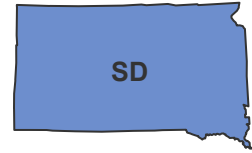




Branch Transition Checklist

Agency-Specific Requirements



SOUTH DAKOTA MONEY LENDER BRANCH LICENSE

This document includes instructions for a branch transition request. If you need to complete a transition for a company headquarters or individual; refer to the appropriate transition checklists.

Note: The company form (corporate location) must request a new application prior to the submission of a branch form.

Total License costs: \$0 including the NMLS processing fee.

Fees collected through the **NMLS ARE NOT REFUNDABLE**.

Use the checklist below to complete the requirements for the South Dakota Division of Banking.

[See the South Dakota Transition Plan for more information.](#)

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

Helpful Resources

- [Transitioning an Existing Branch License](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Quick Guide](#)

Agency specific requirements marked **attached** on the checklist below must be received with this checklist within 5 business days of the electronic submission of your application through the NMLS at the following:

NOTICE:

Failure to provide **ALL** items on the checklist will result in the application being **Withdrawn- Application Abandoned** for submitting an incomplete application.

NMLS Branch Unique ID Number: _____

Applicant Legal Name: _____

FILED IN NMLS	ATTACHED	NOT APPLICABLE	LICENSE NAME
<input type="checkbox"/>	N/A	N/A	<p>Branch Manager: A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.</p>
<input type="checkbox"/>	N/A	N/A	<p>Branch Manager Resume: Upload a resume for the branch manager.</p> <p>Upload this document in NMLS under the Document Type “Management Chart” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<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>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 Individual Disclosure Explanations Quick Guide for instructions.</p>
<input type="checkbox"/>	N/A	N/A	<p>Other Trade Names: Any other trade names used by this branch must be identified on both the Branch (MU3) Form and the Company (MU1) Form.</p> <p>If operating under an “Other Trade Name”, upload a state issued and approved document demonstrating authorization to do business under that trade name.</p> <p>Upload this document in NMLS under the Document Type “Trade Name/Assumed Name Registration Certificates” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<p>Electronic Surety Bond: Electronic Surety Bond via NMLS in the amount of \$10,000 furnished for the first location and \$2500 for each additional location and submitted by a surety company authorized to conduct business in South Dakota.</p> <p>See the ESB Adoption Table and the ESB for NMLS Licensees page of the NMLS Recourse Center for more information.</p> <p>Note: Surety bonds submitted via the <i>Document Uploads</i> section will not satisfy this requirement.</p>
<input type="checkbox"/>	N/A	N/A	<p>Document Samples: Upload a blank copy of loan contracts and disclosures of each loan product offered at this location.</p> <p>Upload this document in NMLS under the Document Type “Document Samples” in the <i>Document Uploads</i> section of the Company (MU1)</p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	LICENSE NAME
<input type="checkbox"/>	N/A	N/A	<p>Uniform Consent to Be Sued Form: This form must be completed. The form can be found on the following page.</p> <p><input type="button" value="Upload"/> this document in NMLS under the Document Type “Document Samples” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>

South Dakota will review the filing and all required documents and communicate with you through NMLS. To review your status or see detailed communication from the regulator, click on the Composite View tab and then click on View License/Registration in NMLS. See the [License Status Review & Definitions](#) quick guide for instructions.

WHO TO CONTACT – Contact *the South Dakota Division of Banking* licensing staff by phone at [605-773-3421](tel: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 APPLYING. THE AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE APPLICATION THROUGH THE NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.

SOUTH DAKOTA DEPARTMENT OF LABOR AND REGULATION
DIVISION OF BANKING

UNIFORM CONSENT TO BE SUED

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, _____, (a corporation organized under the laws of the State of _____) or a (partnership) (an individual) (other) _____ for the purpose of complying with the laws of the State of South Dakota relating to the licensure as a Money Lender (SDCL ch. 54-4), does hereby consent that any action or proceeding against it arising from enforcement of the provisions of SDCL ch. 54-4 and any rules promulgated pursuant to SDCL ch. 54-4 may be commenced in any court of competent jurisdiction and proper venue within South Dakota.

It is requested that a copy of any notice, process or pleading served hereunder be mailed to:

(Name)

(Address)

(City, State Zip code)

By _____
Title _____

_____ (State)

_____ (County)

Subscribed and sworn to (or affirmed) before me this _____ day of _____, 20____ before me personally appeared _____, to me known to be the person who executed the foregoing instrument, and acknowledged that he executed the same of his own free act, and deed.

(Official Seal)

By _____
Notary Public

My commission expires _____, 20____.