Instructions

When making changes to your record in NMLS, the Kansas Office of the State Bank Commissioner (OSBC) requires advance notification for some changes. See the checklist below for details. Make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Legal Name Change

1. For legal name change of licensee, see detailed Instructions under Mortgage Company License.

How to submit Agency specific documents

1. If you are required to upload document(s) on NMLS for an Advance Change Notice:
   a. In the NMLS document upload section; you must select Advance Change Notice for document type.
   b. Documents required to be uploaded through Advance Change Notice are considered proposed documents until reviewed by the agency. If there isn’t a document type available for a specific advance change notice event, you must email document(s) directly to the Kansas OSBC at: licensing@osbckansas.org

2. 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.

3. If you are required to provide document(s) outside of NMLS:
   You must email the document(s) within 5 business days to: licensing@osbckansas.org
<table>
<thead>
<tr>
<th>FIELD IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>REQUIRED ADVANCE CHANGE NOTICE ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S). Submit an ACN for an addition, change or deletion of an Other Trade Name(s) within the Branch Form (MU3) through NMLS. <strong>10 days’</strong> notice must be given for this change.</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>CHANGE OF BRANCH ADDRESS. Submit an ACN for a change of the Branch Address through the Branch Form (MU3) through NMLS. <strong>10 days’</strong> notice must be given for this change.</td>
</tr>
</tbody>
</table>

**KANSAS BONA FIDE OFFICE ONLY:** If claiming a Kansas bona fide office, complete following attestation. See Mortgage Company License description on Kansas State Licensing Requirements page in NMLS for more information.

If applying for a license for a branch location in Kansas that you do not wish to claim as a Kansas bona fide office, send a written statement of such to: licensing@osbckansas.org

**KANSAS BONA FIDE OFFICE ATTESTATION:**
Street Address: ________________________________
City: _________________________, KANSAS Zip Code: ____________

Upload to NMLS a complete executed copy of lease agreement in company name for address of Kansas bona fide office location. Sign the below attestation; email to: licensing@osbckansas.org

I, as an authorized Direct Owner or Executive Officer for the company, attest to the fact that the address above meets the definition of a Kansas bona fide office prescribed in K.S.A. 9-2201(b) and as explained in the Description page for a Kansas Mortgage Company License.

___________________________________________    ________________
(Signature of Authorized Direct Owner/Officer)  (Date)

________________________________________    ___________________
(Printed Name of Authorized Direct Owner/Officer)             (Title)

<table>
<thead>
<tr>
<th>FIELD IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>REQUIRED AMENDMENT ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td></td>
<td>DISCLOSURE QUESTIONS. Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS. See Individual Disclosure Explanations for more information.</td>
</tr>
</tbody>
</table>

**WHO TO CONTACT** – For jurisdiction specific questions concerning licensure, contact the Kansas Office of the State Bank Commissioner, Division of Consumer and Mortgage Lending licensing staff by phone at 785-296-2266 or send questions via email to: licensing@osbckansas.org
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.