CHECKLIST SECTIONS

- General Information
- Amendments

GENERAL INFORMATION

Instructions
When making changes to your record in NMLS, MS requires advance notification for some changes. See the checklist below for details.

Uploading Agency-Specific Documents
If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS Document Uploads section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

Note: Use the recommended filing naming convention found on the Document Upload Descriptions and Examples.

Helpful Resources

- Amendments & Advance Change Notice
- Document Uploads Quick Guide
- Document Upload Descriptions and Examples

Agency Contact Information
Contact Consumer Finance Division licensing staff by phone at 601-321-6901 or send your questions via email to consumer@dbcf.ms.gov for additional assistance.

For U.S. Postal Service:  
Consumer Finance Division  
P.O. Box 12129  
Jackson, MS 39236

For Overnight Delivery:  
Consumer Finance Division  
4780 I-55 North, Fifth Floor  
Jackson, MS 39211
THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

AMENDMENTS

- Change of Legal Name
- Change of Main Address
- Addition or Modification of Other Trade Name
- Deletion of Other Trade Name
- Change of Legal Status
- Addition or Modification of Affiliates/Subsidiaries
- Addition or Modification of Direct Owners/Executive Officers
- Addition or Modification of Indirect Owners
- Change of Disclosure Question(s)

Note: Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your filing through NMLS.
<table>
<thead>
<tr>
<th>Complete</th>
<th>MS Consumer Loan Broker License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Change of Legal Name Amendment Items</td>
<td></td>
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<tr>
<td></td>
<td><strong>Change of Legal Name</strong>: Submit an amendment for a change of Legal Name through the Company Form (MU1) in NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Change of Legal Name Fee</strong>: $0 per license</td>
<td>N/A</td>
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<tr>
<td></td>
<td>Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</td>
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<td><strong>Surety Bond Rider</strong>: Upload Consumer Loan Broker surety bond rider (or new bond if applicable) that reflects the entity’s new legal name. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. If a new surety bond is needed, use the Surety Bond Form <a href="#">found here</a>.</td>
<td>Upload in NMLS: under the Document Type Surety Bond in the Document Uploads section of the Company Form (MU1).</td>
</tr>
<tr>
<td>Complete</td>
<td>MS Consumer Loan Broker License</td>
<td>Submitted via...</td>
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<td></td>
<td>Change of Main Address Amendment Items</td>
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<td></td>
<td><strong>Change of Main Address</strong>: Submit an amendment for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Change of Main Address Fee</strong>: $0 per license</td>
<td>N/A</td>
</tr>
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<td><strong>Surety Bond Rider</strong>: Upload Consumer Loan Broker surety bond rider (or new bond if applicable) that reflects the entity’s new main address. The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. If a new surety bond is needed, use the Surety Bond Form <a href="#">found here</a>.</td>
<td>Upload in NMLS: under the Document Type Surety Bond in the Document Uploads section of the Company Form (MU1).</td>
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<td></td>
<td>Addition or Modification of Other Trade Name Amendment Items</td>
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<td></td>
<td><strong>Addition or Modification of Other Trade Name</strong>: Submit an amendment for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Addition of Other Trade Name</strong>: $0 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.</td>
<td>N/A</td>
</tr>
<tr>
<td>Complete</td>
<td>MS Consumer Loan Broker License</td>
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<td></td>
<td>Deletion of Other Trade Name Amendment Items</td>
<td>Submitted via...</td>
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<td><strong>Deletion of Other Trade Name:</strong> Submit an amendment for a deletion an Other Trade Name through the Company Form (MU1) in NMLS.</td>
<td>NMLS</td>
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<td>If deleting an Other Trade Name, this name must be removed from the <em>Other Trade Names</em> section of the Company Form (MU1).</td>
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<td><strong>Change of Legal Status:</strong> Submit an amendment for a change of Legal Status within the Company Form (MU1) in NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Note: In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).</td>
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<td></td>
<td><strong>Addition or Modification of Affiliates/Subsidiaries:</strong> Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Note: Credit Reports and authorizations for credit report through NMLS are not required.</td>
<td>N/A</td>
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| Complete | MS Consumer Loan Broker License  
Addition or Modification of Direct Owners/Executive Officers Amendment Items | Submitted via… |
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<tbody>
<tr>
<td>Note</td>
<td>MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Direct Owners and Executive Officers are NOT required to authorize a FBI criminal background check (CBC) through NMLS.</td>
<td>N/A</td>
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| Complete | MS Consumer Loan Broker License  
Addition or Modification of Indirect Owners Amendment Items | Submitted via… |
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<td>□</td>
<td><strong>Addition or Modification of Indirect Owners:</strong> Submit an amendment for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Credit Report:</strong> Credit Reports and authorizations for credit report through NMLS are not required.</td>
<td>N/A</td>
</tr>
<tr>
<td>Note</td>
<td>MU2 Individual FBI Criminal Background Check Not Required Through NMLS: Indirect Owners are NOT required to authorize a FBI criminal background check (CBC) through NMLS.</td>
<td>N/A</td>
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</tbody>
</table>

| Complete | MS Consumer Loan Broker License  
Change of Disclosure Question(s) Amendment Items | Submitted via… |
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<tbody>
<tr>
<td>□</td>
<td><strong>Change of Disclosure Question(s):</strong> Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>
| □        | **Changing a Response from No to Yes:** Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for company or each control person.  
See the [Company Disclosure Explanations Quick Guide](#) for instructions. | Upload in NMLS in the Disclosure Explanations section of the Company Form (MU1) or Individual Form (MU2). |
| □        | **Changing a Response from Yes to No:** When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.  
You must select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for company or each control person. You must also upload a document (PDF) related to the explanation.  
See the [Company Disclosure Explanations Quick Guide](#) for instructions. | NMLS |