



Dear Mortgage Broker,

Thank you for your interest in doing business as a mortgage broker with Bank of Hawaii. The following documents are required for review by Bank of Hawaii:

- 1) Articles of Incorporation
- 2) Bylaws
- 3) Most recent audited financial statements, if un-audited, financial statements should be current within the last 12 months and certified to be true and accurate by an officer of the company.
- 4) Copy of broker's license (signed)
- 5) Copy of solicitor's licenses (signed)
- 6) Current Letter of Good Standing with State licensing office
- 7) Resumes of Principals
- 8) References (minimum of 3 lenders name and contact numbers)
- 9) Letter describing types of loans that your company will originate to Bank of Hawaii and current volume
- 10) Errors and Omission Policy
- 11) Quality Control Policy
- 12) Red Flag Policy Identity Theft Prevention Policy
- 13) Signed W-9

Note: Only those broker companies who have been licensed and physically operated an office within the state of Hawaii, for a minimum of two years, will be considered for approval.

You may mail the above-mentioned documents to Bank of Hawaii P.O. Box 2900 Honolulu, Hawaii 96846 Attn: Randy Muraoka, Wholesale Residential Loans #786. If you have any questions, please call me at 694-4994 or e-mail me at Randy.Muraoka@boh.com.

Sincerely,

Randy A. Muraoka
Vice President, Wholesale Manager
Residential Loan Origination