Instructions

Minnesota does not require advance notice, make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below:

1. Registrants must file an amendment in NMLS when any of the following company information is altered:
   - Change of Address
   - Change of Name
   - Change of Other Business Name or DBA
   - Change of Bond Company or Bond Rider
   - Change of Ownership
   - Change of Control Person
   - Change in Business Activity / Services Offered
   - Any “Yes” answer to any Disclosure question

2. Pursuant to MN Statute 58.14, any changes in licensing data must be communicated to the Financial Institutions Division within 10 days of such change.

3. All Control Persons/Owners, who have not previously done so, must submit the Disclosure of Owner/BCA Form found here.

4. Minnesota does not charge fees for amendments.

5. Agency requirements should be completed first as identified on the checklist below as they must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For help with document uploads, see the Quick Guide for document upload in NMLS

For U.S. Postal Service and Overnight Delivery:
Department of Commerce
Financial Institutions Division
85 7th Place East
Suite 500
St. Paul, MN 55101
Fax: 651-539-1548
<table>
<thead>
<tr>
<th>FILED IN NMLS</th>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>ITEM</th>
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<tbody>
<tr>
<td></td>
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<td>SURETY BOND RIDER, LETTER OF CREDIT AMENDMENT, OR FNMA/FHLMC AMENDMENT (For change of address or change of name only) – Upload the Surety Bond Rider, Letter of Credit, or FNMA/FHLMC that reflect the change of address, change of name or addition of trade name, as applicable. If the company uses an Electronic Surety Bond, contact the surety bond producer to inform them of the change and effective date, so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the ESB for NMLS Licensees page for more information.</td>
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<td>CHANGE IN SURETY BOND PROVIDER/PRODUCER: Licensees must first grant authority to the NEW surety bond producer in NMLS. Then, contact the NEW surety bond producer to prepare their electronic surety bond.</td>
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<td>NAME CHANGE/SECRETARY OF STATE DOCUMENTATION: Submit a letter to the Department of Commerce explaining the change, list the current name and the proposed name, list the license number, and upload a filed amended Certificate of Authority from the Minnesota Secretary of State.</td>
</tr>
</tbody>
</table>
|                |           |               | NAME CHANGE DOCUMENT UPLOAD: Upload amended copies of:  
  - The Corporate Charter or Articles of Incorporation (if a corporation),  
  or  
  - The Articles of Organization and Operating Agreement (if a Limited Liability Company), or  
  The Partnership Agreement (if a partnership of any form) |
|                |           |               | OTHER TRADE NAMES: Submit a letter to the Department of Commerce explaining the change of “trade name”, “dba” or “fictitious name” and upload a filed copy of the Certificate of Assumed Name from the Minnesota Secretary of State. NOTE: Minnesota does not permit a company to do business under more than one name or title. A company may apply for additional licenses for the additional Other Trade Names by selecting the Other Trade Name license types in NMLS and paying the additional license fee. |
|                |           |               | CHANGE OF CONTROL PERSONS/OWNERSHIP: For each new control person or owner, submit the Disclosure of Owner/BCA Form found here. |
|                | N/A       | N/A           | CHANGE IN BUSINESS ACTIVITY OR SERVICES OFFERED: Amend NMLS Company Form, Section 1 Business Activities. |
DISCLOSURE QUESTIONS: Provide complete details of all events of proceeding for any “Yes” answer to any of the Disclosure questions for the company or any Control Person and upload a copy of any applicable orders or documents.

WHO TO CONTACT – Contact the Financial Institutions licensing staff by phone at 651-539-1570 or send your questions via e-mail to mortgage.commerce@state.mn.us for additional assistance.

THE APPLICANT/LICENSEEE 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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.