NV-FID Installment Loan Company License Transition Checklist (Company)

CHECKLIST SECTIONS

- General Information
- License Fees
- Requirements Completed in NMLS
- Requirements/Documents Uploaded in NMLS
- Requirements Submitted Outside of NMLS

GENERAL INFORMATION

Transition to NMLS
Companies holding the Nevada Financial Institutions Division Installment Loan Company License are required to submit a license transition request through NMLS by filing a Company Form (MU1) and an Individual Form (MU2) for each of their control persons by September 30, 2022. The Installment Loan Company License will be available in NMLS to submit the transition request starting July 1, 2022. The transition to NMLS for this license is required.

Additionally, for each additional licensed location holding an Installment Loan Company License, a company must complete and submit a Branch Form (MU3) through NMLS.

**Note:** If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in Nevada, and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Company Form (MU1), so they are not charged a new application fee. If licensed prior to June 15, 2022, you will use your license number as your transition number (e.g. IL99999). If you are licensed after that date, your transition number will be provided to you upon approval.

Please note that the transition process is not a renewal, examination, investigation, or compliance review. The transition process is only a change to the system a license is viewed on. Approval of the transition does not mean that the company complies with Nevada law.

The transition to NMLS is required pursuant to Nevada Revised Statutes chapter 675.
Any licensee that needs to amend or surrender a license (or execute any other action previously completed in paper form) must complete these actions within NMLS from July 1, 2022 onward. Paper forms will not be accepted after July 1, 2022. Some pending changes may be completed through the transition process, so refer to the Installment Loan Company Amendment Checklist for details on what documentation may be required.

**Activities Authorized Under This License**

This license authorizes the following activities...

- Commercial Financing (Lending/Brokering)
- Consumer Loan Brokering
- Consumer Loan Lending
- Non-Mortgage Loan Modifications
- Non-Private Student Loan Lending
- Private Student Loan Lending

**Document Uploads Guidance**

Documents that must be uploaded to the *Document Uploads* section of the Company Form (MU1) in NMLS are indicated in the checklist below. When uploading documents:

- Follow the guidance in [Document Upload Descriptions and Examples](#).
- Only upload documents relevant to the company transition.
- Only upload documents where there is a selectable document category. If inappropriate documents are uploaded that should not be, you will be contacted by your regulator and asked to remove them from NMLS.
- Do not upload the same company documents multiple times. Generally, unless the document is state-specific, if the document has already been uploaded for another state, a new upload is not required unless changes have been made.
- If a document previously uploaded has been revised, delete the old document and replace it with the new document (history of the old document will remain in NMLS).
- For state-specific documents (e.g., Surety Bonds), be sure to indicate the applicable state.

**Helpful Resources**

- [Transitioning an Existing Company License Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Individual Form (MU2) Filing Quick Guide](#)
- [Financial Statements Quick Guide](#)
- [Payment Options Quick Guide](#)
- [License Status Definitions Quick Guide](#)
Agency Contact Information

Contact Nevada Financial Institutions Division licensing staff by phone at (775) 684-2970 or send your questions via email to FIDLicensing@fid.state.nv.us for additional assistance.

<table>
<thead>
<tr>
<th>For U.S. Postal Service:</th>
<th>For Overnight Delivery:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nevada Financial Institutions Division</td>
<td>Nevada Financial Institutions Division</td>
</tr>
<tr>
<td>Attn: Application Processing</td>
<td>Attn: Application Processing</td>
</tr>
<tr>
<td>1830 E. College Pkwy, Ste 100</td>
<td>1830 E. College Pkwy, Ste 100</td>
</tr>
<tr>
<td>Carson City, NV 89706</td>
<td>Carson City, NV 89706</td>
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</table>

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.
# LICENSE FEES

- Fees collected through NMLS are **NOT REFUNDABLE OR TRANSFERABLE.**

## REQUIREMENTS COMPLETED IN NMLS

<table>
<thead>
<tr>
<th>Complete</th>
<th>NV-FID Installment Loan Company License</th>
<th>Submitted via...</th>
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</thead>
<tbody>
<tr>
<td><strong>Note</strong></td>
<td>NV License/Registration Transition Fee: $0</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>There are no fees associated with this transition process.</td>
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</table>

**Submission of Company Form (MU1):** Complete and submit the Company Form (MU1) in NMLS. This form serves as the transition request for the license/registration through NMLS.

See the [Transitioning an Existing License Quick Guide](#) for instructions on how to submit the transition request.

*When selecting your license in the Company Form (MU1), you will be asked to enter your existing license number. Be sure to enter your current license number. If your license was approved after June 15, 2022, you will be notified of your transition number at the time of approval.*

All current licensees/registrants must transition their license onto NMLS on or before September 30, 2022.

**Other Trade Name:** If operating under a name that is different from the licensee’s legal name, that name (“Trade Name”, “Assumed Name” or “DBA”) must be listed under the Other Trade Names section of the Company Form (MU1). Nevada does not limit the number of other trade names.

If operating under an “Other Trade Name”, upload the **fictitious firm name filing** for each Nevada county in which the company conducts business. At least one county filing must be submitted. If the company is doing business in multiple counties, you should contact those counties to ensure the company meets the requirements for filing in that county.

This document should be named *Nevada Trade Name – Fictitious Firm Name filings*. NMLS

**Resident/Registered Agent:** The registered agent must be listed under the Resident/Registered Agent section of the Company Form (MU1). NMLS

**Primary Contact Employees:** The following individuals must be entered into the Contact Employees section of the Company Form (MU1).

1. **Primary Company Contact.** This individual will be the main contact for all license and renewal notices.
2. **Primary Consumer Complaint Contact.** NMLS
<table>
<thead>
<tr>
<th></th>
<th><strong>Non-Primary Contact Employees</strong>: Nevada requires that an individual(s) be identified as a <strong>Non-Primary Contact</strong> for the following areas. These contacts must be listed in the <strong>Contact Employees</strong> section of the Company Form (MU1).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. <strong>Pre-Exam Contact</strong></td>
</tr>
<tr>
<td>Note</td>
<td><strong>Bank Account</strong>: Bank account information is not required. The <strong>Bank Account</strong> section of the Company Form (MU1) can be left blank.</td>
</tr>
<tr>
<td></td>
<td><strong>Disclosure Questions</strong>: Provide a complete and detailed explanation and document upload for each “Yes” response to Disclosure Questions made by the company or related control persons (MU2). See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Qualifying Individual</strong>: The <strong>Qualifying Individual</strong> section is not required to be completed for Nevada on the Company Form (MU1).</td>
</tr>
<tr>
<td></td>
<td><strong>Control Person (MU2) Attestation</strong>: Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).</td>
</tr>
<tr>
<td>Note</td>
<td><strong>Credit Report</strong>: Individuals in a position of control are NOT required to authorize a credit report through NMLS as part of the transition process.</td>
</tr>
<tr>
<td>Note</td>
<td><strong>MU2 Individual FBI Criminal Background Check Not Required Through NMLS</strong>: Direct Owners/Executive Officers, Indirect Owners, and Qualifying Individuals are NOT required to authorize a FBI criminal background check (CBC) through NMLS as part of the transition process.</td>
</tr>
</tbody>
</table>
### REQUIREMENTS/DOCUMENTS UPLOADED IN NMLS

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<td></td>
<td><strong>Management Chart:</strong> Submit a Management chart displaying the licensee’s directors, officers, and managers (individual name and title). Must also identify compliance reporting and internal audit structure. This document should be named <em>[Company Legal Name]</em> Management Chart. <strong>Note:</strong> If the existing uploaded management chart already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart.</td>
<td><strong>Upload in NMLS:</strong> under Management Chart in the Document Uploads section of the Company Form (MU1).</td>
</tr>
</tbody>
</table>
|          | **Organizational Chart/Description:** Submit a chart showing (or a description which includes) the percentage of ownership of:  
  - Direct Owners (total direct ownership percentage must equate to 100%)  
  - Indirect Owners  
  - Subsidiaries and Affiliates of the licensee  
This document should be named *[Company Legal Name]* Organizational Chart – Description. **Note:** If the existing uploaded Organizational Chart/Description already includes the above information, an additional document does not need to be uploaded. A company should only upload a single management chart. | **Upload in NMLS:** under Organizational Chart/Description in the Document Uploads section of the Company Form (MU1). |

### INDIVIDUAL (MU2) DOCUMENTS UPLOADED IN NMLS

No individual (MU2) documents are required to be uploaded into NMLS for this license/registration at this time. Any new officers, directors, managers, partners or other control individuals should refer to the Nevada Installment Loan Company Amendment Checklist to determine what items are required for these changes.

### REQUIREMENTS SUBMITTED OUTSIDE OF NMLS

<table>
<thead>
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<tbody>
<tr>
<td></td>
<td>No items are required to be submitted outside of NMLS for this license/registration at this time.</td>
<td></td>
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</tbody>
</table>