



Branch Other Trade Names

Overview/Policy

Other Trade Names must include all names other than the corporate name the company will be using at this branch location. These include: business names, fictitious names, DBAs, etc. NMLS allows an unlimited number of other trade names.

Many states require currently approved companies to provide the regulator with advance notice before making changes to their other trade name(s). An advance notification allows the regulator to review the change prior to its effective date and indicate to the licensee whether or not the proposed change is acceptable.

Not all states require an Advance Change Notice. Review the <u>Advance Change</u> <u>Notice Requirement Chart</u> and <u>Amendment Checklist</u> prior to submitting a change to *Other Trade Name(s)*.

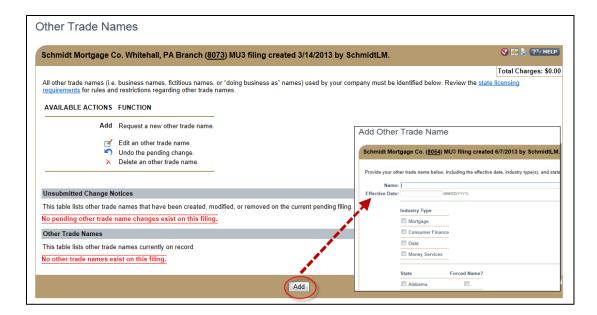
Definitions and Charts

Term	Definition
Advance Change Notice	A notification regarding certain changes to a
	licensee's company or branch information in advance
	of the effective date.
Effective Date	The date on which a change will be applied within
	the record.

How To

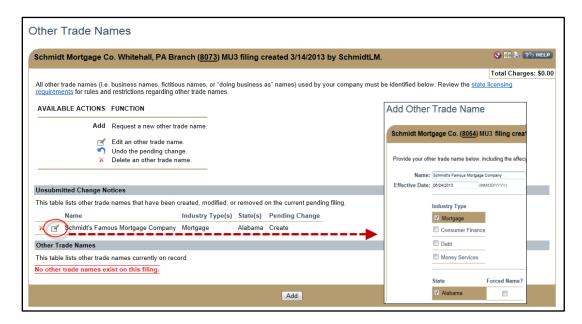
Add an Other Trade Name:

- 1. From the Other Trade Names screen, click Add.
- 2. Enter the Other Trade Name.
- 3. Enter the Effective Date for the addition (MM/DD/YYYY).
- 4. Select the *Industry Type(s)*.
- 5. Select the *State(s)* where the name is used.
- 6. Click Save.



Edit an Unsubmitted Change Notice (first gray bar):

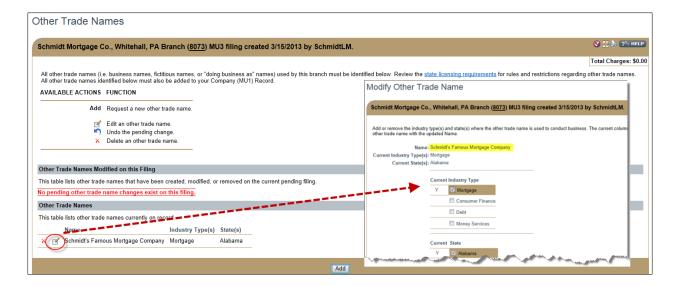
- 1. From the Other Trade Names screen, click the Edit icon.
- 2. Complete necessary updates and click Save.



Edit Other Trade Names Previously Submitted on the Branch (MU3) Form (second gray bar):

- 1. From the Other Trade Names screen, click the **Edit** icon.
- 2. Only *Industry Type* and *State* can be modified from this screen. See below for further instruction on how to modify *Name*.





Edit Other Trade "Name" from Previously Submitted Branch (MU3) Form

An *Other Trade Name* (highlighted in visual above) cannot be modified by selecting the **Edit** icon. The *Name* must be removed by selecting the **Delete** (×) icon, and then added using the *Add an Other Trade Name* instructions above.

Action:



Result:



Helpful Hints

- 1. Confirm that the other trade name used by the branch is also included on the Company (MU1) Form under *Other Trade Names*.
- 2. Any restrictions to the usage of other trade names will be indicated on the State Licensing Requirements.



?? HELP

Additional Resources:

- Find state-specific requirements on the <u>NMLS Resource Center.</u>
- Details regarding information available in NMLS Consumer Access can be found within <u>Information Viewable on NMLS Consumer Access.</u>
- Quick Guides:
 - Submitting Branch Form (MU3)
 - o Branch (MU3) Form ACN Other Trade Name

See Company and Branch Help <u>Table of Contents</u>