

ONE MONTH TO FIVE DAYS PRIOR

OVERVIEW

If financial institution management previously chose not to forward some or all of the CDR material, the examiner may contact them regarding a visit to the financial institution to collect information requested in the CDR. This is a good opportunity to review the financial institution's internal/external audit reviews, if these have not been forwarded to the field office.

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ADDITIONAL DATA REQUEST

Optional Procedure
<p>1. Obtain data during PEP when geographic distances or examiner proximity permits.</p> <p style="padding-left: 40px;">Data requested in the CDR may be obtained from the financial institution for review during PEP when geographic distances or examiner proximity permits.</p>
<p>2. If possible, examiners should go to the financial institution scheduled for examination and collect documents requested in the CDR.</p> <p style="padding-left: 40px;">The examiner should telephone the institution to inform management of his/her intentions to obtain information requested in the CDR.</p> <p style="padding-left: 40px;"><i>NOTE: Examiners should NOT remove original documents from the institution.</i></p>
<p>3. While collecting information, examiners should conduct a preliminary meeting with financial institution management to explain the examination process and expected on-site examination start date.</p>