK OF RICHMOND

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Statistics Department

January 17, 2012

To the Authorized Official of the Financial Institution:

The reporting form and instructions for the *Report of Changes in Organizational Structure* (FR Y-10) were revised effective January 1, 2012. The revised information is available on the Federal Reserve Board's website at <http://www.federalreserve.gov/reportforms/>. The reporting changes were approved by the Board of Governors and announced in the *Federal Register* on November 21, 2011.

The changes to the FR Y-10 report form include four new items (1) "State or Country (if foreign) of Incorporation," (2) a new business organization type, Limited Liability Limited Partnership (LLLP), (3) "Ownership Interest of Direct Holder" on the Banking and Nonbanking Schedules, and (4) "Event Type" on the 4(K) Schedule. In addition, several report form captions have been updated to clarify reporting requirements.

The reporting instructions have been updated to reflect the new report items and revised captions, as well as a change to Appendix B to remove the North American Industry Classification System (NAICS) Activity Codes for Commonly Reported Activities and label the Board to NAICS Activity Codes Conversion Table as Appendix B. Clarifying language has been added to various sections of the instructions, and the revised instructions are marked by vertical lines in the margin.

If you have any questions, please contact Joanne Mason at extension 8173 or Janice Stadelmeier at extension 8083. Our toll free number is 800-446-7045.

Sincerely,

Karen J. Williams
Assistant Vice President

Enclosures

ATTACHMENT

Summary of changes to the FR Y-10, effective January 1, 2012:

Reporting Form

Additions to the Banking and Nonbanking Schedules include:

- Characteristics Section: Item 3.a, “State or Country (if foreign) of Incorporation” and Item 3.b, “If Relocation or Correction, Prior State or Country (if foreign) of Incorporation” – These items will clarify when the physical location is different from the state or country of incorporation.
- Characteristics Section: Item 10, “Business Organization Type” – A new business organization type for a limited liability limited partnership (LLLLP)
- Ownership Section: Item 13.d (Banking Schedule) and 13.c (Nonbanking Schedule), “Ownership Interest of Direct Holder” – This new item will be used to identify whether ownership is in the form of a general partner or limited partner.

Addition to the 4(K) Schedule:

- Large Merchant Banking or Insurance Company Investments Section: Item 1.a, “Event Type.” The event types are: Initial Investment, Divestitures, No Longer Reportable, and Name Changes.

Updates to Form Captions:

Cover Page --

- Reporter’s Name, Street and Mailing Address Section:
 - “Street Address” changed to “Physical Street Address”

All Schedules --

- Characteristics Section:
 - Insertion of physical location in parenthesis after “Current and Prior Street Address”
- All Schedules excluding the Merger Schedule

- Item 1.a, “Event Type”:
 - Change from “check one or more” to “check all that apply”

Banking and Nonbanking Schedules

- Activity and Legal Authority Section:
 - In the header, deleted reference to NAICS activity codes listed in the Appendix B

Branch, Agency, and Representative Office of FBOs Schedule

Schedule instructions:

- Included reference to report information about U.S. branches, agencies, representative, and managed non-U.S. branches of FBOs, and U.S. representative offices of foreign bank subsidiaries of Foreign Banking Organizations, including inactive offices that continue to retain their license.