



Surrender
Jurisdiction-Specific Requirements



SOUTH CAROLINA MORTGAGE LENDER/SERVICER LICENSE

Instructions

1. The licensee must notify the South Carolina State Board of Financial Institutions/Consumer Finance Division through NMLS seven (7) days in advance of terminating business under this license.
2. The licensee must email any documents required on the checklist below, within seven (7) business days of the electronic submission of the surrender through NMLS.

**** 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:

- **NMLS Unique Id number.**
- **Licensee Legal Name.**
- **Timetable for the dissolution of the business.**
- **Location of the books, records and accounts.**
certification of proper disposal of records after the 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 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.