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STATE OF DELAWARE  
OFFICE OF THE STATE BANK COMMISSIONER  
1110 FORREST AVENUE  
DOVER, DELAWARE 19904

Telephone No. (302) 739-4235

[www.banking.delaware.gov](http://www.banking.delaware.gov)

Fax No. (302) 739-2356

**RENEWAL APPLICATION FOR EXEMPTION**  
**FROM THE REQUIREMENTS OF THE LICENSED LENDERS ACT**  
**CHAPTER 22, TITLE 5, DELAWARE CODE**  
**Section 2202(b), Title 5, Delaware Code**  
**and Commissioner Regulation No. 2207**

Website Address: \_\_\_\_\_

1. Name of applicant: \_\_\_\_\_

(Include all d/b/a's)

FIN or SSN: \_\_\_\_\_

2. Contact person and phone number for application:

Name/Title	Telephone Number/Extension	Fax No.	Email Address
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3. Address of principal office:

No. & Street	City	State	Zip Code	Telephone #
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4. Applicant is formed as a:

\_\_\_\_ Corporation    \_\_\_\_ Partnership    \_\_\_\_ Sole Proprietorship    \_\_\_\_ LLC    \_\_\_\_ LP    \_\_\_\_ LLP  
\_\_\_\_ Nonprofit Organization    \_\_\_\_ Other (provide type) \_\_\_\_\_

State of Formation \_\_\_\_\_ Date of Formation \_\_\_\_\_

5. a. Explain the basis upon which this renewal exemption is being requested (i.e., how does the applicant qualify for an exemption? Include regulatory citation including all affiliated relationships and any specific subsidiary status of the applicant):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. If the request for exemption is based on the applicant's status as a subsidiary of a financial institution (parent company) regulated by a federal regulator (Federal Reserve, FDIC, etc.) and/or an out-of-state regulator, please submit the name of the financial institution, type of entity, date organized, state in which organized, address of main office and relationship to applicant:

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c. Provide the name(s) and contact information (name, title, address, telephone number and email address) of each state or federal regulatory authorities of the applicant or its parent company. These authorities will be contacted before we can grant the renewal exemption approval:

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6. Provide a detailed business plan of activities conducted in Delaware. (Attach description)
7. Provide a list of all addresses to be included in this renewal exemption application (must designate the main office location). Attach a separate sheet if necessary.

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8. Address(s) where loan files and other records are kept:

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9. Provide a list of all principals of the applicant (Executive Officers, Directors or Members, etc.). Specify full name, title, business and occupation for each individual.

10. Submit a current ownership chart showing direct and indirect ownership of the applicant.

11. Provide a current Balance Sheet and Income Statement for the applicant (within the last six months).
12. All applicants must provide information regarding their Registered Agent for service of process in Delaware.
  - a). Businesses organized in Delaware may designate the business itself, an individual resident in this State or another business authorized to transact business in this State **provided the designee is located in Delaware**, in accordance with Section 132(a), Title 8 of the Delaware Code.
  - b). Businesses organized in locations other than Delaware may designate an individual resident in this State or another business authorized to transact business in this State **provided the designee is located in Delaware**, in accordance with Section 371(b)(2), Title 8 of the Delaware Code.

**Name, street address and telephone number of Registered Agent (must be located in Delaware):**

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13. Has the applicant or any of its principals ever been arrested, indicted or convicted of a criminal offense? (other than minor traffic offenses).

Yes \_\_\_\_\_ No \_\_\_\_\_

14. Has the applicant or any of its principals ever used an alias or been known by another name?

Yes \_\_\_\_\_ No \_\_\_\_\_

15. Has the applicant or any of its principals ever had any professional, occupational, or business license denied, suspended or revoked, or been denied access to any lending programs (such as FHA, VA or HUD)?

Yes \_\_\_\_\_ No \_\_\_\_\_

16. If the answer to 13, 14 or 15 is “yes”, please provide details and supporting documentation.

17. If the person who subscribes to this application cannot swear to the truth on behalf of any individual or entity covered in 13 through 15, attach an affidavit by that individual or a principal of that entity.

**18. Application Submission Information.**

A renewal fee of \$100.00 **must** accompany this **renewal** exemption application. **Please make checks payable to State of Delaware.**

**The exemption expires December 31 each year.** A renewal application must be submitted no later than 30 days prior to expiration in accordance with Section 9.2 and 14.2 of Commissioner’s Regulation No. 2207.

**A renewal application submitted less than 30 days in advance of the exemption’s expiration shall be treated as a new application for an exemption and shall be subject to the investigation fee of \$250.00 in accordance with Section 14.2 of Commissioner’s Regulation No. 2207.**

If you have any questions regarding this application, please contact the licensing department at (302) 739-4235.

This renewal application must be signed and sealed (if applicable) by a principal of the applicant, attested to by another principal and notarized. In case of an applicant with a single principal, having that signature notarized will suffice.

For the purposes of this renewal application, the principals for a corporation are directors and primary officers; for a partnership or any type, individuals or entities owning a partnership interest; for a limited liability company, members, and managers; for a sole proprietorship, the owner.

**I hereby certify that I am a principal of the applicant, that I am authorized to sign and submit this renewal application for exemption on behalf of the applicant in my role as a principal, and that the information contained herein is true and correct to the best of my knowledge and belief.**

**SEE ATTACHED AUTHORIZATION AND RELEASE FORM AND  
CERTIFICATION OF AGENT**

**Name of Applicant:** \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**CORPORATE SEAL**

If no seal, check here \_\_\_\_\_

**I hereby certify as a principal of the applicant that the person whose signature appears above is authorized to sign for the applicant and submit this renewal application for exemption.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

NOTARY SEAL

**EXEMPTION CONTACTS**

Name of Applicant: \_\_\_\_\_

EMPLOYER IDENTIFICATION NUMBER: \_\_\_\_\_

A contact and all requested information must be provided for each of the following categories:

Exemption Renewal:

\_\_\_\_\_  
Name and Title Telephone #/Ext. #

\_\_\_\_\_  
Email Address Fax #

\_\_\_\_\_  
Mailing Address

Complaints:

\_\_\_\_\_  
Name and Title Telephone #/Ext. #

\_\_\_\_\_  
Email Address Fax #

\_\_\_\_\_  
Mailing Address

Public Contact:

\_\_\_\_\_  
Name and Title Telephone #/Ext. #

\_\_\_\_\_  
Email Address Fax #

\_\_\_\_\_  
Mailing Address

Primary Contact:

\_\_\_\_\_  
Name and Title Telephone #/Ext. #

\_\_\_\_\_  
Email Address Fax #

\_\_\_\_\_  
Mailing Address

*Changes in the above contacts must be reported to our office*

