



# NY Premium Finance Agency License Amendment Checklist (Company)

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## CHECKLIST SECTIONS

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

## GENERAL INFORMATION

### Instructions

This document includes instructions on how to complete the requirements for making amendments with respect to a Premium Finance Agency License (License) with the New York State Department of Financial Services (NY-DFS).

Most amendments require advanced notice and/or approval and may or may not be accepted by NY-DFS.

Note especially that prior approval is required by NY-DFS for a change of control under New York Banking Law Section 555-a, which provides, in part, that it “shall be unlawful except with the prior approval” of the Superintendent of Financial Services (Superintendent) “for any action to be taken which results in a change of control of the business of a licensee.” ***Filing forms and documents in NMLS is not the same as or a substitute for obtaining the prior approval of the Superintendent.***

### 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](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

## Agency Contact Information

Contact NY-DFS licensing staff by phone at (212) 709-5507.

*For U.S. Postal Service & Overnight Delivery:  
New York State Department of Financial Services  
Licensed Financial Services – PF  
One State Street  
New York, NY 10004-1511*

*For Restricted Words Approval:  
New York State Department of Financial Services  
ATTN: Office of General Counsel, Name Approval  
One State Street  
New York, NY 10004-1511*

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 Legal Name](#)
- [Change of Main Address](#)
- [Addition, Deletion, or Modification of Other Trade Name](#)
- [Change of Legal Status](#)
- [Substantive Change in Control](#)
  - Substantive Change in Control Fee: \$3,000
- [Non-Substantive Change in Control](#)
- [Addition or Modification of Affiliates/Subsidiaries](#)
- [Change of 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 filing through NMLS.

NMLS ID Number	
Licensee Legal Name	

Complete	NY Premium Finance Agency License Change of Legal Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Change of Legal Name:</b> Submit an amendment for a change of Legal Name through the Company Form (MU1) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Restricted Words:</b> If the name contains certain words, the approval of the Superintendent must be obtained. This applies to licensees as well as other non-licensed entities. The restricted words include, for example, “acceptance,” “bank,” “finance,” “investment,” “loan,” “mortgage,” “savings,” “trust,” “guarantee,” and their derivatives. The process for approval for the use of any of these restricted words can be found <a href="#">here</a> .	<b>Mail to NY-DFS</b> <b>Attn: Office of General Counsel, Name Approval</b>
Note	If the licensee is incorporated outside of New York, a copy of the authority to do business in New York (under the new name), from the office of the Secretary of State, must also be submitted.  Approval from the State in which the licensee is incorporated, must be submitted.	<b>Upload in NMLS:</b> under the Document Type <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
Note	<b>Trade names:</b> Trade names should be checked against existing NY-DFS licensee lists prior to filing with the County Clerk or Secretary of State to avoid rejection of name because of duplication or similarity. The lists are available on our website by accessing " <a href="#">Who We Supervise.</a> "	<b>N/A</b>
Note	<b>Change of Legal Name Fee:</b> \$0 per license  Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	<b>N/A</b>
<input type="checkbox"/>	<b>Formation Documents:</b> Formation Documents must be submitted related to this change type.  Determine classification of licensee’s legal status and submit a State certified copy of the requested applicable documentation detailed below. Submit copies of the original formation documents and all subsequent amendments thereto, including a list of any name changes. <b>Sole Proprietor</b> <ul style="list-style-type: none"> <li>• DFS will request additional documentation for sole proprietors on a case by case basis.</li> </ul> <b>Unincorporated Association:</b> <ul style="list-style-type: none"> <li>• By-Laws or Constitution (including all amendments).</li> </ul> <b>General Partnership:</b> <ul style="list-style-type: none"> <li>• Partnership Agreement (including all amendments).</li> </ul> <b>Limited Liability Partnership:</b> <ul style="list-style-type: none"> <li>• Certificate of Limited Liability Partnership; and</li> <li>• Partnership Agreement (including all amendments).</li> </ul>	<b>Upload in NMLS:</b> under the Document Type <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

Complete	NY Premium Finance Agency License Change of Legal Name Amendment Items	Submitted via...
	<p><b>Limited Partnership:</b></p> <ul style="list-style-type: none"> <li>• Certificate of Limited Partnership; and</li> <li>• Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Liability Limited Partnership:</b></p> <ul style="list-style-type: none"> <li>• Certificate of Limited Liability Limited Partnership; and</li> <li>• Partnership Agreement (including all amendments).</li> </ul> <p><b>Limited Liability Company (“LLC”):</b></p> <ul style="list-style-type: none"> <li>• Articles of Organization (including all amendments);</li> <li>• Operating Agreement (including all amendments);</li> <li>• IRS Form 2553 or IRS Form 8832 if S-corp treatment elected; and</li> <li>• LLC resolution if authority not in Operating Agreement.</li> </ul> <p><b>Corporation:</b></p> <ul style="list-style-type: none"> <li>• Articles of Incorporation (including all amendments);</li> <li>• By-Laws (including all amendments), if applicable;</li> <li>• Shareholder Agreement (including all amendments), if applicable;</li> <li>• IRS Form 2553 if S-corp treatment elected; and</li> <li>• Corporate resolution if authority to complete application not in By-Laws or Shareholder Agreement, as amended, as applicable.</li> </ul> <p><b>Not for Profit Corporation</b></p> <ul style="list-style-type: none"> <li>• Documents requested of a Corporation; and</li> <li>• Proof of Not for Profit status <ul style="list-style-type: none"> <li>○ Internal Revenue Service (“IRS”) 501(c)(3) designation letter; or</li> <li>○ statement from a State taxing body or the State attorney general certifying that: (i) the entity is a not for profit organization operating within the State; and (ii) no part of the entity’s net earnings may lawfully benefit any private shareholder or individual; or</li> <li>○ entity's certificate of incorporation or similar document if it clearly establishes the not for profit status of the applicant; or</li> <li>○ Any of the three preceding items described, if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local not for profit affiliate.</li> </ul> </li> </ul> <p><b>Trust (Statutory)</b></p> <ul style="list-style-type: none"> <li>• Certificate of Trust; and</li> <li>• Governing instrument (all amendments).</li> </ul>	
<input type="checkbox"/>	<p><b>Written Notification to the Superintendent:</b> Provide written notification to the Superintendent, stating the reason for the name change.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Advance Change Notice</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Return Original License:</b> When the legal name of the Company changes, return all original licenses and riders issued by NY-DFS for the main office and any branches. A new license will be issued reflecting the change. If a license is lost or misplaced, an executed and notarized Lost License Affidavit must be submitted; click <a href="#">here</a> to access the form.</p>	<p><b>Mail to NY-DFS</b></p>

Complete	NY Premium Finance Agency License Change of Main Address Amendment Items	Submitted via...
Note	The original license must <b>NOT</b> be surrendered with the relocation request. A rider reflecting the new address will be sent to the licensee. The rider should be attached to the original license.	N/A
<input type="checkbox"/>	<b>Change of Main Address:</b> Submit an amendment for a change of Main (Corporate) Address through the Company Form (MU1) in NMLS.	NMLS
Note	<b>Change of Main Address:</b> \$0 per license Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	N/A
<input type="checkbox"/>	<b>Written Notification to the Superintendent:</b> Provide written notification to the Superintendent, at least 30 days prior to moving to the new location, stating the effective date and reason for relocation.	<b>Upload in NMLS:</b> under the Document Type <u>Advance Change Notice</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<b>Lease Agreement:</b> Provide a copy of the signed and dated lease agreement for the new main address/location.	<b>Upload in NMLS:</b> under the Document Type <u>Advance Change Notice</u> in the <i>Document Uploads</i> section of the Company Form (MU1).

NMLS ID Number	
Licensee Legal Name	

Complete	NY Premium Finance Agency License Addition, Deletion, or Modification of Other Trade Name Amendment Items	Submitted via...
<input type="checkbox"/>	<b>Addition, Deletion, or Modification of Other Trade Name:</b> Submit an amendment for an addition of, deletion of, or change to an Other Trade Name through the Company Form (MU1) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Restricted Words:</b> If the name contains certain words, the approval of the Superintendent must be obtained. This applies to licensees as well as other non-licensed entities. The restricted words include, for example, “acceptance,” “bank,” “finance,” “investment,” “loan,” “mortgage,” “savings,” “trust,” “guarantee,” and their derivatives. The process for approval for the use of any of these restricted words can be found <a href="#">here</a> .	<b>Mail to NY-DFS</b> <b>Attn: Office of General Counsel, Name Approval</b>
Note	<b>Addition or Deletion of Other Trade Name</b> \$0 per license. Fees collected through NMLS are NOT REFUNDABLE OR TRANSFERABLE.	<b>N/A</b>
<input type="checkbox"/>	<b>Trade Name/Assumed Name Registration Certificates:</b> Upload documentation regarding ability to do business under that trade name. This document should be named <i>[State-License Type] Trade Name – Assumed Name</i> . <b>Note:</b> Corporations, limited liability companies, and limited partnerships proposing to conduct business under an assumed name (e.g., DBA) must apply to the Secretary of State for authorization to do so. Individuals, general partnerships, and limited liability partnerships proposing to conduct business under an assumed name must apply to the County Clerk of each county in which the business will operate for permission to do so. In either case, certified copies of the applicable authorization must also be submitted.	<b>Upload in NMLS:</b> under the Document Type <u>Trade Name/Assumed Name Registration Certificates</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<b>Written Notification to the Superintendent:</b> Provide written notification to the Superintendent, stating the reason for the addition, deletion, or modification of the Other Trade Name.	<b>Upload in NMLS:</b> under the Document Type <u>Advance Change Notice</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<b>Return Original License/Rider:</b> When the legal name of the Company changes, return all original licenses and riders issued by NY-DFS for the main office and any branches. A new license will be issued reflecting the change. If a license is lost or misplaced, an executed and notarized Lost License Affidavit must be submitted; click <a href="#">here</a> to access the form.	<b>Mail to NY-DFS</b>

NMLS ID Number	
Licensee Legal Name	

Complete	NY Premium Finance Agency License Change of Legal Status Amendment Items	Submitted via...
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**Note:** In many cases, a change to the Fiscal Year End, Legal Status, and State or Date of Formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS account and submission of a new Company Form (MU1).

Conversions and reincorporations: Licensees are reminded of their responsibility to ensure that the conversion and reincorporation of existing entities do not result in a transfer or assignment of license.

<input type="checkbox"/>	<b>Change of Legal Status:</b> Submit an amendment for a change in Legal Status within the Company Form (MU1) in NMLS.	<b>NMLS</b>
<input type="checkbox"/>	<b>Written Notification to the Superintendent:</b> Provide written notification to the Superintendent, stating the reason for the proposed change in entity.	<b>Upload in NMLS:</b> under the Document Type <u>Advance Change Notice</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<b>Formation Documents:</b> If a corporation or LLC, upload to NMLS an amended copy of the articles of incorporation or articles of organization.  If a partnership, the licensee must upload to NMLS an amended copy of the partnership agreement.  In all cases, approval from the State in which the applicant is incorporated or organized must be submitted.	<b>Upload in NMLS:</b> under the Document Type <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<b>Certificate of Authority/Good Standing Certificate:</b> If the licensee is incorporated or organized outside of New York State, a copy of the authority to do business in New York (under the new entity type), from the office of the Secretary of State, must also be uploaded to NMLS.	<b>Upload in NMLS:</b> under the Document Type <u>Certificate of Authority/Good Standing Certificate</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<b>Return Original License/Rider:</b> When the legal status of the Company changes, return to NY-DFS all previously issued original licenses and riders for the main office and any branches. A new license/rider will be issued reflecting the change. If a license is lost or misplaced, an executed and notarized Lost License Affidavit must be submitted; click <a href="#">here</a> to access the form.	<b>Mail to NY-DFS</b>

NMLS ID Number	
Licensee Legal Name	

Complete	NY Premium Finance Agency License Substantive Change in Control	Submitted via...
<input type="checkbox"/>	<p><b>Advance Written Notice of Change:</b> A change of control is considered to occur on the transfer of ten percent or more of the voting power of a licensee. However, the Superintendent, in his/her discretion, may determine what constitutes a change of control for a licensee.</p> <p><b>If the proposed new control parties are already licensed by NY-DFS it is suggested that a letter fully detailing the transaction and the most recent applications filed with NY-DFS be submitted prior to filing the application.</b></p> <p>Known applicants applying for a change of control need not resubmit any information already on file but may incorporate it by reference and specific waiver requests. Please note that previously filed information may be outdated, and NY-DFS therefore may require that this information be re-filed.</p>	<b>Mail to NY-DFS</b>
<input type="checkbox"/>	<p><b>Substantive Change in Control:</b> A Substantive Change in Control consists of the following:</p> <ul style="list-style-type: none"> <li>• Addition of a new owner of 10 percent or more (of the voting stock or equity interest in the licensee);</li> <li>• Increase in ownership involving owners who previously owned less than 10 percent (of the voting stock or equity interest in the licensee) and will now own 10 percent or more; or</li> <li>• Addition of new directors, executive officers and/or other control parties of the applicant and immediate parent(s).</li> </ul> <p>When a change of this nature occurs, submit an amendment for an addition or change in <i>Direct Owners/Executive Officers</i> section or <i>Indirect Owners</i> section of the Company Form (MU1) in NMLS reporting the change.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><b>Description of Acquisition:</b> Submit a brief description of the transaction resulting in the change of control indicating the purpose, parties involved, the proposed closing date and the source of funding. It should also indicate whether it will bring about changes in the licensed entity structure, Business Plan, and Compliance Program.</p>	<b>Upload in NMLS:</b> under the Document Type <u>Advance Change Notice</u> in the <i>Document Uploads</i> section of the Company Form (MU1).
<input type="checkbox"/>	<p><b>Substantive Change in Control Fee:</b> \$3,000</p> <p><b>Note:</b> This fee will be invoiced through NMLS after the change is submitted through NMLS.</p>	<b>NMLS (Agency Fee Invoice)</b>
<input type="checkbox"/>	<p><b>Credit Report for Control Persons:</b> \$15 per control person.</p>	<b>NMLS (Filing submission)</b>



Complete	NY Premium Finance Agency License Substantive Change in Control	Submitted via...
<input type="checkbox"/>	<b>Credit Report:</b> Control persons 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. This authorization is made when the Individual Form (MU2) is submitted as part of the Company Form (MU1).	NMLS
<input type="checkbox"/>	<b>Control Person (MU2) Attestation:</b> Complete the Individual Form (MU2) in NMLS. This form must be attested to by the applicable control person before it is able to be submitted along with the Company Form (MU1).	NMLS
Note	<b>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</b> Direct Owners, Executive Officers and Indirect Owners with control are NOT required to authorize a FBI criminal background check (CBC) through NMLS.	N/A
<input type="checkbox"/>	<b>Fingerprints for Control Individuals:</b> Every officer, director, and owner of a licensee or, for a change of control, all individuals not currently employed by a licensee, must follow the <a href="#">Fingerprint Instructions</a> posted on the NY-DFS website. If you have any questions concerning this procedure, please contact NY-DFS at (212) 709-5507.	Mail to NY-DFS
<input type="checkbox"/>	<p><b>Information Regarding Control Persons Residing in Foreign Jurisdictions:</b> If any control person <u>does not or has not resided in the US for the last 5 years</u>, an investigation background report must be prepared by an <u>acceptable search firm</u>.</p> <p>At minimum, the firm must demonstrate that it has sufficient resources and is properly licensed to conduct the research of the background and that the firm is not affiliated with or an interest of any of the individuals under investigation. The cost of the report must be borne by the applicant or the individual.</p> <p>The background report must be in English and submitted directly to NY-DFS in addition to other background information required in the application.</p> <p>At minimum the report must contain the following:</p> <ul style="list-style-type: none"> <li>- A comprehensive credit report/history, including a search of the court data in the countries, states, and towns where the individual resided and worked and in contiguous areas;</li> <li>- Criminal records for the past 10 years, including felonies, misdemeanors and violations including a search of court data in the countries, states, and towns where the individual resided and worked and in contiguous areas;</li> <li>- Employment history;</li> <li>- Media history including an electronic search of national and local publications, wire services and business applications; and</li> <li>- Regulatory history, particularly securities, insurances, mortgage-related, real estate, etc., if applicable.</li> </ul>	Mail to NY-DFS

Complete	NY Premium Finance Agency License Substantive Change in Control	Submitted via...
<input type="checkbox"/>	<p><b>Credit Report Explanations:</b> Submit a line by line detailed letter of explanation of all derogatory credit accounts along with proof of payoffs, payment arrangements and evidence of payments made, or evidence of any formal dispute filed (documents must be dated). Accounts to address include, but are not limited to: collections items, charge offs, accounts currently past due, accounts with serious delinquencies in the last 3 years, repossessions, loan modifications, etc.</p> <p><b>Note:</b> Items regarding bankruptcy, foreclosure actions, outstanding judgments or liens, or delinquent child support payments should be addressed in the <i>Disclosure Explanations</i> section of your Individual Form (MU2).</p> <p>This document should be named <i>Credit Report Explanations – [Sub Name] [Document Creation Date]</i></p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Credit Report Explanations</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	<p><b>Legal Name/Status Documentation:</b> For each control individual, upload a copy of the individual’s driver’s license or passport.</p> <p>This document should be named <i>Driver’s License or Passport</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Legal Name/Status Documentation</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	<p><b>Personal Financial Statement:</b> The following individuals, as specified below, on the Company Form (MU1) are required to upload a personal financial statement. <a href="#">Click here to access the NY-DFS Financial Statement Form.</a></p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> <li>• 10% or more</li> </ul> <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> <li>• All officers</li> </ul> <p><i>Indirect Owners</i></p> <ul style="list-style-type: none"> <li>• Involved in the everyday operations of the applicant</li> </ul> <p>Click <a href="#">here</a> to access the form.</p> <p>This document should be named <i>NY – Personal Financial Statement</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Personal Financial Statement</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>
<input type="checkbox"/>	<p><b>Authority to Release Information:</b> Each control individual must submit a Authority to Release Information Form. Click <a href="#">here</a> to access the form.</p> <p>This document should be named <i>NY Authority to Release Information</i>.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>State Background Check Authorization</u> in the <i>Document Uploads</i> section of the Individual Form (MU2).</p>

Complete	NY Premium Finance Agency License Substantive Change in Control	Submitted via...
<input type="checkbox"/>	<p><b>Updated Organizational Chart/Description with New Ownership:</b> Submit an updated chart showing (or a description which includes) the percentage of ownership of:</p> <ul style="list-style-type: none"> <li>• Direct Owners (total direct ownership percentage must equate to 100%).</li> <li>• Indirect Owners.</li> <li>• Subsidiaries and Affiliates of the applicant/licensee.</li> <li>• All 10% or greater owners.</li> </ul> <p><b>Note:</b> If the existing uploaded Organizational Chart/Description already includes the above information, an additional document does not need to be uploaded. A company should only upload a single Organizational Chart/Description.</p>	<p><b>Upload in NMLS:</b> under <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1). This document should be named <i>[Company Legal Name] Organizational Chart – Description</i>.</p>
<input type="checkbox"/>	<p><b>Formation Documents:</b> Provide the Business Formation Document of the applicant.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Formation Document</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>
<input type="checkbox"/>	<p><b>Merger/Acquisition Agreement:</b> Provide the Merger/Acquisition agreement, if applicable. Also provide other documentation, as applicable.</p>	<p><b>Upload in NMLS:</b> under the Document Type <u>Advance Change Notice</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	<b>NY Premium Finance Agency License</b> <b>Non-Substantive Change in Control</b>	Submitted via...
<input type="checkbox"/>	<p><b>Non-Substantive Change in Control:</b></p> <p>A Non-Substantive Change in Control consists of the following:</p> <ul style="list-style-type: none"> <li>• Addition of a new owner</li> <li>• Change in ownership that does not result in 10% or more, or</li> <li>• Ownership that has not been previously vetted by the Superintendent.</li> </ul> <p>When a change of this nature occurs, submit an amendment for an addition or change in <i>Direct Owners/Executive Officers</i> section or <i>Indirect Owners</i> section of the Company Form (MU1) in NMLS reporting the change.</p>	<b>NMLS</b>
<b>Note</b>	<p><b>Credit Report:</b> Credit Reports and authorizations for credit report through NMLS are NOT required.</p>	<b>N/A</b>
<b>Note</b>	<p><b>MU2 Individual FBI Criminal Background Check Not Required Through NMLS:</b> Direct Owners, Executive Officers and Indirect Owners with control are NOT required to authorize a FBI criminal background check (CBC) through NMLS.</p>	<b>N/A</b>
<input type="checkbox"/>	<p><b>Updated Organizational Chart/Description:</b> Submit an updated chart showing (or a description which includes) the percentage of ownership of:</p> <ul style="list-style-type: none"> <li>• Direct Owners (total direct ownership percentage must equate to 100%).</li> <li>• Indirect Owners.</li> <li>• Subsidiaries and Affiliates of the applicant/licensee.</li> <li>• All 10% or greater owners.</li> </ul> <p>This document should be named <i>[Company Legal Name] Organizational Chart – Description</i>.</p> <p><b>Note:</b> If the existing uploaded Organizational Chart/Description already includes the above information, an additional document does not need to be uploaded. A company should only upload a single Organizational Chart/Description.</p>	<p><b>Upload in NMLS:</b> under <u>Organizational Chart/Description</u> in the <i>Document Uploads</i> section of the Company Form (MU1).</p>

Complete	NY Premium Finance Agency License Addition or Modification of Affiliates/Subsidiaries Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Addition or Modification of Affiliates/Subsidiaries:</b> Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company Form (MU1) in NMLS.</p> <p><b>Note:</b> This change must also be reported through the submission of the Annual Report.</p>	<b>NMLS</b>

Complete	NY Premium Finance Agency License Change of Disclosure Question(s) Amendment Items	Submitted via...
<input type="checkbox"/>	<p><b>Change of Disclosure Question(s):</b> Submit an amendment for a change to Disclosure Question response(s) through the Company Form (MU1) in NMLS.</p>	<b>NMLS</b>
<input type="checkbox"/>	<p><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 company or each control person.</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>	<b>Upload in NMLS</b> in the <i>Disclosure Explanations</i> section of the Company Form (MU1) or Individual Form (MU2).
<input type="checkbox"/>	<p><b>Changing a Response from Yes to No:</b> When changing a Disclosure Question response from Yes to No, you will be required to remove the question from the associated Disclosure Explanation and provide an Amendment Reason.</p> <p>You must select “Add Explanation for “No” Responses” and provide an explanation for each response that changes from “Yes” to “No” for company or each control person. You must also upload a document (PDF) related to the explanation.</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>	<b>NMLS</b>