



PR Money Transmitter License Surrender Checklist (Company)

CHECKLIST SECTIONS

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GENERAL INFORMATION

Instruction

1. File the surrender request through NMLS.
2. There is no fee to surrender.
3. We may request additional information upon review of your surrender; watch your email for such requests.

Help Resources

- [Company License Surrender Requests Quick Guide](#)
- [License Status Review & Definitions Quick Guide](#)

Agency Contact Information

Contact *Regulation and Licensing Division* licensing staff by phone at *(787) 723-3131 ext. 2214 or 2336* or send your questions via email to reglamentacion@ocif.pr.gov for additional assistance.

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 Avenue
Suite 600
San Juan, PR 00907*

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.

NMLS ID Number	
Licensee Legal Name	

REQUIREMENTS COMPLETED IN NMLS		
Complete	PR Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p>Submission of Surrender Request through Company Form (MU1): Request the surrender of the license through the submission of the Company Form (MU1). See the Company License Surrender Requests Quick Guide for instructions.</p>	NMLS
<input type="checkbox"/>	<p>Terminate Authorized Agents (Delegates) Locations: Prior to submitting the request to surrender the license, submit an updated Uniform Authorized Agent Report with an <i>End Date</i> for each authorized agent/delegate in NMLS.</p> <p>See the Authorized Agent Quick Guide for more information.</p> <p>Note: Failure to upload an Agent's information and include an End Date when terminating an agent location results in that agent continuing to be registered as active with the state regulator.</p>	NMLS

REQUIREMENTS SUBMITTED OUTSIDE OF NMLS		
Complete	PR Money Transmitter License	Submitted via...
<input type="checkbox"/>	<p>Voluntary Surrender Request: Submit a written request asking the Commissioner to accept the licensee's voluntary surrender of its license. The request must include the following information:</p> <ol style="list-style-type: none"> 1. The reason for the request, and an explanation of the circumstances surrounding the surrender; 2. The most recent monthly balance sheet of the licensee showing outstanding money transmission liabilities in Puerto Rico; 3. The date the licensee has stopped or intends to stop conducting money transmission business in Puerto Rico; and 4. If the request is made after the licensee has stopped conducting money transmission business in Puerto Rico, then the original license must also be submitted with the request. <p>Note: Until the Commissioner accepts the surrender thru the NMLS, the licensee must continue to comply with all provisions of Puerto Rico Act No. 136 of September 21, 2010, as amended, known as the "Act to Regulate the Money Services Business". 10 L.P.R.A. §2581 et seq.</p>	Mail to PR Office of the Commissioner of Financial Institutions

