



## Company Amendment Checklist

Jurisdiction-Specific Requirements



### SOUTH CAROLINA MORTGAGE LENDER/SERVICER LICENSE

#### Instructions:

1. This document includes instructions for submitting Mortgage Lender/Servicer's amendments. To submit amendments for Mortgage Loan Originators or a Branch Location refer to the appropriate amendment checklists.
2. All fees collected through NMLS **ARE NOT REFUNDABLE**.
3. Amendment fees are: Change of Address - \$ 25.00 per license
4. If documents are required to be uploaded in NMLS for an Advance Change Notice:
  - In the NMLS document upload section, select Advance Change Notice for document type.
  - Documents required to be uploaded through Advance Change notice are considered proposed documents. The mortgage lender/servicer will be required to upload final documents in the NMLS document upload section under the appropriate document type prior to or by the effective date. If there isn't a document type available for a specific Advance Change Notice event, then upload to most similar document type and label for South Carolina and document name.

**\*\* This checklist is to serve as a guide for the application process, please DO NOT send checklist to the Division. \*\***

FILED IN NMLS	MAIL TO SC-BFI	SOUTH CAROLINA - BFI
<input type="checkbox"/>		<p><b>CHANGE OF ADDRESS.</b> Submit ACN in NMLS for a change of address of the principal place of business, or a branch office, at least seven (7) days prior to the change, to SC-BFI.</p>
<input type="checkbox"/>		<p><b>CHANGE OF OWNERSHIP OR CONTROL REQUIREMENTS:</b> Submit ACN in NMLS for change of ownership or control thirty (30) days prior to any change. Control of a licensee must not be acquired through a stock purchase or other device without prior written consent of the commissioner. Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>• <b>Organizational Information</b> – Upload new Articles of Incorporation (Corporation), Articles of Organization and Operating Agreement (LLC) or Partnership Agreement (Partnership).</li> <li>• <b>Legal Documents</b> - Upload all legal documents executed and associated with the change of ownership or control, including any applicable purchase and sales agreements, merger agreements, or consent to change.</li> <li>• <b>EIN number</b> – Upload written confirmation that the EIN number will <b>NOT</b> be changing.</li> <li>• <b>Secretary of State</b> – Upload a Certificate of Authority/Good Standing from the lenders home state.</li> <li>• <b>South Carolina Secretary of State</b> – Upload a Certificate of Authority/Good Standing from South Carolina.</li> <li>• <b>Bond Rider</b> – Please provide a Electronic Surety Bond rider reflecting the new lender name via NMLS to SC-BFI.</li> <li>• <b>Organizational Chart</b> – Upload a detailed chart showing the management structure of the company. The chart must include names, titles and job descriptions of each position. If the company is owned by another entity, provide a chart showing the ownership structure.</li> </ul>
<input type="checkbox"/>		<p><b>CHANGE OF MANAGING PRINCIPAL (QI).</b> Submit ACN in NMLS for a change in managing principal (QI) within the Company MU1 filing. <b>Thirty (30)</b> days’ notice must be given for this change. The Division requires the managing principal (QI) to be licensed as a SC-BFI mortgage loan originator (MLO) as set forth in §37-22-140(B) and (C)(1). Please see new MLO application checklist for detailed instructions.</p> <p>The attached PDF document below must be signed and properly executed by both the company and the managing principal. Upload to NMLS. <b>(DO NOT MAIL TO THE DIVISION OR EMAIL)</b></p> <p><a href="#">Click to download Managing Principal (QI) Form</a></p>
FILED IN NMLS	MAIL TO SC-BFI	SOUTH CAROLINA - BFI

<input type="checkbox"/>		<p><b>CHANGE IN CONTROL PERSON.</b> Any addition of a control person must be reported as an Amendment on the MU1 filing with a new MU2 Form submitted through NMLS. Please submit a FBI criminal background check and credit report through NMLS.</p>
<input type="checkbox"/>		<p><b>CHANGE OF NAME (NO CHANGE IN OWNERSHIP OR CONTROL) REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• <b>Notification</b> – Upload notification <b>thirty (30) days</b> prior to the change</li> <li>• <b>Organizational Information</b> – Upload Amended Articles of Incorporation (Corporation), Articles of Organization (LLC), or Partnership Agreement (Partnership).</li> <li>• <b>Secretary of State</b> – Upload Certificate of Authority/Good Standing from the lenders home state.</li> <li>• <b>Secretary of State</b> – Upload Certificate of Authority/Good Standing from South Carolina.</li> <li>• <b>Bond Rider</b> – Please provide a Electronic Surety Bond rider reflecting the new lender name via NMLS to SC-BFI.</li> </ul>
<input type="checkbox"/>		<p><b>OTHER TRADE NAMES:</b> A Mortgage Lender / Servicer License is required before a company can apply for an Other Trade Name License. If a company will be operating in South Carolina under a name other than its legal name, a Mortgage Lender / Servicer Other Trade Name license is required. This license must be applied for under the same NMLS unique identifier as the Mortgage Lender Servicer license. Each Other Trade Name license will cost an additional \$1,100.00 including the NMLS processing fee.</p> <p>**Branch Other Trade Name License's should be applied for in the same manner and order as the company's Other Trade Name license. Each Branch Other Trade Name license will cost an additional \$170 including the NMLS processing fee**.</p>
		<p><b>TERMINATION OF A MORTGAGE LOAN ORIGINATOR.</b> Please submit via email to <a href="mailto:cfid@bofi.sc.gov">cfid@bofi.sc.gov</a> written notification of the specific reason(s) for the termination of the mortgage loan originator's employment, pursuant to §37-22-120(D). <b>This must be submitted at the time of sponsorship removal.</b></p>

**WHO TO CONTACT** – Contact South Carolina State Board of Financial Institutions/Consumer Finance Division licensing staff by phone at 803-734-2020 or send questions via email to [cfid@bofi.sc.gov](mailto:cfid@bofi.sc.gov) 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.