



Amendments Jurisdiction-Specific Requirements



NEW HAMPSHIRE MOTOR VEHICLE RETAIL SELLER LICENSE

Instructions

Licensees are under a continuing obligation to update information on file with the Department. If any information becomes materially inaccurate, the licensee must promptly file an amendment through the NMLS. An amendment shall be considered to be filed promptly if the amendment is filed within 30 days of the event that requires the filing of the amendment.

Changes in principal or authorized delegate locations or proposed closing of any location must be filed no later than 10 business days prior to the effective date of such change of location or closing unless such change of location or closing occurs under circumstances beyond the control of the licensee, whereby such written notice shall be provided within 10 business days from the date the licensee becomes aware of the closing or relocation.

All other changes to Form MU1 including the addition or deletion of control persons, principals, and contact persons must be filed no later than 30 days after the event that requires the filing of the amendment.

New Hampshire does not currently charge fees for amendments.

*For U.S. Postal Service/Overnight Delivery
New Hampshire Banking Department
53 Regional Drive
Concord NH 03301*

<http://www.nh.gov/banking/index.htm>

WHO TO CONTACT – Contact New Hampshire Licensing staff by phone at (603) 271-8675 or send your questions via e-mail to Licensing@banking.state.nh.us for additional assistance.

<http://gencourt.state.nh.us/ras/html/NHTOC/NHTOC-XXXV-361-A.htm>

NMLS Unique ID Number: _____

NH Banking Department Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	NEW HAMPSHIRE MOTOR VEHICLE RETAIL SELLER LICENSE AMENDMENT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>LEGAL NAME CHANGE.</p> <p>Return New Hampshire license for amendment. Upload to the NMLS (or mail to the Department) amended documents from the 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 from the New Hampshire Secretary of State (if a foreign company), (Telephone Number: 603-271-3244 or 603-271-3246) or website at www.nh.gov/sos/corporate).</p> <p>Submit a rider to the company's surety bond showing the name change and a <i>Uniform Consent to Service of Process</i> (form U2) in the new name. http://www.nh.gov/banking/consumer-credit/documents/u2.pdf</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS.</p> <p>Provide complete written details outlining the events and/or proceedings for any disclosure question on the MU1. Note: Any change to a question already answered must be updated within 30 days of the change</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>CHANGE OF ORGANIZATION.</p> <p>If the form of organization of a licensee is changing (e.g. a sole proprietorship to a corporation), a new entity is being created and it will be necessary to file a complete new license application with fees.</p> <p>New Hampshire does not have a conversion statute, and considers a conversion to be the creation of a new legal entity.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>CHANGE OF OWNERSHIP.</p> <p>At this time the Department does not require advance notice for change in Ownership. All changes in Ownership must be filed as an amendment to the company's MU1 via the NMLS no later than 30 days after the change occurs.</p> <p>Until the NMLS has procedures for collecting this information, for any new individual control person or principal, a Criminal History Record Information Authorization Form, a fingerprint card and</p>

			<p>records check fee of \$51.50 must be submitted directly to the NH Banking Department.</p> <p>Click here for the Criminal History Record Information Form: Criminal History Record Information Authorization Form</p> <p>All checks and money orders for the record checks must be made payable to “State of NH – Criminal Records.”</p> <p>You may electronically submit a request for the number of cards you need by clicking on this link or call (603) 271-8675. https://www.egov.nh.gov/NCharge/Public/Banking/default.asp?form_name=fingerprint</p> <p>Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>FORMATION DOCUMENT.</p> <p>Upload to the NMLS a certified copy of:</p> <p>Corporations must submit a copy of their Articles of Incorporation and By-Laws and any amendments thereto; -Partnerships must submit a copy of the Partnership or Limited Partnership Agreement and any amendments thereto; -Limited Liability Companies must submit copies of their Articles of Organization, any Management Agreements or Operating Agreements that exist, and any amendments to either</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>RESIDENT/REGISTERED AGENT.</p> <p>Foreign companies (not formed under NH law) must appoint and maintain at all times a registered agent in New Hampshire.</p> <p>The agent’s office must be open during regular business hours. Banking Department examinations of the licensee’s books and records may take place at the registered agent’s office.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ADDITION OR CHANGE OF CONTROL PERSON OR PRINCIPAL.</p> <p>Until such time as the NMLS has procedures in place for collecting this information, any new individual identified as a control person or principal must submit a Criminal History Record Information Authorization Form, a fingerprint card and records check fee of</p>

			<p>\$51.50 payable to “State of NH – Criminal Records” directly to the New Hampshire Banking Department.</p> <p>Fees covering multiple individuals may be combined into one check.</p> <p>Criminal History Record Information Authorization Form</p> <p>Fingerprint request form</p> <p>Individuals in a position of control are required to authorize a credit report through NMLS. Individuals will be required to complete an Identity Verification Process (IDV) along with an individual attestation before a license request for your company can be filed through NMLS.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>CHANGE IN COMPANY CONTACTS.</p> <p>The individual named as the Primary Contact Employee must be authorized by the company to make sworn statements and attestations on behalf of the company where required as part of the application and/or renewal process. This contact will be Licensing’s contact unless we are advised otherwise.</p> <p>The individual named as the Primary Consumer Complaint must be the individual that the NH Banking Department will contact when a complaint against the company is received.</p> <p>Note: New Hampshire requires that an individual(s) be identified as a contact for Exams and Litigation and he or she will need to be added as a Non-Primary contact.</p> <p>If a primary contact will be the contact for Exams and/or Litigation, he or she will need to be added to the company’s MU1 filing as a Non-Primary contact and will appear in contacts twice, once with specific areas of responsibility for New Hampshire.</p> <p>Nothing needs to be sent to the department at this time. If additional information is need we will contact you.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>ADDRESS CHANGE.</p> <p>The original principal license issued by this department must be returned for amendment. This amendment must be filed no later than 10 business days prior to the effective date of such change of location. This change can be filed through the NMLS as an Advance Change Notice.</p>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>TRADE NAME CHANGE.</p> <p>Return the New Hampshire license so that it can be amended and reissued.</p> <p>Please note that if the company has any authorized delegate registrations these must be returned to the Department and amend registrations will be issued.</p> <p>Upload to the NMLS (or mail to the Department) a new Certificate of Trade Name from the New Hampshire Secretary of State.</p>
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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 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.