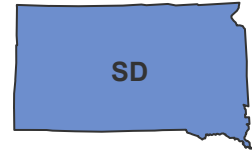




Branch Amendment Checklist

Agency-Specific Requirements



SOUTH DAKOTA MONEY LENDER BRANCH LICENSE

Instructions

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

South Dakota does not collect fees related to amendments.

Fees collected through NMLS are **NOT REFUNDABLE**.

Helpful Resources

- [Branch \(MU3\) Quick Guide](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)

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: You should use the recommended filing naming convention. See the [Document Upload Descriptions and Examples 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.
3. If you are required to provide document(s) outside of NMLS:
 - a. You must mail the document(s) along with the checklist within 5 business days to the following address:

For U.S. Postal Service & Overnight Delivery:

*South Dakota Division of Banking
1601 N. Harrison Avenue, Suite 1
Pierre, SD 57501*

NMLS Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	REQUIRED ADVANCE CHANGE NOTICE ITEM
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Change of Branch Address: Submit an ACN for a change of the Branch Address through the Branch (MU3) Form in NMLS. 30 days' notice must be provided for this change.</p> <p>Documents Required for Change of Branch Address: Upload copies of the following documents:</p> <p>Surety Bond Rider: Licensees may submit their surety bond to South Dakota in one of the ways listed below.</p> <ol style="list-style-type: none"> 1. <i>If you HAVE converted to the Electronic Surety Bond,</i> no further action is required to process this change. 2. <i>If you have NOT converted to the Electronic Surety Bond,</i> upload the Surety Bond Rider that reflects the change of address in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1). <p>Note: Pursuant to the adoption of the Electronic Surety Bond (ESB) on July 1, 2019, you will be required to convert your existing paper Surety Bond to NMLS via the submission of an ESB by December 31, 2020. See the ESB Adoption Table and the ESB for NMLS Licensees page of the NMLS Recourse Center for more information.</p> <p><input type="button" value="Upload"/> these documents in NMLS under the Document Type "Surety Bond" in the Document Uploads section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	<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> <p>Documents Required for Addition, Modification, or Deletion Of Other Trade Names: Upload copies of the following documents:</p> <ul style="list-style-type: none"> • Registration with the South Dakota Sec. of State <p><input type="button" value="Upload"/> these documents in NMLS under the Document Type "Trade Name/Assumed Name Registration Certificates" in the Document Uploads section of the Company (MU1) Form</p>

			<p>Surety Bond Rider: Licensees may submit their surety bond to South Dakota in one of the ways listed below.</p> <ol style="list-style-type: none"> 1. If you HAVE converted to the Electronic Surety Bond, no further action is required to process this change. 2. If you have NOT converted to the Electronic Surety Bond, upload the Surety Bond Rider that reflects the change of address in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1). <p>Note: Pursuant to the adoption of the Electronic Surety Bond (ESB) on July 1, 2019, you will be required to convert your existing paper Surety Bond to NMLS via the submission of an ESB by December 31, 2020. See the ESB Adoption Table and the ESB for NMLS Licensees page of the NMLS Recourse Center for more information.</p> <p><input type="button" value="Upload"/> these documents in NMLS under the Document Type “Surety Bond” in the Document Uploads section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Change in Branch Manager: Submit an amendment for a change of the Branch Manager through the Branch Manager’s Individual (MU2) Form in NMLS.</p> <p>Documents Required for Change in Branch Manager: Submit a resume for the <u>new</u> branch manager to: banking@state.sd.us</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Branch Manager Disclosure Questions: Provide an explanation for any “Yes” response(s). A separate explanation and document upload is needed for each “Yes” response.</p> <p><input type="button" value="Upload"/> a copy of any applicable orders or supporting documents in the <i>Disclosure Explanations</i> section of the Individual (MU2) Form.</p> <p>See the Company Disclosure Explanations Quick Guide for instructions.</p>

WHO TO CONTACT – Contact the *South Dakota Division of Banking* licensing staff by phone at 605-773-3421 or send your questions via e-mail to banking@state.sd.us for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE FOR WHICH THEY ARE AMENDING. THE JURISDICTION SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.