



## Branch Amendment Checklist Jurisdiction-Specific Requirements



### SOUTH CAROLINA BRANCH MORTGAGE LENDER/SERVICER LICENSE

#### Instructions:

1. This document includes instructions for submitting Branch amendments. To submit amendments for Mortgage Loan Originators or a Mortgage Lender/Service Providers 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. Jurisdiction-specific requirements must be received within **seven (7)** business days of the electronic submission of the application through the NMLS.
5. 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 branch 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.

**\*\* This checklist is to serve as a guide for the application process, please DO NOT send checklist to the Division. Please upload all forms to NMLS. DO NOT email or mail to Division. \*\***

FILED IN NMLS	MAIL TO SC-BFI	SOUTH CAROLINA - BFI
<input type="checkbox"/>		<p><b>CHANGE OF ADDRESS</b> Submit an ACN for a change of address of the branch office, at least seven (7) days prior to the change to through NMLS. Upload the following items in NMLS: <b>(DO NOT MAIL TO THE DIVISION OR EMAIL)</b></p> <ul style="list-style-type: none"> <li>• A signed and executed lease. Please upload a sublease if applicable.</li> <li>• Written agreement or written acknowledgement from the licensed lender's home office, showing control and financial responsibility, of the activity performed at the branch location if applicable.</li> </ul> <p>Click to download Control and Responsibility Agreement.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>CHANGE IN BRANCH MANAGER</b> A branch manager must be in place for a branch license to remain active. Submit the following items:</p> <ul style="list-style-type: none"> <li>• Notify the Division via email to <a href="mailto:cfid@bofi.sc.gov">cfid@bofi.sc.gov</a> of a change of branch manager at least seven (7) days prior to the change.</li> <li>• The new branch manager must be licensed as a Mortgage Loan Originator.</li> <li>• Upload a new signed original designated branch manager form (see below). <b>(DO NOT MAIL TO THE DIVISION OR EMAIL)</b></li> </ul>
<input type="checkbox"/>		<p><b>DESIGNATED BRANCH MANAGER FORM</b> The attached PDF document below must be signed and properly executed by a control person of the company and the branch manager. Upload in NMLS. <b>(DO NOT MAIL TO THE DIVISION OR EMAIL)</b></p> <p><a href="#">Click to download Designated Branch Manager Form</a></p>
<input type="checkbox"/>		<p><b>TERMINATION OF A BRANCH MANAGER</b> 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). Termination letter must be sent at the time of termination/sponsorship removal.</p>
<input type="checkbox"/>		<p><b>CHANGE OF NAME</b> Notify the Division via email to <a href="mailto:cfid@bofi.sc.gov">cfid@bofi.sc.gov</a> of a change of branch name at least seven (7) days in advance.</p> <p>Upload the following items: <b>(DO NOT MAIL TO THE DIVISION OR EMAIL)</b></p> <ul style="list-style-type: none"> <li>• A signed and executed lease. Please upload a sublease if applicable.</li> <li>• Written agreement or written acknowledgement from the licensed lender's home office, showing control and financial responsibility, of the activity performed at the branch location if applicable.</li> </ul> <p><a href="#">Click to download Control and Responsibility Agreement.</a></p>

<input type="checkbox"/>	<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 will be 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. A Bond rider may be used for Other Trade Name License #1. The rider should amend the principal's name to include the company's legal name and the other trade name. A separate Bond will be required for each Other Trade Name License #2 through #6.</p> <p>**Branch Other Trade Name applications must 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>
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**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.