



Amendments
Jurisdiction-Specific Requirements



PUERTO RICO MORTGAGE LENDER / SERVICER

Instructions

- Any Change of Address, Change of Name, Change of Manager (Qualified Individual) or Change in Control Person must be reported on the applicable Form MU1 and Form MU2.
- Amendment fees are:
 - Change of Address - \$0 per license
 - Change of Name - \$0 per license
 - Change of Manager - \$0 per license
 - Change of Control Person – \$1,250.00, which must be received by the Office of the Commissioner of Financial Institutions of Puerto Rico within 5 business days of the electronic submission of your amendment.

(Check all of the above that apply)

- Financial Statements should be submitted through the Filing Tab in NMLS prior to the submission of your Form MU1 filing. For additional help, see the Financial Statement Information page and quick guide posted on the NMLS website here; http://www.stateregulatoryregistry.org/AM/Template.cfm?Section=Financial_Statements
Provide Financial Statements signed by an executive officer prepared in accordance with Generally Accepted Accounting Principles dated within (60) days prior to the date of the application showing assets, liabilities and net worth.
Financial statements should include a Statement of Financial Condition (Balance Sheet) and a year-to-date Statement of Income and Expenses (Income Statement).
- Jurisdiction-specific 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 U.S. Postal Service:

COMMISSIONER OF FINANCIAL INSTITUTIONS
REGULATION AND LICENSING DIVISION
PO BOX 11855
SAN JUAN, PR 00910-3855

For Overnight Delivery:

COMMISSIONER OF FINANCIAL
INSTITUTIONS
REGULATION AND LICENSING DIVISION
1492 PONCE DE LEON AVE. SUITE 600
CENTRO EUROPA BLDG.
SAN JUAN, PR 00907

NMLS Unique ID Number: _____

Applicant Legal Name: _____

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	SURETY BOND RIDER. (For change of address or change of name only) - Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable.

<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE. (For change of address or change of name only) - Return the original license as issued by the OFFICE OF THE COMMISSIONER OF FINANCIAL INSTITUTIONS.
<input type="checkbox"/>	<input type="checkbox"/>	SECRETARY OF STATE/MUNCIPALITY DOCUMENTATION. (For all amendments) - a. If a corporation, provide a Certificate of Good Standing dated not more than sixty (60) days from the filing of this application issued by the Commonwealth of Puerto Rico State Department. b. If a limited liability company, provide a copy of a Certificate of Good Standing or a Certificate of Registration dated not more than sixty (60) days from the filing of this application issued by the Commonwealth of Puerto Rico State Department. c. If a limited liability partnership, provide a copy of a Certificate of Good Standing or a Certificate of Registration dated not more than sixty (60) days from the filing of this application issued by the Commonwealth of Puerto Rico State Department. d. If a limited partnership, provide a Certificate of Good Standing for the Limited Partnership from the Mercantile Registry.
<input type="checkbox"/>	<input type="checkbox"/>	CHANGE IN CONTROL PERSONS - Provide a written notice outside NMLS within <u>30 days prior</u> to the date said transfer is to be completed, containing: <ul style="list-style-type: none"> • Name and address of the seller or assignor and of the buyer, assignee or acquirer • Nature of transaction • Resolution of the Board of Directors or partnership agreement approving the transaction and change of control • Complete purchase and sales agreement which includes all of the requirements stated by law • Reasons for the transaction • Personal History Declaration • Resume • 2x2 photograph of each new control person • Financial Statements of each new control person
<input type="checkbox"/>	<input type="checkbox"/>	FORM MU2 FOR ANY CHANGE IN CONTROL PERSON OR MANAGER. A change in any Control person or a change in any person designated as a manager of a licensed office (Qualified Individual) must be reported as an Amendment on the Form MU1 filing with a new Form MU2 submitted through the NMLS.
<input type="checkbox"/>	<input type="checkbox"/>	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 MU2 Individual.

WHO TO CONTACT – Contact REGULATION AND LICENSING DIVISION staff by phone at 787-723-8403 or send your questions via e-mail to reglamentacion@ocif.gobierno.pr for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.