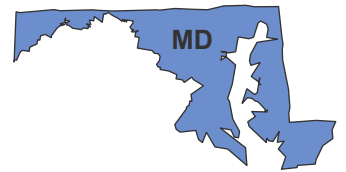




Branch Amendments Agency Requirements



MARYLAND EXEMPT MORTGAGE LENDER COMPANY REGISTRATION (BRANCH)

Instructions

Maryland does not require advance notice, make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Fees

1. Maryland DOES NOT collect amendment fees for the following changes through NMLS during filing:
 - Change of Address
 - Change of Other Trade Names
 - Change of Branch Manager

2. All fees collected through NMLS ARE NOT REFUNDABLE.

How to submit Agency specific documents

1. If you are required to upload documents for an amendment that doesn't require Advance Change Notice:
 - a. In the NMLS document upload section, select the applicable document type.
2. If you are required to provide document(s) outside of NMLS:
 - a. You must mail the document(s) along with the checklist within 5 business days to the following address:

*For U.S. Postal Service or For Overnight Delivery:
Maryland Commissioner of Financial Regulation
Attn: Licensing Unit
500 N Calvert Street, Suite 402
Baltimore, Maryland 21202*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED AMENDMENT ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DOCUMENT REQUIRED FOR OF CHANGE OF BRANCH ADDRESS Upload copies of the following documents: <ul style="list-style-type: none">• Surety Bond Rider or other proof of surety bond coverage that reflects that reflects the change of address.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S): Upload copies of the following documents: <ul style="list-style-type: none">• If adding or amending, other trade name registration certificate from the Maryland State Department of Assessments and Taxation• Surety bond rider that amends, adds or deletes the other trade name
<input type="checkbox"/>	N/A	<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 Control Person or any new Manager.

WHOM TO CONTACT – Contact the Commissioner of Financial Regulation licensing staff by phone at 410-230-6155 or 888-784-0136 for further assistance regarding Maryland specific requirements.

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