



# Company Control Person (MU2) Forms

#### **Overview/Policy**

Sections completed throughout the Company (MU1) Form assist in the completion of the Individual (MU2) Form. The Individual (MU2) Form filing(s) are created based on the designated Control Persons and Qualifying Individuals. The individuals must attest to the Individual (MU2) Form prior to submitting the Company (MU1) Form.

#### **Definitions and Charts**

Not Applicable

#### How To

#### Edit Individual Form (MU2 Filing:

- From the *MU2 Form* screen, click the **Edit Filing** icon.
  Note: If the individual will be completing the entire MU2 form themselves, select the Request Attestation icon ( ) to send the form to the individual to complete.
- 2. Complete the information on the **Individual Form (MU2).**

3. Click the **Attest & Submit** section and click the **Request Attestation** button to request the individual's attestation.

The individual must attest to the individual filing before the company filing can be submitted. An email notification will be sent to the individual instructing them to attest to the filing. Once the filing has been attested to by the individual, the company will receive notification that the action has been complete and they can submit the filing.

MU2 Forms		
Maryland Money Transmitters (39493	3) MU1 filing created 3/19/2014 by SmithJ124.	🔇 🌭 🥐 HELP
		Total Charges: \$0.00
Below are the individuals identified as control persons (Direct Owners and Executive Officers, indirect Owners with control and/or Qualifying Individuals) with this filing. Go to the <u>Direct Owners and Executive Officers</u> , <u>Indirect Owners</u> , or <u>Qualifying Individuals</u> sections to identify additional individuals who should appear in this list.		
Each control person must attest to the individual (MU2) filing in NMLS before you will be able to submit this filing.		
AVAILABLE ACTIONS FUNCTION		
Complete or amend a control person's Individual (MU2) Form.		
Send the control person's individual (MU2) Form to the individual for completion/attestation. (The control person will need to create and/or log in to their individual account to complete/attest to the Form.)		
Recall the Individual (MU2) Form to make additional changes or resolve completeness checks on the record after attestation has been requested or completed.		
Name Status		
🗹 🗟 Smith, John Request Attestation		
🗄 🧿 Smith, Robert Attestation Required		





## **Helpful Hints**

- 1. An Individual Form (MU2) is created when one of the following records is created: Direct Owners and Executive Officers, Indirect Owners as a control person, and /or Qualifying Individuals.
- 2. The individual must attest to the Individual Form (MU2) before the company can submit the Company Form (MU1).

### Additional Resources:

- Find State-Specific requirements on the <u>NMLS Resource Center.</u>
- Details regarding information available on NMLS Consumer Access can be found within <u>Information Viewable on NMLS Consumer Access</u>.
- Quick Guides:
  - <u>Submitting Company Form (MU1)</u>
  - Individual Account Creation
  - o <u>Attestation</u>

## See Company and Branch Help Table of Contents