



HI Escrow Depository License Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. Please refer to Section 449-24, HRS for information regarding the surrender of an escrow depository license.
2. File the surrender request through NMLS.
3. There is no fee to surrender.
4. See the checklist [below](#) for more information.

Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

Agency Contact Information

Contact *Hawaii Division of Financial Institutions* licensing staff by phone at *(808) 586-2820* or send your questions via email to dfi-nmls@dcca.hawaii.gov or additional assistance.

For U.S. Postal Service & Overnight Delivery:

*Division of Financial Institutions
335 Merchant Street, Rm 221
Honolulu, Hawaii 96813*

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.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	HI Escrow Depository License	Submitted via...
<input type="checkbox"/>	<p>Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.</p>	NMLS
<input type="checkbox"/>	<p>Primary Contact Person: Provide the name, address, and telephone number of a contact person who shall be responsible for answering questions and providing documents on closed accounts. This individual or the successor thereof shall continue to perform this task, and shall notify the commissioner of any changes in the information concerning the contact person, until the applicable statutes of limitations have lapsed.</p> <p>This individual should be identified as the Primary Company Contact in the <i>Contact Employees</i> section of the Company Form (MU1).</p> <p>Note: if this individual changes after the surrender request has been submitted in NMLS, send the new contact information to dfi-nmls@dcca.hawaii.gov</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	HI Escrow Depository License	Submitted via...
<input type="checkbox"/>	<p>Board Resolution: Provide a resolution adopted by the board of directors approving a plan to cease activity for which a license to operate as an escrow depository is required.</p>	Email to dfi-nmls@dcca.hawaii.gov
<input type="checkbox"/>	<p>Plan to Cease Activity: Provide a copy of the plan to cease activity certified by two executive officers of the escrow depository as having been duly adopted by the board. This information must be sent outside of NMLS, directly to DFI using the method indicated.</p>	Email to dfi-nmls@dcca.hawaii.gov
<input type="checkbox"/>	<p>Notice Sent to All Buyers & Sellers: A copy of the notice sent by the escrow depository to all buyers and sellers whose accounts still contain outstanding balances.</p>	Email to dfi-nmls@dcca.hawaii.gov