Instructions

Delaware does not require advance notice, make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Fees

- Delaware does not collect fees for changes not associated with ownership (name, address, control persons, etc.)

- Changes of direct or indirect owners are considered changes of control and require a new application, handled as indicated below.
  - Make the changes in NMLS as amendments. Delaware uses the information in these amendments as a change of control application.
  - Mail the investigation and licensing fees directly to the Delaware Office of the State Bank Commissioner (Total of $500 per licensed location).

- All fees collected through NMLS ARE NOT REFUNDABLE.

How to submit Agency specific documents

1. If you are required to upload documents for an amendment that doesn’t require Advance Change Notice:
   a. In the NMLS document upload section, select the applicable document type.

2. If you are required to provide document(s) outside of NMLS:
   a. You must mail the document(s) along with the checklist within 5 business days to the following address:

   **For U.S. Postal Service:**
   Office of the State Bank Commissioner
   Licensing
   1110 Forrest Avenue
   Dover, DE  19904

   **For Overnight Delivery:**
   Office of the State Bank Commissioner
   Licensing
   1110 Forrest Avenue
   Dover, DE  19904
### REQUIRED AMENDMENT ITEM

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

**ADDITION OR MODIFICATION OF EXECUTIVE OFFICERS/DIRECTORS.** Submit an amendment for an addition or change in Executive Officers/Directors within the Company (MU1) Form through NMLS.

Note: Control Persons must also be reported on the Individual (MU2) Form. *(If change is ownership related, see information under “Fees” above)*

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

**ADDITION OR MODIFICATION OF DIRECT/INDIRECT OWNERS.**

*See the information under “Fees” above for ownership changes.*

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

**SURETY BOND RIDER.** *(For change of address or change of name only)* - Submit the original Surety Bond Rider that reflects the change of address or change of name, whichever is applicable.

<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

**DISCLOSURE QUESTIONS.** Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for company or any new Control Person or any new Manager.

**WHO TO CONTACT** – Contact the Bank Commissioner’s licensing staff by phone at (302) 739-4235 or send your questions via e-mail to Carole.Hoffecker@delaware.gov for additional assistance.

**THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.**

Updated: 12/2/2020