



PUERTO RICO NON-PROFIT COMPANY REGISTRATION

Instructions

When making changes to your record in NMLS Puerto Rico requires advance notification for some changes, see checklist below for details, make the changes in NMLS as of the effective date and submit supporting documentation as instructed in the checklist below.

Fees

1. Puerto Rico does not collect amendment fees for changes through NMLS. However, NMLS processing fees may apply.
2. All fees collected through NMLS ARE NOT REFUNDABLE.

How to submit Agency specific documents

1. If you are required to upload document(s) on NMLS for an Advance Change Notice:
 - a. In the NMLS document upload section; you must select Advance Change Notice for document type.
 - b. Documents required to be uploaded through Advance Change Notice are considered proposed documents. You will be required to upload final documents in the NMLS document upload section under the appropriate document type on the effective date. If there isn't a document type available for a specific Advance Change Notice event you must mail document(s) directly to the Office of the Commissioner of Financial Institutions.
2. If you are required to upload documents for an amendment that doesn't require Advance Change Notice:
 - a. In the NMLS document upload section, select the applicable document type.
3. If you are required to provide document(s) outside of NMLS, you must mail the document(s) along with the checklist within 5 business days to the following address:

For U.S. Postal Service:

COMMISSIONER OF FINANCIAL INSTITUTIONS
REGULATION AND LICENSING DIVISION
PO BOX 11855
SAN JUAN, PR 00910-3855

For Overnight Delivery:

COMMISSIONER OF FINANCIAL
INSTITUTIONS
REGULATION AND LICENSING DIVISION
1492 PONCE DE LEON AVE. SUITE 600
CENTRO EUROPA BLDG.
SAN JUAN, PR 00907

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CHANGE IN ARTICLES OF INCORPORATION: Submit an ACN for any amendments to the Articles of Incorporation. Upload copy of documents to be submitted at the Puerto Rico Secretary of State.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	CHANGE IN TAX EXEMPT STATUS
N/A	<input type="checkbox"/>	<input type="checkbox"/>	PROMOTING AFFORDABLE HOUSING: Change in documents related to how your organization promotes affordable housing or homeownership education.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Public Service or Charitable Purposes: Changes on how your organization conducts its activities.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Corporation Acting in Best Interests of Clients: Change in funding sources and fees.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Employee Compensation: Change in how your employees are compensated.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Oversight of Employees Actions to Protect Clients: Change in how your organization ensures that the actions of all individual employees in the course of their loan origination duties are consistent with your organizations mission and practices.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Management: Submit an ACN for any amendments in qualifying individuals, directors, officers and managers. Upload an updated organizational chart showing the new appointments. 30 days notice must be given for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	Applicant Locations: Submit an ACN for any address' changes.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	Website Information Loan Program Flyers: Changes in your organization's website and in any product or loan program flyers or handouts.

PLEASE NOTE: Once a SAFE Act Exemption Status is provided to a Non-Profit Corporation it is required to be renewed annually.

WHO TO CONTACT – Contact REGULATION AND LICENSING DIVISION staff by phone at 787-723-8403 or send your questions via e-mail to reglamentacion@ocif.gobierno.pr for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE APPLYING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.