



# NJ Exempt Company Registration Branch Amendment Checklist (Branch)

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## CHECKLIST SECTIONS

- [General Information](#)
- [Amendments](#)

## GENERAL INFORMATION

### Instructions

When making changes to your record in NMLS, the New Jersey Department of Banking and Insurance requires advance notification for some changes. See the checklist below for details.

### Uploading Agency-Specific Documents

If you are required to upload documents to NMLS for an Advance Change Notice (ACN), select “Advance Change Notice” for the document type in the NMLS *Document Uploads* section. If you are required to upload documents for an amendment that doesn’t require ACN, select the applicable document type in the NMLS *Document Uploads* section.

**Note:** Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#)

### Helpful Resources

- [Amendments & Advance Change Notice Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

### Agency Contact Information

Contact *the New Jersey Department of Banking and Insurance* licensing staff by phone at (609)292-7272, *then option 3, then option 2, then option 1* or send your questions via email to [bliconline@dobi.nj.gov](mailto:bliconline@dobi.nj.gov) for additional assistance.

#### *For U.S. Postal Service:*

*New Jersey Department of Banking & Insurance  
Licensing Services Bureau, Banking  
P.O. Box 473  
Trenton, NJ 08625*

#### *For Overnight Delivery:*

*New Jersey Department of Banking &  
Insurance  
Licensing Services Bureau, Banking  
20 West State Street, 8th Floor  
Trenton, NJ 08608*

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.

## AMENDMENTS

- [Change of Branch Address](#)
  - Change of Branch Address
- [Addition or Modification of Other Trade Name](#)
  - Addition of Other Trade Names
- [Deletion of Other Trade Name](#)
- [Change of Branch Manager](#)
  - Change of Branch Manager
- [Change of Branch Manager Disclosure Question\(s\)](#)

**Note:** Information uploaded or filed in NMLS will not be viewable to the agency until the filing has been attested to and submitted through NMLS. Agency-specific requirements that should be emailed or mailed to the agency on the checklist below must be received with the appropriate checklist within five (5) business days of the electronic submission of your submission through the NMLS.

Complete	NJ Exempt Company Registration Branch Change of Branch Address Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Branch Address:</b> Submit an ACN for a change of Branch Address through the Branch Form (MU3) in NMLS. 30 Days' notice must be provided for this change.	<b>NMLS</b>
<input type="checkbox"/>	<b>Certificate of Office Suitability:</b> Provide a certification, as prescribed by the commissioner, of office suitability on NMLS. There is a certification of office suitability for offices located in New Jersey and a second certification form for offices to be located outside of New Jersey. The forms may be found at: In-State: <a href="http://www.state.nj.us/dobi/banklicensing/rmla/officesuit_nj.pdf">http://www.state.nj.us/dobi/banklicensing/rmla/officesuit_nj.pdf</a> Out of State: <a href="http://www.state.nj.us/dobi/banklicensing/rmla/officesuit_notnj.pdf">http://www.state.nj.us/dobi/banklicensing/rmla/officesuit_notnj.pdf</a> This document should be named [Branch NMLS ID#] New Jersey Certificate of Office Suitability.	<b>Upload in NMLS:</b> under the Document Type <u>Branch Written Agreement</u> in the Document Uploads section of the Branch Form (MU3).

Complete	NJ Exempt Company Registration Branch Addition or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Other Trade Name:</b> Submit an ACN for an addition or change to an Other Trade Name through the Branch Form (MU3) in NMLS. 30 Days' notice must be provided for this change.	<b>NMLS</b>
<input type="checkbox"/>	<b>Other Trade Names:</b> If this branch is operating under a name that is different from the applicant's legal name, that name ("Trade Name", "Assumed Name" or "DBA") must be listed under the Other Trade Names section of both the Branch Form (MU3) and the Company Form (MU1). The New Jersey Department of Banking and Insurance does not allow more than 3 of other trade names.	<b>NMLS</b>

Complete	NJ Exempt Company Registration Branch Deletion of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Deletion of Other Trade Name:</b> Submit an amendment for deletion of an Other Trade Name through the Branch Form (MU3) in NMLS. <b>Note:</b> If the Other Trade Name being deleted from the Branch Form (MU3) will no longer be in use by the company, it must also be deleted from the Company Form (MU1).	<b>NMLS</b>

Complete	NJ Exempt Company Registration Branch Change of Branch Manager Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition or Modification of Branch Manager:</b> Submit an amendment for a change in Branch Manager within the Branch Form (MU3) in NMLS.	NMLS
<input type="checkbox"/>	<b>Employment History:</b> The Employment History listed in the Employment History section of the Individual Form (MU2) must match the registered location in the Company Relationship. The position	NMLS
<input type="checkbox"/>	<b>Branch Manager Licensed as NJ MLO:</b> Branch Manager must hold an active NJ MLO license, or, if unlicensed, the qualified individual licensee of the business licensee shall certify that when acting in the capacity of a branch manager the unlicensed individual shall not engage in any activity that would require licensure as a mortgage loan originator.	NMLS

Complete	NJ Exempt Company Registration Branch Change to Branch Manager Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Branch Manager’s Individual Form (MU2) in NMLS.	NMLS
<input type="checkbox"/>	<b>Changing a Response from No to Yes:</b> Provide a complete and detailed explanation and document upload for each response that changes from “No” to “Yes” for the Branch Manager.  See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Individual Form (MU2).
<input type="checkbox"/>	<b>Changing a Response from Yes to No:</b> When changing a Disclosure Question response from Yes to No for the Branch Manager, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.  You may select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for the Branch Manager. You may also upload a document (PDF) related to the explanation.  See the <a href="#">Individual Disclosure Explanations Quick Guide</a> and the <a href="#">Disclosure Explanations - Document Upload Quick Guide</a> for instructions.	NMLS