

**To all State Financial Institutions:**

The 2012 Florida Legislature enacted Section 655.968, Florida Statutes (2012), regarding transactions relating to Iran or terrorism. Pursuant to Section 655.968(3), Florida Statutes, the Financial Services Commission adopted Rule 69U-100.964, Florida Administrative Code, establishing the minimum standards for due diligence policies, procedures, and controls that State Chartered Financial Institutions must establish to comply with the requirements of Section 655.968, Florida Statutes. Section 655.968(4), Florida Statutes, requires each State Chartered Financial Institution to annually certify to the Office by January 1 that the Institution has adopted and substantially complies with the due diligence policies, procedures, and controls required by Section 655.968, Florida Statutes, and Rule 69U-100.964, Florida Administrative Code.

In order to ensure that the certification provided to the Office meets the requirements of Section 655.968(4), Florida Statutes, a State Chartered Financial Institution should have a duly authorized executive officer<sup>1</sup> of the Institution execute a certification on the Institution's letterhead and submit the original certification to the Office by U.S. Mail addressed to: Florida Office of Financial Regulation, Division of Financial Institutions, 200 East Gaines Street, Tallahassee, FL 32399-0371. In addition to mailing the original, Institutions may also e-mail an electronic copy of the certification to [ofrfinancialinstitutions@lofr.com](mailto:ofrfinancialinstitutions@lofr.com).

An example of language for the certification that complies with the requirements of Section 655.968(4), Florida Statutes follows:

{Date}

I, {Individual Name}, as {Title} of {Name of Institution}, hereby certify to the Florida Office of Financial Regulation pursuant to Section 655.968(4), Florida Statutes, that {Name of Institution} has adopted and substantially complies with the due diligence policies, procedures, and controls required by Section 655.968, Florida Statutes, and Rule 69U-100.964, Florida Administrative Code. I also certify and affirm that to the best knowledge of {Name of Institution}, that {Name of Institution} does not maintain a correspondent account or a payable-through account with a foreign financial institution that knowingly engages in any act described in Section 655.968(2), Florida Statutes.

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{Name}, {Title}  
{Name of Institution}

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<sup>1</sup> Per Section 655.005(1)(g) , Florida Statutes, the certification may be executed by the chair of the board of directors, the president, the chief executive officer, the chief financial officer, the senior loan officer, and every executive vice president of a financial institution, and the senior trust officer of a trust company.

Use of the example language is not mandatory and Institutions may use any other language for the Certification that complies with the requirements of Section 655.948(4), Florida Statutes. Certifications mailed to the Office should be postmarked no later than January 2, 2013, and no later than January 2 of each calendar year thereafter. Institutions may begin submitting Certifications to the Office on December 1, 2012, and beginning December 1 of each calendar year thereafter. You may direct any questions that you have regarding this communication to [ofrfinancialinstitutions@lofr.com](mailto:ofrfinancialinstitutions@lofr.com) or call (850) 410-9800.