



Company Amendments Agency Requirements



ILLINOIS EXEMPT ENTITY INSURANCE REGISTRATION

This document includes instructions for an Illinois Exempt Insurance Registration amendment application request.

- ✓ Registrants are required to keep all material information on file with NMLS current and accurate. If the information contained in the application or on file with the Illinois Department of Financial and Professional Regulation changes in any material respect, the registrant should notify the Department of the change within 10 days after the change.
- ✓ There are no Department or NMLS processing fees for amendments.
- ✓ A change in the Qualifying individual must be reported on the applicable Company (MU1) Form and Form MU2.
- ✓ **Jurisdiction-specific requirements are not required.** The Department may request additional information upon review of your new application filing; watch your “Company Work List” in NMLS for such requests.

WHO TO CONTACT – Contact Mortgage Banking Regulation licensing staff by phone at 844-768-1713 or send your questions via e-mail to FPR.MortgageLicensing@Illinois.gov for additional assistance.

THE APPLICANT/REGISTRANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION 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.