



# HI Small Dollar Installment Loans Surrender Checklist (Company)

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## CHECKLIST SECTIONS

- [General Information](#)
- [Requirements Completed in NMLS](#)
- [Requirements Submitted Outside of NMLS](#)

## GENERAL INFORMATION

### Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. Additional information upon review of your surrender; watch your email for such requests.

### 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](tel:8085862820) or send your questions via email to [dfi-nmls@dcca.hawaii.gov](mailto:dfi-nmls@dcca.hawaii.gov) for additional assistance.

#### For U.S. Postal Service:

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

#### For Overnight Delivery:

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

REQUIREMENTS COMPLETED IN NMLS		
Complete	HI Small Dollar Installment Loans	Submitted via...
<input type="checkbox"/>	<b>Submission of Surrender Request through Company Form (MU1):</b> Request the surrender of the license through the submission of the Company Form (MU1). See the <a href="#">Company License Surrender Requests Quick Guide</a> for instructions.	<b>NMLS</b>

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	HI Small Dollar Installment Loans	Submitted via...
Note	<p><b>Company Owned Locations/Branches:</b> If your company has licensed company owned locations/branches, you will be required to request to surrender <i>each branch via NMLS</i>.</p>	
<input type="checkbox"/>	<p><b>Required Item:</b> This information must be sent outside of NMLS, directly to Hawaii DFI using the method indicated at least 30 days prior to surrender:</p> <ol style="list-style-type: none"> <li>(1) The date of surrender;</li> <li>(2) The name, address, telephone number, facsimile number, and electronic mail address of a contact individual with knowledge and authority sufficient to communicate with the commissioner regarding all matters relating to the licensee during the period that it was licensed pursuant to this chapter;</li> <li>(3) The reason or reasons for surrender;</li> <li>(4) The total dollar amount of the licensee's outstanding installment loans sold in Hawaii and the individual amounts of each outstanding installment loan, and the name, address, and contact telephone number of the licensee to whom each outstanding installment loan was assigned;</li> <li>(5) A list of the licensee's Hawaii authorized branch offices, if any, as of the date of surrender;</li> <li>(6) Confirmation that the licensee has notified each of its Hawaii authorized branch offices, if any, that the branch offices shall no longer make installment loans on the licensee's behalf; and</li> <li>(7) Confirmation that the licensee has notified each of its installment loan consumers, if any, that the installment loan is being transferred and the name, address, telephone number, and any other contact information of the licensee or entity described in section -14 to whom the installment loan was assigned.</li> </ol>	<p><b>Email to Agency:</b> <a href="mailto:dfi-nmls@dcca.hawaii.gov">dfi-nmls@dcca.hawaii.gov</a></p>