



## Surrender of License Agency-Specific Requirements



### HAWAII MORTGAGE LOAN ORIGINATOR COMPANY LICENSE

#### Instructions

The Hawaii Division of Financial Institutions (“DFI”) requires **pre-notification** of at least 30 days when the surrendering a Mortgage Loan Originator Company license. This notification must be sent outside NMLS to DFI at least 30 days prior to the request being made in NMLS.

If a pre-notification is not received by DFI prior to submitting a surrender request in NMLS, the commissioner may impose a fine. See Section 454F-12(b), Hawaii Revised Statutes.

<http://hawaii.gov/dcca/dfi/hrs>

1. A licensee is required to submit to DFI a written notice of surrender. Refer to checklist below.
2. DFI will notify you when you’re authorized to make the changes in NMLS.
3. When DFI receives the change request in NMLS, DFI will update the company license status to “Terminated-Surrendered/Cancelled”.
4. There is no fee to surrender.

*For U.S. Postal Service:*

Division of Financial Institution  
Department of Commerce and Consumer Affairs  
P.O. Box 2054  
Honolulu, HI 96805

*For Overnight Delivery:*

Division of Financial Institution  
Department of Commerce and Consumer Affairs  
King Kalakaua Building  
335 Merchant Street, Rm. 221  
Honolulu, HI 96813

NMLS Unique ID Number: \_\_\_\_\_

Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	HAWAII MORTGAGE LOAN ORIGINATOR COMPANY LICENSE
<b>Surrender of License (Must notify DFI prior to surrendering license on NMLS)</b>			
N/A	<input type="checkbox"/>	N/A	<p>Mail to the address listed above written notice of surrender which includes:</p> <ul style="list-style-type: none"><li>• A plan of cessation of business</li><li>• Provisions for the transfer or assumption of assets</li><li>• Provisions for pending applications or transactions</li><li>• Provisions for payment or assumption of liabilities</li><li>• Provisions for the disposition of individual mortgage loan originator licenses</li><li>• Provisions for transfer or assumption of all trust, agency, and other fiduciary relationships and accounts</li><li>• Effective date of surrender</li></ul>

**WHO TO CONTACT** – Contact DFI MLO licensing staff by phone at (808) 586-2820 or send your questions via e-mail to [dfi-nmls@dcca.hawaii.gov](mailto:dfi-nmls@dcca.hawaii.gov) for additional assistance.

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