



State of New Hampshire

Banking Department
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www.nh.gov/banking

NH BRANCH OFFICE FORM INSTRUCTIONS

A. GENERAL INSTRUCTIONS

- FILING** – The NH Branch Office form should be used to apply to license a branch office location, and to change any information about a licensed branch office location and to surrender or otherwise terminate a branch office license. **There is no fee to file an amendment or to terminate a license.** If the name of the licensee or the address of the branch is being amended, submit the original branch office licenses to the Department along with this form; new licenses will be issued and sent to the licensee.
- TERMS USED** – See the following Explanation of Terms section regarding italicized words/phrases.
- EXECUTION** – The execution section must be completed by an authorized representative of the *applicant or licensee* (corporate officer, partner, member, sole proprietor, etc).
- DATES** – The filing date is the date *applicant or licensee* submits this form to New Hampshire. The effective date is the date *applicant or licensee* would like this license or amendment to become effective.
- AMENDMENTS** – Using this form, the *applicant or licensee* must update information about a branch office on a continuing basis. Changes of address and branch closings need to be reported ten (10) days prior to the change or closing. Other changes, including the addition or removal of a branch manager, should be reported within thirty (30) days from the date of the event that requires an amendment filing. When filing an amendment, check the “amendment” box on line 1, provide the *applicant/licensee’s* name, filing and effective dates, and complete only the information that is being amended in item(s) 2a through 5a or 6 through 14.
- CONTACT EMPLOYEE** – The individual listed on the *applicant’s/licensee’s* License Application Form (company’s main office) as the contact employee will be contacted by the New Hampshire Banking Department if needed, about this branch form filing.
- SURRENDER / CLOSE**– When an *applicant/licensee* decides to cease operations under the license at one or more branches, use a NH Branch Office Form to notify New Hampshire of each closing by checking the “surrender” box and completing only items 2, and 6 and the execution. Send the original license certificate to the New Hampshire Banking Department along with the NH Branch Office Form to surrender. Use the NH Surrender/Expiration Form to notify New Hampshire if the entire company will cease operations in New Hampshire under its license. When terminating a branch license, it is necessary to enclose the original license issued by the NHBD with the NH Branch Office Form filing.

B. FILING INSTRUCTIONS

1. FORMAT

- The NH Branch Office Form may accompany a new company filing on the License Application Form, or may follow the License Application Form later. A fully completed NH Branch Office Form must be submitted to New Hampshire when the *applicant/licensee* is filing for branch authorization/licensure for the first time.
- The execution section must include an original manual signature under penalty of unsworn falsification pursuant to NH RSA 641:3.
- Type or print all information.
- Use only the current version of the NH Branch Office Form or a reproduction of it.

2. ATTACHMENTS

- File an Individual Disclosure Form, a *Criminal History Record Information Authorization Form*, fingerprint card and a fee in the amount of \$51.50 made payable to “State of NH – Criminal Records”, for each branch manager identified in item 5 and 5a of this NH Branch Office Form.
- Submit copies of any written agreements or contracts between the applicant/licensee and any NH branch office.

C. EXPLANATION OF TERMS – The following terms are italicized throughout the NH Branch Office form

APPLICANT/LICENSEE – The company that is newly applying on or amending information on this form for a branch license. The only instance in which the *applicant/licensee* is an individual is in the case of a sole proprietorship.

JURISDICTION - The federal government, a foreign government, a state, the District of Columbia, the Commonwealth of Puerto Rico, or any subdivision or regulatory body thereof.

FINANCIAL SERVICES OR FINANCIAL SERVICES-RELATED – Pertaining to securities, commodities, banking, insurance, consumer lending, debt adjustment, money transmission or real estate (including, but not limited to, acting as or being associated with a bank or savings association, credit union, mortgage lender, mortgage broker, mortgage servicer, closing agent, title company, or escrow agent).

PERSON – An individual, partnership, corporation, trust, or other organization.

BRANCH LICENSE FEES:

NH BRANCH OFFICE FORM

OFFICIAL USE ONLY

- Sales Finance Company \$100
- Small Loan Lender \$450
- Retail Seller \$ 30
- Debt Adjuster \$500

Applicant or
Licensee full legal name: _____

 and Tax ID No. _____

FOR OFFICE USE ONLY
 Ck. # _____ Amt.\$ _____
 Rec'd by _____ Date _____

 Entered By _____ Date _____
 App. Complete Date _____
 Approved By _____ Date _____

Make Check Payable To: "State of New Hampshire"

Date of Filing: _____ Effective Date: _____

WARNING: Failure to keep this form current and to file accurate supplementary information on a timely basis, or the failure to keep accurate books and records or otherwise to comply with the provisions of law pertaining to the conduct of business for which you are applying or are licensed may violate the laws of New Hampshire and may result in disciplinary, administrative, injunctive or criminal action.

File an Individual Disclosure Form, a Criminal History Record Information Authorization Form, fingerprint card and fee for each branch manager identified in item 5 and 5a.

1. NEW BRANCH APPLICATION SURRENDER AMENDMENT *Complete only the item(s) being amended.*
2. _____ 2a. _____
 Physical address (Number and Street) NEW Physical address (Number and Street)
- _____ NEW _____
 Physical City, State/Country, Zip+4/Postal Code NEW Physical City, State/Country, Zip+4/Postal Code
3. _____ 3a. _____
 Mailing address or P.O. Box (if applicable) NEW Mailing address or P.O. Box (if applicable)
- _____ NEW _____
 Mailing address City, State/Country, Zip+4/Postal Code NEW Mailing address City, State/Country, Zip+4/Postal Code
4. _____ 4a. _____
 Business (Area Code) and Telephone Number NEW Business (Area Code) and Telephone Number
- _____ NEW _____
 Fax (Area Code) and Number NEW Fax (Area Code) and Number
- _____ NEW _____
 Branch e-mail NEW Branch e-mail
- _____ NEW _____
 Branch website NEW Branch website
5. _____ 5a. _____
 Branch Manager Name NEW Branch Manager Name
- _____ NEW _____
 Branch Manager's Supervisor's Name NEW Branch Manager's Supervisor's Name

EXECUTION: The undersigned, under penalty of unsworn falsification NH RSA 641:3, swears that he/she is an officer of the *applicant or licensee* and has executed this form on behalf of, and with the authority of, said *applicant or licensee*. The undersigned and *applicant or licensee* represent that the information and statements contained herein, including exhibits attached hereto, and other information filed herewith, all of which are made a part hereof, are current, true and complete. The undersigned and *applicant* further represent that to the extent any information previously submitted is not amended such information is currently accurate and complete.

 Date (MM/DD/YYYY) Signature of authorized party Title

This execution must always be completed in full with original, manual signature.

Applicant/Licensee full legal name: _____

