



December 31, 2015

**TO: The Individual Responsible for Preparing FFIEC 030 and 030S Foreign Branch Reports of Condition**

Forms and instructions for the quarterly Foreign Branch Report of Condition (FFIEC 030) and the Abbreviated Foreign Branch Report of Condition (FFIEC 030S) to be used for the December 31, 2015, report date can be found on the Federal Financial Institutions Examination Council's (FFIEC) public website at <http://www.ffiec.gov/forms030.htm>. The report forms and instructions have been updated this quarter.

The updates to the report forms and instructions are related to the recently approved revisions effective for this quarter: a change to the officer declaration requirement, the elimination of the requirement for a branch to submit the cover page of the report if it is consolidated into the report for the institution's principal branch in a country, and a new field on the cover page for an institution to indicate whether the branch(es) meets the criteria for annual or quarterly filing. No revisions have been made to the financial information collected in these reports.

Completed FFIEC 030 and FFIEC 030S reports for December 31, 2015, must be submitted no later than Sunday, February 14, 2015. Any reports received after February 14, 2015, will be considered late.

If you have any questions concerning the FFIEC 030 and FFIEC 030S reports, please contact your Reporting and Reserves District Contact, which can be found on the Federal Reserve Bank Services' website at <https://www.frb services.org/contacts/index.jsp#RR>.



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Executive Secretary