



## 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*

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	AMENDMENT ITEMS
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>CHANGE OF BRANCH ADDRESS.</b> 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.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<b>ADDITION OR DELETION OF OTHER TRADE NAME(S).</b> Submit a written notice to DFI within 15 business days of a proposed change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<b>DOCUMENT REQUIRED FOR THE ADDITION OR DELETION OF OTHER TRADE NAME(S):</b> Upload in NMLS evidence of registration or removal of registration of Other Trade Name issued by the State of Hawaii Business Registration Division (BREG).

**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](mailto: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.