



# AK Nonprofit Organization Mortgage Exemption Amendment Checklist (Company)

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## CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

## GENERAL INFORMATION

### Instructions

When making changes to your record in NMLS, Alaska Division of Banking & Securities requires advance notification for some changes. See the checklist below for details.

### 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](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

### Agency Contact Information

Contact *Alaska Division of Banking & Securities* licensing staff by phone at [\(907\) 465-6339](tel:9074656339) or send your questions via email to [mortgagelending@alaska.gov](mailto:mortgagelending@alaska.gov) for additional assistance.

*For U.S. Postal Service:*

*State of Alaska, Department of Commerce,  
Community & Economic Development  
Division of Banking & Securities  
P.O. Box 110807  
Juneau, Alaska 99811-0807*

*For Overnight Delivery:*

*State of Alaska, Department of Commerce,  
Community & Economic Development  
Division of Banking & Securities  
333 Willoughby Avenue, 9<sup>th</sup> Floor  
State Office Building  
Juneau, Alaska 99811-0807*

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 Legal Name](#)
  - Change of Legal Name: \$100 per license
- [Change of Main Address](#)
  - Change of Main Address: \$50 per license
- [Addition or Modification of Other Trade Name](#)
  - Addition of Other Trade Names: \$50 per license
- [Deletion of Other Trade Name](#)
- [Change of Legal Status](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Addition or Modification of Direct Owners/Executive Officers](#)
- [Addition or Modification of Indirect Owners](#)
- [Change of 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.

Complete	AK Nonprofit Organization Mortgage Exemption Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Legal Name:</b> Submit an ACN for a change of Legal Name through the Company Form (MU1) in NMLS. 30 Days notice must be provided for this change.	<b>NMLS</b>
<input type="checkbox"/>	<b>Change of Legal Name Fee:</b> \$100 per license AS 06.60.130(b); 3 AAC 14.920(c) Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	<b>NMLS (Filing submission)</b>
<input type="checkbox"/>	<p><b>Formation Documents:</b> Formation Documents must be submitted related to this change type.</p> <p>Determine classification of applicant’s legal status and submit certified copies of the corporate or organizational legal documents authorizing the change in legal name that has been filed in the entity’s domiciled state.</p> <p><b>Not for Profit Corporation</b></p> <ul style="list-style-type: none"> <li>• Documents requested of a Corporation; and</li> <li>• Proof of nonprofit status <ul style="list-style-type: none"> <li>○ Internal Revenue Service (“IRS”) 501(c)(3) designation letter; or</li> <li>○ statement from a State taxing body or the State attorney general certifying that: (i) the entity is a nonprofit organization operating within the State; and (ii) no part of the entity’s net earnings may lawfully benefit any private shareholder or individual; or</li> <li>○ entity’s certificate of incorporation or similar document if it clearly establishes the nonprofit status of the applicant; or</li> <li>○ Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.</li> </ul> </li> </ul>	<b>Upload in NMLS:</b> under the Document Type Formation Document in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<p><b>Secretary of State/Municipality Documentation:</b> Per the appropriate entity (Corporation/Limited Liability Company/General Partnership); Filed name must match the domicile state name change documents and amended NMLS Company Form.</p> <p>a. Provide a copy of a Certificate of Good Standing or a Certificate of Registration dated not more than 30 days from the filing of this application issued by the <a href="#">State of Alaska Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing</a>.</p> <p>This document should be named <i>[[State prefix] Certificate of Authority OR [State prefix] Certificate of Good Standing]</i>.</p> <p>b. Provide a valid <a href="#">Alaska Business License</a> in the new Legal Name.</p> <p><b>All applicants and licensees are required to have a current Alaska Business License.</b></p> <p>This document should be named <i>[AK Business License]</i>.</p>	<b>Upload in NMLS:</b> under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	AK Nonprofit Organization Mortgage Exemption Change of Main Address Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Main Address:</b> Submit an ACN for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS. 30 Days notice must be provided for this change.	NMLS
<input type="checkbox"/>	<b>Change of Main Address:</b> \$50 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS

Complete	AK Nonprofit Organization Mortgage Exemption Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Other Trade Name:</b> Submit an ACN for an addition of or change to an Other Trade Name through the Company Form (MU1) in NMLS. 30 Days must be provided for this change.  AK Nonprofit Organizations are prohibited from using more than one trade name, fictitious name, or DBA for each license obtained.	NMLS
<input type="checkbox"/>	<b>Addition of Other Trade Name</b> \$50 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	NMLS (Filing submission)
<input type="checkbox"/>	<b>Trade Name/Assumed Name Registration Certificates:</b> Trade Name/Assumed Name Registration Certificates must be submitted related to this change type.  Submit a copy of the Certificate of Business Name Registration issued by the <a href="#">State of Alaska Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing</a> .	<b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<b>Corporate or Organization Legal Documents:</b> Submit certified copies of the corporate or organization legal documents authorizing the change of assumed business name/other trade name.	<b>Upload in NMLS:</b> under the Document Type <u>Formation Documents</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	AK Nonprofit Organization Mortgage Exemption Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Deletion of Other Trade Name:</b> Submit an amendment for deletion of an Other Trade name through the Company Form (MU1) in NMLS. If deleting an Other Trade Name, this name must be removed from the <i>Other Trade Names</i> section of the Company Form (MU1).	<b>NMLS</b>

Complete	AK Nonprofit Organization Mortgage Exemption Change of Legal Status Amendment Items	Submitted via...
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**Note:** In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).

<input type="checkbox"/>	<b>Change of Legal Status:</b> Submit an ACN for a change of Legal Status within the Company Form (MU1) in NMLS. 30 Days must be provided for this change.	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Secretary of State/Municipality Documentation:</b> Corporations; provide a Certificate of Good Standing dated not more than 30 days from the filing of this application issued by the State of Alaska Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing. File name must match the domicile state name change documents and amended NMLS Company Form.</p> <ol style="list-style-type: none"> <li>Limited liability company; provide a Certificate of Good Standing or a Certificate of Registration dated not more than 30 days from the filing of this application issued by the State of Alaska Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing.</li> <li>Limited partnership; provide a Certificate of Good Standing for the Limited Partnership from the State of Alaska Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing.</li> <li>General partnership; provide a valid Business License for the General Partnership from the State of Alaska.</li> <li>Not for Profit Corporation; provide proof of nonprofit status.</li> </ol>	<b>Upload in NMLS:</b> under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<b>Corporate or Organization Legal Documents:</b> Submit certified copies of the corporate or organization legal documents authorizing the change in legal name that has been filed in the entity's domicile state.	<b>Upload in NMLS:</b> under the Document Type <u>Formation Documents</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	AK Nonprofit Organization Mortgage Exemption Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Affiliates/Subsidiaries:</b> Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.	<b>NMLS</b>

Complete	AK Nonprofit Organization Mortgage Exemption Addition or Modification of Direct Owners/Executive Officers Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Direct Owners/Executive Officers:</b> Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company Form (MU1) in NMLS. 30 Days notice must be provided for this change.	<b>NMLS</b>
<input type="checkbox"/>	<b>Organizational Chart/Description:</b> Submit a revised/amended organizational structure chart.	<b>Upload in NMLS:</b> under the Document Type <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<b>Management Chart:</b> Submit an updated management chart showing new control person's role within the organization.	<b>Upload in NMLS:</b> under the Document Type <u>Management Chart</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	AK Nonprofit Organization Mortgage Exemption Addition or Modification of Indirect Owners Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Indirect Owners:</b> Submit an ACN for an addition or change in Indirect Owners within the Company Form (MU1) in NMLS.	<b>NMLS</b>

Complete	AK Nonprofit Organization Mortgage Exemption Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Changing a Response from No to Yes:</b> Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for company or each control person. See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	<b>Changing a Response from Yes to No:</b> When changing a Disclosure Question response from Yes to No, 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 company or each control person. You must also upload a document (PDF) related to the explanation. See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.	<b>NMLS</b>