



## Amendments Jurisdiction-Specific Requirements



### NEW HAMPSHIRE EXEMPT COMPANY REGISTRATION

#### Instructions

Companies exempt from licensing in New Hampshire who are registered through the NMLS to enable licensing of their loan originators must update the information on file. If any information becomes inaccurate, the company should promptly file an amendment through the NMLS.

1. New Hampshire does not charge fees for amendments.
2. Changes in name of the company should be filed through the NMLS.
3. If a company is changing its form of organization, e.g., corporation to limited liability company, a new filing will need to be made on the NMLS, and the former registration surrendered.
4. Changes in principal office location, contact person information including phone and fax, or a change to the company's registered agent should be filed through the NMLS on Form MU1.
5. Changes to the individual designated as a control person required to be listed in the *Direct Owner/Executive Officer* section, should be filed through the NMLS on Form MU1 with an MU2 submitted for a new individual.
6. Most information may be amended electronically by updating the MU forms; however, the amendments listed below require items to be sent outside of the NMLS directly to the New Hampshire Banking Department.

For U.S. Postal Service:  
New Hampshire Banking Department  
Licensing Division  
53 Regional Drive  
Concord NH 03301

For Overnight Delivery:  
New Hampshire Banking Department  
Licensing Division  
53 Regional Drive  
Concord NH 03301

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

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

ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<b>SURETY BOND RIDER. (For change of address or change of name only) -</b> Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<b>ORIGINAL REGISTRATION. (For change of address or change of name only) -</b> Return the original registration as issued by the New Hampshire Banking Department.
<input type="checkbox"/>	<input type="checkbox"/>	<b>LEGAL NAME CHANGE:</b> Submit amended documents from the company's home state to include amendments to articles of incorporation or articles of organization, operating and management agreements, partnership agreement, amended certificate of authority, as well as an amended certificate of authority or good standing from the New Hampshire Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	<b>TRADE NAME CHANGE:</b> Return the original registration issued by the New Hampshire Banking Department for amendment. Obtain and submit a Certificate of Trade Name from the New Hampshire Secretary of State.
<input type="checkbox"/>	<input type="checkbox"/>	<b>DISCLOSURE QUESTIONS.</b> Provide complete details of all events and/or proceedings for any disclosure question on the MU1 that changed to "yes."

**WHO TO CONTACT** – Contact New Hampshire Banking Department licensing staff by phone at (603) 271-8675, or send your questions via e-mail to [Licensing@banking.state.nh.us](mailto:Licensing@banking.state.nh.us) for additional assistance.

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