



## Company New Application Checklist Agency Requirements



### OREGON EXEMPT COMPANY REGISTRATION

This document includes instructions for an exempt company registration request. A company exempt from licensing in Oregon may register their company with the Oregon Division of Financial Regulation (DFR) through NMLS. This exempt mortgage company registration is **OPTIONAL**. It is provided for companies who are not required to be licensed under Oregon law, but employ individuals required to be licensed as mortgage loan originators under Oregon law and wish to take advantage of efficiencies the system offers. If you need to complete a new application for an individual mortgage loan originator license; refer to the appropriate new application checklists.

**Total License costs: \$100.00**, which is the NMLS processing fee. Fees collected through the NMLS ARE NOT REFUNDABLE.

**Use the checklist below to complete the requirements for The Oregon Division of Financial Regulation (DFR).**

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

For help with the NMLS application, see the [Quick Guide for submitting a complete Company Form](#) filing through NMLS. See the [Document Upload Descriptions and Examples Guide](#) for formatting instructions and the [Document Upload Quick Guide](#) for upload instructions.

**Note:** Financial statements are uploaded separately under the Filing tab, “Financial Statement” submenu. All other documents are uploaded in the Filing tab under the “Document Upload” section of the company form.

Agency specific requirements marked **attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at [NMLS.Licensing@state.or.us](mailto:NMLS.Licensing@state.or.us) or the following:

For U.S. Postal Service:

DFR  
Licensing Section  
PO Box 14480  
Salem OR 97309-0405

For Overnight Delivery:

DFR  
Licensing Section  
350 Winter ST NE Room 410  
Salem OR 97301

NMLS **Company** Unique ID Number: \_\_\_\_\_

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	OREGON EXEMPT COMPANY REGISTRATION
N/A	N/A	N/A	<p><b>Qualifying Individual:</b> A Qualifying Individual is not required. This field can be left blank on the NMLS Company Form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Disclosure Questions:</b> Upload to NMLS a detailed explanation and supporting documents for all events or proceedings for any affirmative answer to any of the disclosure questions for the company or any control person.</p> <p>For more detailed instructions about the materials generally required for any affirmative answer, <a href="#">click here for disclosure questions for individuals</a> and <a href="#">click here for disclosure questions for companies</a>.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Formation Document:</b> Upload a certified copy of:</p> <ul style="list-style-type: none"> <li>• The Corporate Charter or Articles of Incorporation (if a corporation), or</li> <li>• The Articles of Organization and Operating Agreement (if a Limited Liability Company), or</li> <li>• The Partnership Agreement (if a partnership of any form).</li> </ul> <p>Upload this document in NMLS under the Document Type “Formation Document” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Organizational Chart/Description:</b> Upload an organizational chart if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.</p> <p>Upload this document in NMLS under the Document Type “Organizational Chart/Description” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p> <p>See the <a href="#">Document Upload Descriptions and Examples Guide</a> for formatting instructions and the <a href="#">Document Upload Quick Guide</a> for upload instructions.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Electronic Surety Bond:</b> Electronic Surety Bond via NMLS in the amount of \$50,000 furnished and submitted by a surety company authorized to conduct business in Oregon.</p> <p>See the <a href="#">ESB Adoption Table</a> and the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Recourse Center for more information.</p> <p><b>Note:</b> Surety bonds submitted via the <i>Document Uploads</i> section will not satisfy this requirement</p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	OREGON EXEMPT COMPANY REGISTRATION
N/A	<input type="checkbox"/>	N/A	<p><b>Exemption Claimed:</b> In the space below, cite the provision in Oregon law under which your company is claiming an exemption from licensure:</p> <hr/> <hr/> <hr/> <hr/>

The regulator will review the filing and all required documents and communicate with you through NMLS. 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 the [License Status Review & Definitions](#) quick guide for instructions.

**WHO TO CONTACT** – For general questions, contact DFR licensing staff by phone at (503) 378-4140 or send your questions via e-mail to [NMLS.Licensing@state.or.us](mailto:NMLS.Licensing@state.or.us) for additional assistance.

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 THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.