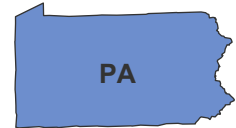




## Branch Amendment Checklist Agency Requirements



### PENNSYLVANIA RETAIL GROCERY STORE CHECK CASHIER REGISTRATION (BRANCH)

#### Instructions

1. Registrants are required to keep all material information on file with NMLS current and accurate. If the information contained in the application or on file with the Pennsylvania Department of Banking and Securities changes in any material respect, the registrant must notify the Department of the change within 10 days after the change.
2. There are no Department or NMLS processing fees for amendments.
3. Each Registered branch location requires an individual to be designated as the Branch Manager. This individual may be the same person who is designated as the Qualifying Individual on the company application (MU1 form), or may also be a direct owner or executive officer.
4. Any change of address or Branch Manager must also be reported on the Branch (MU3) and Individual (MU2/MU4) Forms.
5. 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 NMLS at the following:

For U.S. Postal Service:

*The Pennsylvania  
Department of Banking and Securities  
Non-Depository Licensing Division  
17 N 2<sup>nd</sup> Street  
Ste 1300  
Harrisburg, PA 17101-2290*

For Overnight Delivery:

*The Pennsylvania  
Department of Banking and Securities  
Non-Depository Licensing Division  
17 N 2<sup>nd</sup> Street  
Ste 1300  
Harrisburg, PA 17101-2290*

NMLS **Branch** Unique ID Number: \_\_\_\_\_

Updated: 10/30/2013

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Applicant Legal Name: \_\_\_\_\_

FILED IN NMLS	ATTACHED	NOT APPLICABLE	ITEM
<input type="checkbox"/>		<input type="checkbox"/>	<b>Change of Address:</b> A registrant who changes its place of business shall notify the Department in writing within 10 days of such change.
<input type="checkbox"/>		<input type="checkbox"/>	<b>Addition or Change to DBA:</b> Provide a copy of: Registration of the full legal name, including all trade names, with the Pennsylvania Department of State, Corporations Bureau Questions: Contact the PA Department of State @ (888)659-9962 or (717)787-1057
<input type="checkbox"/>		<input type="checkbox"/>	<b>Change in Branch Manager:</b> A change in branch manager of a registered branch location must be reported as an Amendment on the Branch application with a new individual form submitted through NMLS.
	<input type="checkbox"/>		<b>Compliance with local zoning laws:</b> Provide a signed statement by the applicant that the applicant is operating and in compliance with all local zoning laws and laws pertaining to the operation of a business in this Commonwealth.
	<input type="checkbox"/>		<b>Compliance with Municipal and County Ordinances:</b> Provide a signed statement by the applicant that the applicant has complied with all applicable municipal and county ordinances or requirements for doing business.

The regulator 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 ([License Status Quick Guide](#)) for instruction.

**WHO TO CONTACT** – Contact the PA Department of Banking and Securities, Non-Depository licensing staff by phone at (717) 787-3717 or send your questions via e-mail to [ra-asklicensing@pa.gov](mailto:ra-asklicensing@pa.gov) for additional assistance.

THE APPLICANT/REGISTRANT IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE REGISTRATION 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.