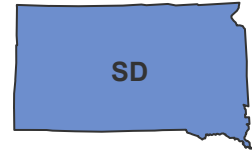




Company Amendment Checklist

Agency-Specific Requirements



SOUTH DAKOTA MONEY TRANSMITTER LICENSE

Instructions

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

The following amendment requires submission of an Advance Change Notification:

- Change of Address
- Change of Name
- Change of Ownership
- Change of Control Person
- DBA addition

(Check all of the above that apply)

Helpful Resources

- [Company \(MU1\) Amendments 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.
 - a. All documents uploaded under the Document Type of Advance Change Notice in support of an ACN are considered proposed. Licensees must upload a final document on the effective date as an applicable Document Type, or mail documentation to the agency for those types not currently accepted within NMLS (e.g. Main Address documentation).

NOTE: Use the recommended filing naming convention found on the [Document Upload Descriptions and Examples](#)

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.

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 Legal Name: Submit an ACN for a Change of Legal Name through the Company (MU1) form in NMLS. 30 days' notice must be provided for this change.</p> <p>Documents Required for Change of Legal Name: 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> <ul style="list-style-type: none"> ○ If you HAVE converted to the Electronic Surety Bond, contact the surety bond producer to inform them of the change and effective date so the producer can initiate the Surety Bond Rider Process in NMLS. Visit the ESB for NMLS Licensees page of the NMLS Resource Center for more information about the Electronic Surety Bond process. <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 Resource Center for more information.</p> <ul style="list-style-type: none"> ● If you have NOT converted to the Electronic Surety Bond, upload the Surety Bond Rider that reflects the change of name in NMLS under the Document Type <u>Surety Bond</u> in the <i>Document Uploads</i> section of the Company Form (MU1). The name of the principal insured on the bond must match exactly the full legal name of applicant, including any Other Trade Names. <p>Secretary of State Certificate of Authority</p> <p><input type="button" value="Upload"/> these documents in NMLS under the Document Type "Certificate of Authority / Good Standing" in the Document Uploads section of the Company (MU1) Form.</p>

<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Change of Main Address: Submit an ACN for a Change of Main (Corporate) Address through the Company (MU1) form in NMLS. 30 days' notice must be provided for this change.</p> <p>Documents Required for Change of Main 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"> If you HAVE converted to the Electronic Surety Bond, no further action is required to process this change. 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>Upload these documents in NMLS under the Document Type "Surety Bond" in the Document Uploads section of the Branch (MU1) Form.</p>
N/A	<input type="checkbox"/>	<input type="checkbox"/>	<p>Original License (for change of address or change of name only): Return the original license as issued by the South Dakota Division of Banking at the address listed above.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Change of Legal Status: Submit an ACN for a change of Legal Status within the Company (MU1) Form in NMLS. 30 days must be provided for this change.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Addition or Modification of Direct Owners/Executive Officers: Submit an ACN for an addition or change in Direct Owners/Executive Officers within the Company (MU1) Form in NMLS. 30 days' notice must be provided for this change.</p> <p>Documents Required for Addition or Modification of Direct Owners/Executive Officers: Upload copies of the following documents:</p> <ul style="list-style-type: none"> Updated Organizational Chart <p>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."</p> <p>An addition or modification of direct owners/executive officers may result in a new application. If a new application is required, SD will contact you.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Addition or Modification of Indirect Owners: Submit an ACN for an addition or change in Indirect Owners within the Company (MU1) Form in NMLS. 30 days' notice must be provided for this change.</p> <p>Documents Required for Addition or Modification of Indirect</p>

			<p>Owners: Upload copies of the following documents:</p> <ul style="list-style-type: none"> Updated Organizational Chart <p>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.”</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>Disclosure Questions: 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. 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 Company Disclosure Explanations Quick Guide for instructions.</p>
<input type="checkbox"/>	N/A	<input type="checkbox"/>	<p>MU2 Individual FBI Criminal Background Check Requirements: When added to the Company Form (MU1), the following Individuals, as specified below, are required to authorize a FBI criminal background check (CBC) through NMLS. \$36.26 FBI Criminal Background Check fee will be charged per FBI CBC authorization.</p> <p><i>Direct Owners</i></p> <ul style="list-style-type: none"> Any person who has ownership of, or the power to vote, twenty-five percent or more of the outstanding voting securities of a licensee or controlling person. <p><i>Executive Officers</i></p> <ul style="list-style-type: none"> President of the company Chair of the Executive Committee Senior Officers (elected or appointed) responsible for the licensee's business Chief Financial Officer <p>After authorizing a FBI criminal background check through the submission of the Company Form (MU1) and Individual Form (MU2), you must schedule an appointment to be fingerprinted if new prints are required.</p> <p>See the Quick Guides - Company section of the NMLS Resource Center for more information.</p> <p>Note: If you are able to ‘Use Existing Prints’ to process the FBI criminal background check, you DO NOT have to schedule an appointment. NMLS will automatically submit the fingerprints on file.</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 AGENCY SPECIFIC REQUIREMENTS CONTAINED HEREIN ARE FOR GUIDANCE ONLY TO FACILITATE AMENDMENT REQUEST THROUGH NMLS. SHOULD YOU HAVE QUESTIONS, PLEASE CONSULT LEGAL COUNSEL.