



HI Escrow Depository Branch License Surrender Checklist (Branch)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender (notice of closure) request through NMLS.
2. There is no fee to surrender.
3. HI-DFI may request additional information upon review of your surrender; watch your email for such requests.

Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

Agency Contact Information

Contact *Hawaii Division of Financial Institutions* licensing staff by phone at [\(808\) 586-2820](tel:8085862820) or send your questions via email to dfi-nmls@dcca.hawaii.gov for additional assistance.

For U.S. Postal Service & Overnight Delivery:

*Division of Financial Institutions
335 Merchant Street, Rm 221
Honolulu, Hawaii 96813*

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.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	HI Escrow Depository Branch License	Submitted via...
<input type="checkbox"/>	<p>Submission of Surrender Request through Branch Form (MU3): Request the surrender of the license through the submission of the Branch Form (MU3). See the Company License Surrender Requests Quick Guide for instructions.</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	HI Escrow Depository Branch License	Submitted via...
<input type="checkbox"/>	<p>Notice of Intent to Close Branch: This information must be sent outside of NMLS, directly to HI-DFI using the method indicated.</p> <p>Pursuant to Section 449-20.5, HRS an escrow depository shall give the commissioner notice of its intent to close any branch office at least thirty days prior to the closing. The notice shall:</p> <ol style="list-style-type: none"> 1) State the intended date of closing; 2) Specify the reasons for the closing; and 3) Contain a certification by the secretary or other authorized officer of the escrow depository that the decision to close was duly approved by its board of directors. <p>After closing a branch office, the escrow depository shall promptly thereafter surrender to the commissioner the branch office license for that location.</p>	<p>Email to H-DFI: dfi-nmla@dcca.hawaii.gov OR Mail to <i>Division of Financial Institutions</i></p>