Instructions

1. Amendments to your record that can be made through NMLS without prior notification or pre-approval are detailed in the checklist below. The documentation to support these changes is required to be submitted to the agency within 5 business days of submission of your amendment filing through NMLS.

2. To amend your MU1 or MU2 Form in NMLS, enter the Filing Tab, the appropriate MU Form, create a new filing and enter the section of the form that requires amendment, make the appropriate changes, proceed to the “complete and submit” field and attest to all changes.

3. All fees collected through the NMLS ARE NOT REFUNDABLE.

4. Any change in Control Persons must also be reported on Form MU2.

5. Supporting documentation as noted in the checklist must be provided along with this checklist at the following:
NMLS Unique ID Number: ____________________

Applicant Legal Name: ______________________________________

<table>
<thead>
<tr>
<th>ATTACHED</th>
<th>NOT APPLICABLE</th>
<th>ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>SURETY BOND RIDER. (For change of name) - Submit the Surety Bond Rider that reflects the change of name.</td>
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<td>DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for company or any new Control Person or any new Manager.</td>
</tr>
</tbody>
</table>

WHO TO CONTACT – Contact Division of Licensing staff by phone at 512-475-1350 or toll free at 877-276-5550 or send your questions via e-mail to licensing@sml.texas.gov for additional assistance.

THE APPLICANT/LICENSEE 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.