



## Company Amendment Checklist

Agency-Specific Requirements



### RHODE ISLAND THIRD PARTY LOAN SERVICERS LICENSE

#### Instructions

When making changes to your record in NMLS, the Rhode Island Division of Banking (“Division”) requires advance notification for some changes and does not require advance notification for other changes.

**Note:** Pursuant to the adoption of the Electronic Surety Bond (ESB) on January 23, 2017, you will be required to convert your existing paper Surety Bond to NMLS via the submission of an ESB by December 31, 2017. See the [ESB Adoption Table](#) and the [ESB for NMLS Licensees page](#) of the NMLS Recourse Center for more information.

Licensees must make the changes in NMLS before and/or as of the effective date, except where indicated below, and submit supporting documentation as instructed in the following checklist.

An Advance Change Notice (“ACN”) is required for:

- Change of Address
- Change of Legal Name
- Change of Other Trade Names/Assumed Name
- Change of Qualifying Individual
- Change of Control Person (Ex. Officer and/or Director change)

An ACN is NOT required for:

- Changes in Ownership: Licensee must notify Rhode Island within 15 days of the transaction through NMLS. Rhode Island reserves the right to deny the Change in Ownership Application after the transaction has been consummated.

#### Fees

- The Division collects amendment fees for the following changes in NMLS during filing:
  - **Change of Legal Name:** \$50 per license
  - **Change of Main Address:** \$50 per license
  - **Addition of Other Trade Names/Assumed Name:** \$50 per license

Fees collected through NMLS are **NOT REFUNDABLE**.

#### Helpful Resources

- [Company \(MU1\) Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples Quick Guide](#)

## How to submit Agency specific documents

1. If you are required to upload documents to NMLS for an advance change notice, select “Advance Change Notice” for the document type in the NMLS Document Uploads section.

**NOTE:** Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples Quick Guide](#)

2. If you are required to upload documents for an amendment that doesn't require advance change notice, select the applicable document type in the NMLS Document Uploads section.
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/Overnight Delivery:  
Rhode Island Department of Business Regulation  
Rhode Island Division of Banking  
1511 Pontiac Avenue, Building 68-1  
Cranston, Rhode Island 02920*

NMLS Unique ID Number: \_\_\_\_\_

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Change of Legal Name:</b> Submit an ACN for a Change of Legal Name through the Company (MU1) form in NMLS. <b>90 Days’ notice</b> must be provided for this change.</p> <p><b>Documents Required for Change of Legal Name:</b> Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>• Upload a copy of the executed amendment to legal formation documents in NMLS;</li> <li>• Upload the print out of the Licensee’s filing with the RI Secretary of State from their website: <a href="http://sos.ri.gov/">http://sos.ri.gov/</a> reflecting the applicable amendment; and</li> </ul> <p><i>Upload these documents in NMLS under the Document Type “Advance Change Notice” in the Document Uploads section of the Company Form (MU1).</i></p> <ul style="list-style-type: none"> <li>• Surety Bond               <ul style="list-style-type: none"> <li>○ If you have NOT converted to the Electronic Surety Bond, upload the Surety Bond Rider with applicable surety’s power of attorney form that reflects the name change in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1) AND mail the original copy to the address listed above.</li> <li>○ If you HAVE converted to the Electronic Surety Bond, contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the <a href="#">ESB for NMLS Licensees page</a> of the NMLS Resource Center for more information about the Electronic Surety Bond process.</li> </ul> </li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Change of Main Address:</b> Submit an ACN for a Change of Main (Corporate) Address through the Company (MU1) form in NMLS. <b>90 Days’ notice</b> must be provided for this change.</p> <p><b>Documents Required for Change of Main Address:</b> Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>• Upload the print out of the Licensee’s filing with the RI Secretary of State from their website: <a href="http://sos.ri.gov/">http://sos.ri.gov/</a> reflecting the applicable amendment; and</li> <li>• Surety Bond               <ul style="list-style-type: none"> <li>• If you have NOT converted to the Electronic Surety Bond, upload the Surety Bond Rider with applicable surety’s power of attorney form that reflects the amendment in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1) AND mail the original</li> </ul> </li> </ul>

			<p>copy to the address listed above.</p> <ul style="list-style-type: none"> <li>If you HAVE converted to the Electronic Surety Bond, after the Company Form (MU1) is updated, no further action is required.</li> </ul>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Addition, Modification, or Deletion of Other Trade Names:</b> Submit an ACN for an Addition, Change, or Deletion of an Other Trade Name through the Company (MU1) form in NMLS. <b>90 Days' notice</b> must be provided for this change.</p> <p><b>Documents Required for Addition, Modification, or Deletion of Other Trade Names:</b> Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>Upload the print out of the Licensee's filing with the RI Secretary of State from their website: <a href="http://sos.ri.gov/">http://sos.ri.gov/</a> reflecting the applicable amendment; and</li> <li>Surety Bond <ul style="list-style-type: none"> <li>If you have NOT converted to the Electronic Surety Bond, upload the Surety Bond Rider with applicable surety's power of attorney form that reflects the amendment in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1) AND mail the original copy to the address listed above.</li> <li>If you HAVE converted to the Electronic Surety Bond, after the Company Form (MU1) is updated, no further action is required.</li> </ul> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Change of Legal Status:</b> Submit an ACN for a change of Legal Status within the Company (MU1) Form in NMLS. <b>90 Days' notice</b> must be provided for this change.</p> <p><b>Note:</b> 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 (MU1) Form.</p> <p><b>Documents Required for Change of Legal Status:</b> Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>Upload a copy of the executed amendment to legal formation documents in NMLS;</li> <li>Upload the print out of the Licensee's filing with the RI Secretary of State from their website: <a href="http://sos.ri.gov/">http://sos.ri.gov/</a> reflecting the applicable amendment; and</li> <li>Surety Bond <ul style="list-style-type: none"> <li>If you have NOT converted to the Electronic Surety Bond, upload the Surety Bond Rider with applicable surety's power of attorney form that reflects the amendment in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1) AND mail the original copy to the address listed above.</li> <li>If you HAVE converted to the Electronic Surety Bond, after the Company Form (MU1) is updated, no further action is required.</li> </ul> </li> </ul>

<input type="checkbox"/>	N/A	<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 (MU1) Form in NMLS within 24 hours of the effective date of the amendment.</p> <p><b>Documents Required for Addition or Modification of Affiliates/Subsidiaries:</b> Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>• Updated Organizational Chart</li> </ul> <p>Upload this document in NMLS under the Document Type “Organizational Chart/Description” in the Document Uploads section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Addition or Modification of Direct Owners/Executive Officers:</b> Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company (MU1) Form in NMLS. <b>90 Days’ notice</b> must be provided for this change.</p> <p><b>Note:</b> Control Persons must also be reported on the Individual (MU2) Form.</p> <ul style="list-style-type: none"> <li>• A credit report must be requested in NMLS. If an individual does not have a Social Security Number, then submit a signed personal financial statement representing their respective financial position within the 90-day period immediately preceding the addition of the person(s) in NMLS directly to the Division.</li> <li>• Disclosure Questions that are answered affirmatively (“yes”) on NMLS must include a written explanation in NMLS and applicable legal documents supporting the explanation must be uploaded in NMLS.</li> </ul> <p>Upload a copy of any applicable orders or supporting documents in the <i>Disclosure Explanations</i> section of the Individual (MU2) Form. See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Addition or Modification of Indirect Owners:</b> Submit an amendment for an addition or change in Indirect Owners within the Company (MU1) Form in NMLS within 24 hours of the effective date of the amendment.</p> <p><b>Documents Required for Addition or Modification of Affiliates/Subsidiaries:</b> Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>• Updated Organizational Chart</li> </ul> <p>Upload this document in NMLS under the Document Type “Organizational Chart/Description” in the Document Uploads section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Addition or Modification of Qualifying Individuals:</b> Submit an ACN for an addition or change in Qualifying Individuals within the Company (MU1) Form in NMLS. <b>90 Days’ notice</b> must be provided for this change.</p> <p><b>Note:</b> Qualifying Individuals must also be reported on the Individual (MU2) Form as they are considered control persons.</p> <ul style="list-style-type: none"> <li>• A credit report must be requested in NMLS. If an individual does not have a Social Security Number, then submit a signed personal financial statement representing their respective financial position within the 90-day period immediately preceding the addition of the</li> </ul>

			<p>person(s) in NMLS directly to the Division.</p> <ul style="list-style-type: none"> <li>Disclosure Questions that are answered affirmatively (“yes”) on NMLS must include a written explanation in NMLS and applicable legal documents supporting the explanation must be uploaded in NMLS.</li> </ul> <p>Upload these documents in NMLS under the Document Type “Advance Change Notice” in the Document Uploads section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>MU2 Individual FBI Criminal Background Check Requirements:</b> When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS.</p> <p><b>Direct Owners</b></p> <ul style="list-style-type: none"> <li>Natural Persons who directly or indirectly, own 10% or more of the applicant.</li> </ul> <p><b>Executive Officers</b></p> <ul style="list-style-type: none"> <li>Executive Officers (CEO, President, Executive Vice President, Treasurer, Secretary, CFO, COO, CIO, CCO) or those serving similar functions, and any others required by the Director of Department of Business Regulation.</li> </ul> <p><b>Indirect Owners</b></p> <ul style="list-style-type: none"> <li>Natural persons who own 10% or more of a direct or indirect owner of the applicant.</li> </ul> <p><b>Qualifying Individuals</b></p> <ul style="list-style-type: none"> <li>All Qualifying Individuals, unless licensed as a Rhode Island Mortgage Loan Originator.</li> </ul> <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the <a href="#">Criminal Background Check section</a> of the NMLS Resource Center for more information.</p> <p><b>Note:</b> If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p><b>Disclosure Questions:</b> 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> <p>A separate explanation and document upload is needed for each “Yes” response.</p> <p>Upload a copy of any applicable orders or supporting documents in the <i>Disclosure Explanations</i> section of the Company (MU1) Form.</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</p>

**WHO TO CONTACT** – Contact *Rhode Island Division of Banking* licensing staff by phone at (401) 462-9503 or send your questions via e-mail to [db.bankinquiry@db.ri.gov](mailto:db.bankinquiry@db.ri.gov) for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE

FOR WHICH THEY ARE AMENDING. THE AGENCY REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.