



PUERTO RICO MORTGAGE LENDER / SERVICER

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 the following changes through NMLS during filing:
 - Change of Address \$0 per license
 - Change of Name \$0 per license
 - Change of Other Trade Names \$0 per license
 - Change of Qualifying Individual \$0 per license
2. Puerto Rico collects amendment fees for the following changes through a separate check send directly to Puerto Rico for the following amendment:
 - Change of Ownership – \$1,250
 - Change in Control Person – \$1,250, it means that any changes in ownership that result in a 10% or more in the voting stock, members' units or partners' shares of the mortgage company require such fee.
3. 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:
 - a. 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
Licensing and Permits Division
PO Box 11855
San Juan, PR 00910-3855

For Overnight Delivery:

Commissioner of Financial Institutions
Licensing and Permits Division
1492 Ponce de León Ave.
Centro Europa Bldg. Suite 600
San Juan, PR 00907

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	CHANGE OF LEGAL NAME. Submit an ACN for a Change of Legal Name through the Company (MU1) form through NMLS. 30 days notice must be giving for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DOCUMENT REQUIRED FOR CHANGE OF LEGAL NAME: Upload copies of the following documents: <ul style="list-style-type: none">• Resolution of the Board of Directors or equivalent document approving the change of legal name• Copy of documents to be submitted at the Puerto Rico State Department.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	CHANGE OF MAIN ADDRESS. Submit an ACN for a Change of Main (Corporate) Address through the Company (MU1) form through NMLS. 30 days notice must be giving for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ACN OF CHANGE OF MAIN ADDRESS Upload copies of the following documents: <ul style="list-style-type: none">• None.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAMES. Submit an ACN for an Addition, Change or Deletion of an Other Trade Name(s) through the Company (MU1) form through NMLS. 30 days must be giving for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ACN OF ADDITION, MODIFICATION OR DELETION OF OTHER TRADE NAME(S): Upload copies of the following documents: <ul style="list-style-type: none">• None.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	CHANGE OF LEGAL STATUS. Submit an ACN for a change of Legal Status within the Company (MU1) Form through NMLS. 30 days notice must be given for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ACN OF CHANGE OF LEGAL STATUS: Upload copies of the following documents: <ul style="list-style-type: none">• Resolution of the Board of Directors or equivalent document approving the change• Copies of documents to be submitted at the Puerto Rico State Department.

<input type="checkbox"/>	N/A	<input type="checkbox"/>	ADDITION OR MODIFICATION OF AFFILIATES/SUBSIDIARIES. Submit an ACN for an addition or change in Affiliates/Subsidiaries within the Company (MU1) Form through NMLS. 30 days notice must be given for this change.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ACN OF ADDITION OR MODIFICATION OF AFFILIATES/SUBSIDIARIES Upload copies of the following documents: <ul style="list-style-type: none"> Organizational Chart
<input type="checkbox"/>	N/A	<input type="checkbox"/>	ADDITION OR MODIFICATION OF DIRECT OWNERS/EXECUTIVE OFFICERS. Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company (MU1) Form through NMLS. 30 days notice must be given for this change. Note: Control Persons must also be reported on the Individual (MU2) Form.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ACN OF ADDITION OR MODIFICATION OF DIRECT OWNERS/EXECUTIVE OFFICERS: Upload copies of the following documents: <ul style="list-style-type: none"> For Direct Owners Addition or Modification: Name and address of the seller or assignor and of the byer, assignee or acquirer, nature of transaction, Resolution of the Board of Directors or equivalent document approving the transaction, purchase and sales agreement which shall include all of the requirements stated by law. For Executive Officers addition or modifications: None.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	ADDITION OR MODIFICATION OF INDIRECT OWNERS. Submit an ACN for an addition or change in Indirect Owners within the Company (MU1) Form through NMLS. 30 days notice must be given for this change. Note: Control Persons must also be reported on the Individual (MU2) Form.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ACN OF ADDITION OR MODIFICATION OF INDIRECT OWNERS: Upload copies of the following documents: <ul style="list-style-type: none"> Detailed explanation of the transaction. Organizational Chart.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	ADDITION OR MODIFICATION OF QUALIFYING INDIVIDUALS. Submit an ACN for an addition or change in Qualifying Individuals within the Company (MU1) Form through NMLS. 30 days notice must be given for this change. Note: Control Persons must also be reported on the Individual (MU2) Form.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	DOCUMENT REQUIRED FOR ACN OF ADDITION OR MODIFICATION OF QUALIFYING INDIVIDUALS: Upload copies of the following documents: <ul style="list-style-type: none"> None.
FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED AMENDMENT ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SURETY BOND RIDER. (For change of address or change of name only) - Submit the Surety Bond Rider that reflects the change of address or change of name, whichever is applicable.
N/A	<input type="checkbox"/>	<input type="checkbox"/>	ORIGINAL LICENSE. (For change of address or change of name only) - Return the original license as issued by the Office of the Commissioner of Financial Institutions..

<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>SECRETARY OF STATE/MUNICIPALITY DOCUMENTATION. Corporations; provide a Certificate of Good Standing dated not more than 180 days from the filing of this application issued by the Puerto Rico State Department.</p> <ul style="list-style-type: none"> a. Limited liability company; provide a copy of a Certificate of Good Standing or a Certificate of Registration dated not more than 180 days from the filing of this application issued by the Puerto Rico State Department. b. Limited partnership; provide a Certificate of Good Standing for the Limited Partnership from the Puerto Rico State Department. c. General partnership; provide a Certificate of Good Standing for the General Partnership from the City or Town in which the partnership is registered.
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>DISCLOSURE QUESTIONS. Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for company or any new Control Person or any new Manager.</p>

WHO TO CONTACT – Contact Permits 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 AMENDING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.