



New Application Checklist Jurisdiction-Specific Requirements



NORTH CAROLINA EXEMPT COMPANY REGISTRATION

Instructions

1. Companies exempt or not covered from licensing in North Carolina may register their company with the North Carolina Commissioner of Banks Office through NMLS. This registration is **OPTIONAL** and is provided for companies who are not required to be licensed under Chapter 53, Article 19B (NC Secure and Fair Enforcement (S.A.F.E.) Mortgage Licensing Act "MLA", but employ individuals required to be licensed under NC SAFE and wishes to take advantage of efficiencies the system offers. Such Companies register by submitting a completed Form MU1.
2. Each branch location desiring to conduct business under this registration must be separately registered by filing a Form MU3 through NMLS.
3. The Registered Agent entered on Form MU1 must be the same person recorded with the Secretary of State. If you are not an out of state company and are not required to register with the Secretary of State, list the individual listed as the *Contact Person* for the company on Form MU1
4. At least one Individual must be listed in the *Direct Owner/Executive Officer* section of Form MU1 and be listed as a *Control Person* with a Form MU2 completed. This individual should have the authority to make decisions on behalf of the company.
5. The *Qualifying Individual* section of Form MU1 can be left blank.
6. Total registration costs: \$100 NMLS processing fee for Form MU1 (headquarters) and \$20 NMLS processing fee for each Form MU3 (branch location). All fees are collected through the NMLS and ARE NOT REFUNDABLE.
7. Jurisdiction-specific requirements as identified on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

For U.S. Postal Service:

NC Commissioner of Banks Office
Non-Depository Division
4309 Mail Service Center
Raleigh, NC 27699-

For Overnight Delivery:

NC Commissioner of Banks Office
Non-Depository Division
316 W. Edenton St.
Raleigh, NC

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	CLAIM OF EXEMPTION. Complete the attached claim of exemption and mail to the State within 5 business days and detailed explanation as to why the company is exempt or not covered.

WHO TO CONTACT – Contact Non Depository Division licensing staff by phone at 919-733-0589 or send your questions via e-mail to mortgage@nccob.gov for additional assistance.