



Company Transition Checklist Agency Requirements



NEW HAMPSHIRE MOTOR VEHICLE RETAIL SELLER COMPANY LICENSE

This document includes instructions for a company (corporation location) transition request. If you need to complete a transition request for a branch refer to the appropriate transition checklist.

Companies holding the New Hampshire Motor Vehicle Retail Seller Company License are required to submit a license transition request through NMLS by filing a Company Form (MU1) and an Individual Form (MU2) for each of their control persons by **December 31, 2022**. The Motor Vehicle Retail Seller Company License has been available in NMLS to submit the transition request since 2012.

The transition to NMLS for this license is required.

Additionally, for each additional licensed location holding a Motor Vehicle Retail Seller Branch License, a company must complete and submit a Branch Form (MU3) through NMLS.

Note: If you already have a record in NMLS and have submitted these forms in the past, you do not need to re-enter your company information into NMLS. You will only need to identify the business activities your company conducts and the states in which the various activities are conducted. Then, you will select the appropriate license in New Hampshire, and complete a few state-specific fields.

It is important that current licensees have the appropriate transition number available when completing and submitting their Company Form (MU1), so they are not charged a new application fee. Please use transition/license number provided to you by New Hampshire, including any and all punctuation, capitalization, etc.

All current licensees must transition their license information onto the NMLS.

Use the checklist below to complete the requirements for New Hampshire Banking Department.

The checklist provides instructions and requirements for information to be entered in NMLS, and the documents that must be uploaded into NMLS.

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS.

For help with document uploads, see the [Quick Guide for document upload in NMLS](#)

For U.S. Postal Service:

*New Hampshire Banking Department
53 Regional Drive
Concord NH 03301*

For Overnight Delivery:

*New Hampshire Banking Department
53 Regional Drive
Concord NH 03301*

FILED IN NMLS	NEW HAMPSHIRE MOTOR VEHICLE RETAIL SELLER COMPANY LICENSE
<input type="checkbox"/>	Other Trade Name: Foreign and domestic applicants who propose to use a trade name must provide proof of trade name registration issued by the NH Secretary of State. The “owner” of the trade name listed on the registration must match the name of the applicant. If these are not the same, ownership must be changed through the Secretary of State’s office.
<input type="checkbox"/>	Resident/Registered Agent: Foreign companies (not formed under NH law) must appoint and maintain at all times a registered agent in New Hampshire. Providing this information on Form MU1 does not take the place of filing Form U-2, Uniform Consent to Service of Process .
N/A	Bank Account: Bank account information is not required; this field can be left blank on the company form.
N/A	Qualifying Individual: Qualifying Individual field does not require an individual, this field can be left blank on the NMLS Company Form.
N/A	Credit Report: DO NOT REQUEST A CREDIT REPORT
<input type="checkbox"/>	Business Activities: Choose Retail Installment Selling
N/A	FBI check: DO NOT REQUEST A FBI REPORT
<input type="checkbox"/>	Disclosure Questions: Provide an explanation for any “Yes” response. Upload a copy of any applicable orders or supporting documents in NMLS.
N/A	Financial Statements: Financial statements must be consistent with the legal status of the <i>applicant</i> , and audited statements are required if an audit was performed. Copies of the following that are prepared in accordance with generally accepted accounting principles by a public accountant, certified public accountant or the <i>applicant's</i> financial officer must be submitted. Internally-prepared statements must include an attestation, signed under penalty of Unsworn Falsification pursuant to NH RSA 641:3, that the financial statements are true and accurate to the best of his or her belief and knowledge. <ul style="list-style-type: none"> • Balance sheet as of the last fiscal year end. <p>Note: Companies <i>must maintain</i> a minimum positive net worth at all.</p>
N/A	Business Plan: Upload a business plan outlining marketing strategy, products, target markets and operating structure the applicant intends to employ.
<input type="checkbox"/>	Certificate of Authority/Good Standing Certificate: Upload a state-issued document (typically by the state’s Secretary of State office) demonstrating that the corporation or limited liability company (LLC) exists or is authorized to do business in the state.

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<input type="checkbox"/>	<p>Formation Document: Upload a certified copy of:</p> <ul style="list-style-type: none"> • The Corporate Charter or Articles of Incorporation (if a corporation), or • The Articles of Organization and Operating Agreement (if a Limited Liability Company), or • The Partnership Agreement (if a partnership of any form).
N/A	<p>Management Chart: Upload an organizational chart showing the applicant's divisions, officers, and managers.</p>
N/A	<p>Organizational Chart/Description: Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.</p>
<input type="checkbox"/>	<p>Contact Employees:</p> <p>The individual named in question 6. Primary Contact Employee Information on the Form MU1 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.</p> <p>The individual named in question 6. Primary Consumer Complaint must be the individual that the NH Banking Department will contact when a complaint against the company is received. This individual should have the authority and discretion to speak on behalf of the company and will more than likely be a <i>principal</i> of the company and not merely clerical or administrative contact persons. As such, the individual may be subject to an Individual Form (MU2) filing and background check.</p>
N/A	<p>Additional Contact Employees: The following contact employee(s) will need to be identified under question 7, Additional Contact Employees Information:</p> <p>Litigation and Examination. (Please note that even if the individual is already listed as the Primary Contact person, he or she will still need to be identified here.) These individuals should have the authority and discretion to speak on behalf of the company and will more than likely be <i>principals</i> of the company and not merely clerical or administrative contact persons. As such, the individuals in these positions may be subject to an Individual Form (MU2) filing and background check.</p>
<input type="checkbox"/>	<p>Control Persons/Principals: Individual Form (MU2) must be filed for all control persons/principals of the applicant, including sole proprietors. Principals of the applicant are considered "control persons" in New Hampshire.</p>

The regulator will review the filing and all required documents and communicate with you through NMLS and written correspondence. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS see ([License Status Quick Guide](#)) for instruction.

For questions regarding NH RSA 361-A visit: <http://gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-XXXIII-A-361-A.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.nh.gov for additional assistance.