Branch Amendments
Jurisdiction-Specific Requirements

HAWAII MONEY TRANSMITTER BRANCH REGISTRATION

Instructions

When making changes to your record in NMLS Hawaii requires notification for certain changes, see below for details.

Notification required for extraordinary events

Within fifteen (15) business days of the occurrence of any of the events listed below, a licensee shall file a written notice with DFI describing the event and its expected impact on the Branch’s activities in Hawaii.

The events are:

- Change of Address
- Change of Other Trade Name (addition or deletion)

Fees

Hawaii does not collect fees for any change made to the Branch records.

How to submit Agency specific documents

Unless otherwise provided for, all changes require a notice or application for approval be sent in written form to DFI at the address below. You do not need to send this checklist.

For U.S. Postal Service:
Division of Financial Institutions
Department of Commerce and Consumer Affairs
P.O. Box 2054
Honolulu, HI 96805

For Overnight Delivery:
Division of Financial Institutions
Department of Commerce and Consumer Affairs
King Kalakaua Building
335 Merchant Street, Rm. 221
Honolulu, HI 96813
<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>AMENDMENT ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td>CHANGE OF BRANCH ADDRESS. Submit a written notice to DFI within 15 business days of a proposed change of address of the Branch providing the new address, effective date and any expected impact of the change of address.</td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td></td>
<td>ADDITION OR DELETION OF OTHER TRADE NAME(S). Submit a written notice to DFI within 15 business days of a proposed change.</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td></td>
<td>DOCUMENT REQUIRED FOR THE ADDITION OR DELETION OF OTHER TRADE NAME(S): Upload in NMLS evidence of registration or removal of registration of Other Trade Name issued by the State of Hawaii Business Registration Division (BREG).</td>
</tr>
</tbody>
</table>

WHO TO CONTACT – Contact DFI licensing staff by phone at (808) 586-2820 or send your questions via e-mail to dfi@dcca.hawaii.gov for additional assistance.

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