



# Company Amendment Checklist

## Agency-Specific Requirements



### SOUTH CAROLINA SUPERVISED LENDER – COMPANY 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

- [Company \(MU1\) 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"/>	<p><b>CHANGE OF LEGAL NAME:</b> Submit an ACN for a Change of Legal Name through the Company (MU1) form in NMLS 30 days prior to the change.</p> <p>Documents Required for Change of Legal Name: Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>• Proof of Name Change with SC Secretary of State: Upload this document in NMLS under the Document Type “Advance Change Notice” in the Document Uploads section of the Company (MU1) Form. On the effective date, upload the final document under the Document Type “Certificate of Authority/Good Standing Certificate.”</li> <li>• Copy of the company’s board minutes verifying change: Upload this document in NMLS under the Document Type “Advance Change Notice” in the Document Uploads section of the Company (MU1) Form. On the effective date, upload the final document under the Document Type “Formation Document.”</li> <li>• Written statement that EIN# or SSN# remains the same: Upload this</li> </ul>

	<p>document in NMLS under the Document Type “Advance Change Notice” in the Document Uploads section of the Company (MU1) Form. On the effective date, upload the final document under the Document Type “Formation Document.”</p> <p><b>**NOTE:</b> If the EIN# is changed, a new application must be submitted to the Board for approval.</p>
<input type="checkbox"/>	<p><b>CHANGE OF MAIN ADDRESS:</b> Submit an ACN for a Change of Corporate Address through the Company (MU1) 30 days prior to the change.</p> <ul style="list-style-type: none"> <li>Updated business plan and a new lease/sublease reflecting the new address. This document in NMLS under the Document Type “Advance Change Notice” in the Document Uploads section of the Company (MU1) Form. On the effective date, upload the final document under the Document Type “Business Plan”.</li> </ul> <p><b>**NOTE:</b> 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><b>CHANGE OF WEBSITE ADDRESS/URL:</b> For any changes made to a company’s websites, please make the changes in the appropriate Company (MU1) form for the “Supervised Lender-Website # License”</p>
<input type="checkbox"/>	<p><b>ADDITION, MODIFICATION, OR DELETION OF OTHER TRADE NAMES:</b> Submit an ACN for an Addition, Change, or Deletion of an Other Trade Name through the Company (MU1) form in NMLS 30 days prior to the change.</p>
<input type="checkbox"/>	<p><b>CHANGE OF LEGAL STATUS:</b> Submit an ACN for a change of Legal Status within the Company (MU1) Form in NMLS 30 days prior to the change.</p> <p><b>**NOTE:</b> In many cases, a change to the Fiscal Year End, legal status, and state or date of formation indicates a new entity has been formed and a new NMLS record is required. This includes the creation of a new NMLS Trade Name/Assumed Name Registration Certificates account and submission of a new Company (MU1) Form.</p> <p>Documents Required for Change of Legal Status: Upload copies of the following documents:</p> <ul style="list-style-type: none"> <li>Articles of Incorporation, Articles of Organization or Partnership Agreement: Upload this document in NMLS under the Document Type “Advance Change Notice” in the Document Uploads section of the Company (MU1) Form. On the effective date, upload the final document under the Document Type “Formation Document.”</li> <li>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: Upload these document in NMLS under the Document Type “Advance Change Notice” in the Document Uploads section of the Company (MU1) Form. On the effective date, upload the final document under</li> </ul>

	<p>the Document Type “Formation Document.”</p> <ul style="list-style-type: none"> <li>• Certificate of Authority/Good Standing from Licensee’s home state: Upload this document in NMLS under the Document Type “Advance Change Notice” in the Document Uploads section of the Company (MU1) Form. On the effective date, upload the final document under the Document Type “Certificate of Authority/Good Standing Certificate.”</li> <li>• Organizational Chart showing management structure: Upload this document in NMLS under the Document Type “Advance Change Notice” in the Document Uploads section of the Company (MU1) Form. On the effective date, upload the final document under the Document Type “Organizational Chart/Description.”</li> <li>• Written statement that EIN# or SSN# remains the same: Upload this document in NMLS under the Document Type “Advance Change Notice” in the Document Uploads section of the Company (MU1) Form. On the effective date, upload the final document under the Document Type “Formation Document.”</li> </ul>
<input type="checkbox"/>	<p><b>ADDITION OR MODIFICATION OF AFFILIATES/SUBSIDIARIES:</b> Submit an amendment for an addition or change in Affiliates/Subsidiaries within the Company (MU1) Form in NMLS.</p>
<input type="checkbox"/>	<p><b>ADDITION OR MODIFICATION OF DIRECT OWNERS/EXECUTIVE OFFICERS:</b> Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company (MU1) Form in NMLS. 30 day notice must be provided for this change.</p> <ul style="list-style-type: none"> <li>• Signed <a href="#">Authorization to Release</a> from each new Control Person: Upload this document in NMLS under the Document Type “Advance Change Notice” in the Document Uploads section of the Individual (MU2) Form. On the effective date, upload the final document under the Document Type “State Background Check Authorization.”</li> </ul>
<input type="checkbox"/>	<p><b>ADDITION OR MODIFICATION OF INDIRECT OWNERS:</b> Submit an amendment for an addition or change in Indirect Owners within the Company (MU1) Form in NMLS.</p>
<input type="checkbox"/>	<p><b>DISCLOSURE QUESTIONS:</b> Provide complete details of all events or proceedings for any “Yes” answer to any of the Disclosure questions for company or any new Control Person or any new Manager.</p> <p>A separate explanation and document upload is needed for each “Yes” response.</p> <p>Upload a copy of any applicable orders or supporting documents in the <i>Disclosure Explanations</i> section of the Company (MU1) Form.</p> <p>See the <a href="#">Company Disclosure Explanations Quick Guide</a> for instructions.</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](mailto: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.