MD Installment Loan Branch License Amendment Checklist (Branch)

CHECKLIST SECTIONS
- General Information
- Amendments

GENERAL INFORMATION

Instructions
Maryland Commissioner of Financial Regulation (MD) Agency does not require advance notice for any changes; make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Uploading Agency-Specific Documents
If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS Document Uploads section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS Document Uploads section.

Note: Use the recommended filing naming convention found on the Document Upload Descriptions and Examples

Helpful Resources
- Amendments & Advance Change Notice Quick Guide
- Document Uploads Quick Guide
- Document Upload Descriptions and Examples

Agency Contact Information
Contact Maryland Commissioner of Financial Regulation licensing staff by phone at (410) 230-6100 or toll free at 888-784-0136, or send your questions via email to finreg.licensing@maryland.gov for additional assistance.

For U.S. Postal Service or Overnight Delivery:
Maryland Commissioner of Financial Regulation
Attention: Licensing Unit
500 N. Calvert St., Suite 402
Baltimore, MD 21202

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.
AMENDMENTS

- **Change of Branch Address**
- **Addition or Modification of Other Trade Name**
- **Deletion of Other Trade Name**
- **Change of Branch Manager**
- **Change of Branch Manager Disclosure Question(s)**

**Note:** Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.
<table>
<thead>
<tr>
<th>Complete</th>
<th>MD Installment Loan Branch License</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Change of Branch Address Amendment Items</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td><strong>Change of Branch Address:</strong> Submit an amendment for a change of Branch Address through the Branch Form (MU3) in NMLS.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>
| Note     | **Change of Branch Address:** $0 per license  
  Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A             |

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<tbody>
<tr>
<td></td>
<td>Addition or Modification of Other Trade Name Amendment Items</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td><strong>Addition or Modification of Other Trade Name:</strong> Submit an amendment for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Note:</strong> When adding an Other Trade Name to a Branch Form (MU3), it must also be added to the Company Form (MU1).</td>
<td></td>
</tr>
</tbody>
</table>
| Note     | **Addition of Other Trade Name Fee:** $0 per license  
  Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A             |
|          | **Trade Name/Assumed Name Registration Certificates:** Trade Name/Assumed Name Registration Certificates must be submitted related to this change type.  
  Provide a trade name registration certificate issued by the Maryland Department of Assessments and Taxation. |                  |
|          | **Upload in NMLS:** under the Document Type  
  Trade Name/Assumed Name Registration Certificates in the Document Uploads section of the Company Form (MU1). |                  |

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<tr>
<td></td>
<td>Deletion of Other Trade Name Amendment Items</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td><strong>Deletion of Other Trade Name:</strong> Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS.</td>
<td>NMLS</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Note:</strong> If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1).</td>
<td></td>
</tr>
</tbody>
</table>
**Complete MD Installment Loan Branch License**

### Change of Branch Manager Amendment Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Submitted via...</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Addition or Modification of Branch Manager</strong></td>
<td>Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>
| **Note**                                                            | **Change of Branch Manager Fee:** $0 per license  
Fee's collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE. | N/A              |
| **Note**                                                            | **Credit Report:** Credit Reports and authorizations for credit report through NMLS are not required. | N/A              |
| **Note**                                                            | **MU2 Individual FBI Criminal Background Check Not Required Through NMLS:**  
Branch Managers are NOT required to authorize a FBI criminal background check (CBC) through NMLS. | N/A              |

**Complete MD Installment Loan Branch License**

### Change to Branch Manager Disclosure Question(s) Amendment Items

<table>
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<tr>
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<th>Details</th>
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</thead>
<tbody>
<tr>
<td><strong>Change of Disclosure Question(s)</strong></td>
<td>Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.</td>
<td>NMLS</td>
</tr>
</tbody>
</table>
| **Changing a Response from No to Yes**                              | Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the Branch Manager.  
| **Changing a Response from Yes to No**                              | When changing a Disclosure Question response from Yes to No for the Branch Manager, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.  
You must select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for the Branch Manager. You must also upload a document (PDF) related to the explanation.  