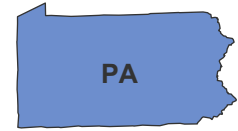




Company Amendment Checklist Agency Requirements



PENNSYLVANIA RETAIL GROCERY STORE CHECK CASHER REGISTRATION

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. Any change of address, change of name, or change in control person (including the qualifying individual) must also be reported on the Company and Individual application forms.
4. 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:

For U.S. Postal Service:

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

For Overnight Delivery:

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

NMLS **Company** 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"/>	<input type="checkbox"/>	Change in Business Ownership: Provide copies of all legal documents executed and associated with the change in ownership, including any applicable purchase and sales agreements, merger agreements, or consent to change in ownership agreements.
<input type="checkbox"/>		<input type="checkbox"/>	Addition or Change to DBA: 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"/>	Change in Control Person or Qualified Individual: A change in any control person or a change in any person designated as a Qualified Individual must be reported as an Amendment on the Company and Individual application forms submitted through the NMLS.
<input type="checkbox"/>		<input type="checkbox"/>	Change of Address: A registrant who changes its place of business shall notify the Department in writing within 10 days of such change.
	<input type="checkbox"/>		Compliance with local zoning laws: 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"/>		Compliance with Municipal and County Ordinances: 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 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.