



# IN SOS Loan Processing Company Registration Surrender Checklist (Company)

---

## 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. Send nothing to Indiana Secretary of State for surrender.

### Help Resources

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

### Agency Contact Information

Contact *Indiana Secretary of State, Securities Division* licensing staff by phone at [317- 232-6681](tel:317-232-6681) or send your questions via email to [arsmock@sos.in.gov](mailto:arsmock@sos.in.gov) for additional assistance.

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	IN SOS Loan Processing Company Registration	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>

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	IN SOS Loan Processing Company Registration	Submitted via...
<input type="checkbox"/>	<b>Records Retention:</b> Notify the Indiana Secretary of State of the exact physical address where the records will be preserved and maintained for the remainder of the two (2) year maintenance period. See <a href="#">Ind. Code § 23-2.5-5-8</a>	<b>Email to the Indiana Secretary of State, Securities Division</b> <b>Attn: Ariel Smock</b> <b>arsmock@sos.in.gov</b>