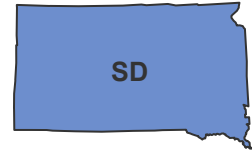




## Branch Transition Checklist

Agency-Specific Requirements



### SOUTH DAKOTA MONEY LENDER BRANCH LICENSE

This document includes instructions for a branch transition request. If you need to complete a transition for a company headquarters or individual; refer to the appropriate transition checklists.

Note: The company form (corporate location) must request a new application prior to the submission of a branch form.

**Total License costs: \$0** including the NMLS processing fee.

Fees collected through the **NMLS ARE NOT REFUNDABLE**.

**Use the checklist below to complete the requirements for the South Dakota Division of Banking.**

[See the South Dakota Transition Plan for more information.](#)

The checklist provides instructions and requirements for information to be entered in NMLS, the documents that must be uploaded into NMLS, as well as the documents that must be sent outside NMLS.

#### Helpful Resources

- [Transitioning an Existing Branch License](#)
- [Document Uploads Quick Guide](#)
- [Document Upload Descriptions and Examples](#)
- [Payment Options Quick Guide](#)
- [License Status Quick Guide](#)

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 & Overnight Delivery:*

*South Dakota Division of Banking  
1601 N. Harrison Avenue, Suite 1  
Pierre, SD 57501*

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

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

FILED IN NMLS	ATTACHED	NOT APPLICABLE	SOUTH DAKOTA MONEY LENDER BRANCH LICENSE
<input type="checkbox"/>	N/A	N/A	<p><b>Branch Manager:</b> A Branch Manager must be designated for each licensed location. A Branch Manager is defined as an individual whose principal office is physically located in, who is in charge of, and who is responsible for the business operations of a branch office.</p>
N/A	<input type="checkbox"/>	N/A	<p><b>Branch Manager Resume:</b> Email a resume for the branch manager to <a href="mailto:banking@state.sd.us">banking@state.sd.us</a>.</p>
N/A	N/A	N/A	<p><b>Credit Report:</b> Branch Managers are required to <b>NOT</b> required to authorize a credit report through NMLS.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Branch Manager Disclosure Questions:</b> Provide an explanation for any “Yes” response(s). A separate explanation and document upload is needed for each “Yes” response.</p> <p><input type="button" value="Upload"/> a copy of any applicable orders or supporting documents in the <i>Disclosure Explanations</i> section of the Individual (MU2) Form.</p> <p>See the <a href="#">Individual Disclosure Explanations Quick Guide</a> for instructions.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Other Trade Names:</b> Any other trade names used by this branch must be identified on both the Branch (MU3) Form and the Company (MU1) Form.</p> <p>If operating under an “Other Trade Name”, upload a state issued and approved document demonstrating authorization to do business under that trade name.</p> <p><input type="button" value="Upload"/> this document in NMLS under the Document Type “Trade Name/Assumed Name Registration Certificates” in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>
<input type="checkbox"/>	N/A	N/A	<p><b>Surety Bond:</b> Upload a Money Lender bond in the amount of \$2500.00 furnished by a surety company authorized to conduct business in South Dakota. The name of the principal insured on the bond must match exactly the Full Legal Name of applicant including other trade names. <a href="#">Click to download the surety bond form.</a></p> <p><input type="button" value="Upload"/> this document as the “Surety Bond” document type in the <i>Document Uploads</i> section of the Branch (MU3) Form if the surety bond is for this branch. If the bond covering this branch is an update to the Company bond, upload this document as the “Surety Bond” document type in the <i>Document Uploads</i> section of the Company (MU1) Form.</p>

FILED IN NMLS	ATTACHED	NOT APPLICABLE	SOUTH DAKOTA MONEY LENDER BRANCH LICENSE
<input type="checkbox"/>	N/A	N/A	<p><b>Document Samples:</b> Upload a blank copy of loan contracts and disclosures of each loan product offered at this location.</p> <p><input type="button" value="Upload"/> this document in NMLS under the Document Type “Document Samples” in the <i>Document Uploads</i> section of the Company (MU1)</p>
N/A	<input type="checkbox"/>	N/A	<p><b>Uniform Consent To Be Sued Form:</b> Please mail the completed form to the South Dakota Division of Banking at the address listed above. The form can be found <a href="#">on the following page</a>.</p>

South Dakota 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 the [License Status Review & Definitions](#) quick guide for instructions.

**WHO TO CONTACT** – Contact *the South Dakota Division of Banking* licensing staff by phone at [605-773-3421](tel:605-773-3421) or send your questions via e-mail to [banking@state.sd.us](mailto:banking@state.sd.us) for additional assistance.

THE APPLICANT/LICENSEE IS FULLY RESPONSIBLE FOR ALL OF THE REQUIREMENTS OF THE LICENSE 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.

SOUTH DAKOTA DEPARTMENT OF REVENUE AND REGULATION  
DIVISION OF BANKING

UNIFORM CONSENT TO BE SUED

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, \_\_\_\_\_,  
(a corporation organized under the laws of the State of (\_\_\_\_\_) or a  
(partnership) (an individual) (other) \_\_\_\_\_) for the purpose of  
complying with the laws of the State of South Dakota relating to the licensure as a Money Lender (SDCL ch.  
54-4), does hereby consent that any action or proceeding against it arising from enforcement of the  
provisions of SDCL ch. 54-4 and any rules promulgated pursuant to SDCL ch. 54-4 may be commenced in  
any court of competent jurisdiction and proper venue within South Dakota.

It is requested that a copy of any notice, process or pleading served hereunder be mailed to:

\_\_\_\_\_  
(Name and Address)  
\_\_\_\_\_

Dated \_\_\_\_\_, 20\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

(Seal)

By \_\_\_\_\_

Title \_\_\_\_\_

**Please mail form to:**  
*South Dakota Division of Banking*  
*1601 N. Harrison Avenue, Suite 1*  
*Pierre, SD 57501*