



THE FEDERAL RESERVE BANK OF RICHMOND

RICHMOND ■ BALTIMORE ■ CHARLOTTE

Post Office Box 27622 · Richmond, VA 23261
Office 804-697-8000 · www.richmondfed.org

Statistics Department

January 17, 2012

To the Authorized Official of the Financial Institution:

The final reporting form and instructions for the *Annual Report of Foreign Banking Organizations* (FR Y-7) effective beginning with fiscal year-end of December 31, 2011, have been posted on the Board's public website: <http://www.federalreserve.gov/reportforms>. A box was added to the report form to indicate whether the Annual Report to Shareholders is included in the submission of the FR Y-7.

The FR Y-7 instructions have been revised to (1) clarify the language regarding confidentiality of the reporter's submission, (2) update the organizational chart to include information on physical address and general and limited partners, (3) reference the box added to the report form for the Annual Report to Shareholders, (4) require the reporting of the representative office when there are no other reportable offices in the United States, and (5) provide confidential treatment for street addresses of securities holders who are individuals. The implementation of the requirement to provide the state or country of incorporation to the organizational chart has been delayed until fiscal year end beginning December 31, 2012.

If you have any questions, please contact Joanne Mason at extension 8173 or Belinda Coles at extension 8261. Our toll free number is 800-446-7045.

Sincerely,

Karen J. Williams
Assistant Vice President

Enclosures

ATTACHMENT

Revisions to the FR Y-7 effective beginning with fiscal year-end of December 31, 2011

Report Form

- (1) *Page-1*. Revised the expiration date to December 31, 2014. Added a box to indicate whether the Annual Report to Shareholders is included in the submission of the FR Y-7.

Report Instructions

- (1) *General Instructions-Confidentiality*. Clarified the language regarding confidentiality of the reporter's submission. Clarified language providing confidential treatment for street addresses of securities holders who are individuals.
- (2) *Report Item 1(b), Annual Report to Shareholders*. Added instructions for completing the Annual Report to Shareholders questions that were added to the report form.
- (3) *Report Item 2(a), Organizational Chart*. Revised the organizational chart instructions to include information on physical address and general and limited partners. Clarified the requirement for reporting of the representative office when there are no other reportable offices in the United States.