

**State of South Carolina**  
**SC State Board of Financial Institutions**  
**Consumer Finance Division**  
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[www.consumerfinance.sc.gov](http://www.consumerfinance.sc.gov)

**Supervised Lenders License Amendment Checklist**

SOUTH CAROLINA BOARD OF FINANCIAL INSTITUTIONS CONSUMER FINANCE DIVISION	
<input type="checkbox"/>	<p><b><u>Name Change:</u></b> Submit in writing for a change of name fifteen (15) days prior to the change. Include the following:</p> <ol style="list-style-type: none"> <li>1. Make a copy of the license and post for public display. Mail the original license to the Division. If the original license has been lost/misplaced state lost/misplaced in the request.</li> <li>2. Submit a written request on company letterhead stating the change. (Request must be on company letterhead).</li> <li>3. Provide proof of name change filed with the SC Secretary of State (does not apply for dba names) if the licensee is a corporation or LLC.</li> <li>4. Provide a copy of the company's board minutes showing the change of name.</li> <li>5. Verification that the EIN# will not be changing.</li> <li>6. Effective date.</li> </ol> <p><b>**NOTE:</b> If the Federal Identification Number is changed, a new application must be submitted.</p>
<input type="checkbox"/>	<p><b><u>Address Change:</u></b> No change shall be made to a location outside of the city or town for which a license is issued without obtaining a new license for such a location. For these purposes "city or town" means an incorporated area and its contiguous unincorporated suburbs.</p> <ol style="list-style-type: none"> <li>1. To change the address on a license that <b><u>is within</u></b> the city or town the original license was issued submit all of the following in one package: <ul style="list-style-type: none"> <li>• Submit written notification on company letterhead stating the address change at least 15 days prior to the change.</li> <li>• Make a copy of the license and post for public display. Mail the original license to the division.</li> <li>• Submit a copy of the new lease/sublease reflecting the new address.</li> <li>• Submit effective date of the address change.</li> </ul> </li> <li>2. If the new address is <b><u>not within</u></b> the city or town printed on the original license, a new Supervised license will be required. Submit all of the following in one package: <ul style="list-style-type: none"> <li>• Submit a new supervised lender application along with the \$300.00 application fee.</li> <li>• Submit written notification on company letterhead of the approximate date for the address change.</li> <li>• Make a copy of the existing license and post for public display. Mail the original license to the division.</li> </ul> </li> </ol> <p><b>**NOTE:</b> New licenses <u>will not</u> be mailed until the division receives the existing supervised license along with a letter stating the reason for cancellation.</p>

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<input type="checkbox"/>	<p><b><u>Website address/URL change:</u></b> Return the original license and submit in writing on company letterhead the following 15 days prior to the change:</p> <ol style="list-style-type: none"> <li>1. Written notification on company letterhead stating the change.</li> <li>2. Make a copy of the license and post for public display. Mail the original license to the Division.</li> <li>3. If the original license has been lost/misplaced, write lost/misplaced in the letter.</li> </ol>
<input type="checkbox"/>	<p><b><u>Cancelling a license:</u></b> Return the <b>original</b> Supervised Lender’s License and submit in writing on company letterhead the following:</p> <ol style="list-style-type: none"> <li>1. Reason for surrender/cancellation.</li> <li>2. Location of books and records.</li> <li>3. Submit effective date of cancellation.</li> <li>4. If original license is lost/destroyed state lost/destroyed.</li> <li>5. If license has a dba name containing a URL address (i.e. <a href="http://www._____.com">www._____.com</a>) submit a written statement that the license posted on the website has been removed.</li> <li>6. Submit a list of accounts (include account number, outstanding balance and the consumer’s name) sold and/or transferred.</li> </ol> <p><b>**NOTE:</b> Per South Carolina Law Code 37-3-502 No servicing activity may be conducted without an <u>active</u> Supervised license.</p>
<input type="checkbox"/>	<p><b><u>Change of Ownership or Control Requirements:</u></b> Submit in writing for a change of ownership or control thirty (30) days prior to change. Control of a licensee must not be acquired through a stock purchase or other device without prior written consent of the Division. Submit copies of the following:</p> <ol style="list-style-type: none"> <li>1. <b>Organizational Information</b> – Submit a copy of the new Articles of Incorporation (Corporation), Articles of Organization (LLC) or Partnership Agreement (Partnership).</li> <li>2. <b>Legal Documents</b> – Submit all legal documents, executed and associated with the change of ownership or control, including any applicable purchase and sales agreements, merger agreements or consent to change.</li> <li>3. <b>Secretary of State</b> – Submit a Certificate of Authority/Good Standing from the lender’s home state.</li> <li>4. <b>South Carolina Secretary of State</b> – If organized or formed outside of South Carolina, submit proof of authorization to do business in South Carolina.</li> <li>5. <b>Organizational Chart</b> – Submit a detailed chart showing the management structure of the company.</li> <li>6. <b>Company’s Board Minutes</b> – Submit a copy of the company’s board minutes showing change of name/ownership.</li> <li>7. <b>Federal Identification Number or Social Security Number</b> – Submit verification that the Federal Identification Number, if Corporation, LLC or Partnership or Social Security Number, if Sole-Proprietorship will not be changing.</li> <li>8. <b>Authorization to Release</b> – Submit an authorization to release form for each new control person. To download the form see <a href="http://www.consumerfinance.sc.gov">www.consumerfinance.sc.gov</a> under consumer lending.</li> </ol> <p><b>**NOTE:</b> If the Federal Identification Number/Social Security number is changed, a new application must be submitted.</p>
<input type="checkbox"/>	<p><b><u>Lost or Misplaced License:</u></b> To replace a lost or misplaced license, submit a written request on company letterhead to the Division at the above address or email <a href="mailto:cfid@bofi.sc.gov">cfid@bofi.sc.gov</a>. Requests must include the license number, name and address.</p>