



**Surrender**  
Jurisdiction-Specific Requirements



## SOUTH CAROLINA MORTGAGE LENDER BRANCH OFFICE LICENSE

### Instructions

1. Licensee must notify the South Carolina State Board of Financial Institutions/Consumer Finance Division seven (7) days in advance of terminating business under this license.

**\*\* Note: This checklist is to serve as guide for the surrender process, please DO NOT send this checklist to SC-BFI. \*\***

### SOUTH CAROLINA – BFI

Please email a plan of withdrawal that includes the following to [cfid@bofi.sc.gov](mailto:cfid@bofi.sc.gov):

- **Timetable for the disposition of the business.**
- **Location of the books, records and accounts until the end of the retention period.**
- **Certification of proper disposal of records after retention period.**

**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 SURRENDERING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE SURRENDER THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.