



Branch Surrender Checklist
Agency-Specific Requirements



**SOUTH CAROLINA
SUPERVISED LENDER – BRANCH LICENSE**

Instructions

1. File the surrender request through the NMLS.
2. There is no fee to surrender.

EMAIL	ITEM
<input type="checkbox"/>	<p>SURRENDER PLAN: Submit a written statement advising the following:</p> <ol style="list-style-type: none"> 1. Reason for surrender/cancellation. 2. Location of books and records. 3. Effective date of cancellation. 4. Submit in writing the licensee’s intent on collection efforts or intent to sell receivables to other Supervised Lender licensees. 5. Submit a list of accounts (include account number, outstanding balance and the consumer’s name) sold and/or transferred. <p>Email the surrender plan to: license@bofi.sc.gov</p> <p>**NOTE: Per South Carolina Law Code 37-3-502 No servicing/collection activity may be conducted without an active Supervised Lender license.</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 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.