



Branch Amendment Checklist

Agency-Specific Requirements



SOUTH CAROLINA LEVEL I CHECK CASHING – BRANCH LICENSE

Instructions

When making changes to your record in NMLS, South Carolina requires advance notification for some changes. See the checklist below for details.

Helpful Resources

- [Branch \(MU3\) 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.

| FILED IN NMLS | REQUIRED ADVANCE CHANGE NOTICE ITEM |
|--------------------------|--|
| <input type="checkbox"/> | CHANGE OF BRANCH MANAGER: Submit an ACN for a Change of Branch Manager 30 days prior to the change. A supervised lender shall designate a branch manager who agrees to be primarily responsible for the operations in the state of South Carolina. |
| <input type="checkbox"/> | BRANCH MANAGER DISCLOSURE QUESTIONS: Provide complete details in NMLS of all events or proceeding for any “Yes” answer to any of the Disclosure Questions in the Branch Manager’s Individual (MU2) form and upload a copy of any applicable orders or documents. |
| <input type="checkbox"/> | CHANGE OF BRANCH ADDRESS: Submit an ACN for a Change of Branch Address through the Branch (MU3) 30 days prior to the change. Upload a copy of the lease and/or sublease that has been executed by an officer of the applicant. Upload this document in in NMLS under the Document Type “Branch Written Agreement” in the <i>Document Uploads</i> section of the Branch (MU3) Form. |

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| | <p>**NOTE: No change shall be made to a location outside of the city or town for which a license is issued without obtaining a new license for such a location. For these purposes “city or town” means an incorporated area and its contiguous unincorporated suburbs.</p> |
| <input type="checkbox"/> | <p>ADDITION, MODIFICATION, OR DELETION OF OTHER TRADE NAMES: Submit an ACN for an addition, change or deletion of an Other Trade Name(s) within the Branch (MU3) Form in NMLS. 30 days notice must be provided for this change.</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 license@bofi.sc.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 SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.