

Checklist for Transfer of Regulated Loan License

Ownership transfers are required to be filed within statutory guidelines. If any of the applicable listed items are missing, the application may be returned. Additional information may be required. **More information about the items listed below can be found in the administrative rules (7 TAC §§ 1.301-1.310).**

All Applicants Must Supply:

- Fees: Please see Application Fee Worksheet.
- Completed Application (ADM 10a)-*One form per location*
- Application Questionnaire (ADM 10b)
- Disclosure of Owners and Principal Parties (ADM 11)
- Statutory Agent Disclosure (ADM 13)
- Personal Affidavit (ADM 15a)-for each principal party, if not already on file
- Personal Questionnaire (ADM 16)-for each principal party, if not already on file
- Employment History (ADM 15b)-for each principal party, if not already on file
- Fingerprints electronically for each principal party, if not already on file with this office. Authorization to have fingerprints taken will be sent to the applicant after the application is received.
- Financial Statement (either ADM 17 **OR** current balance sheet) plus Schedules (ADM 18/19)
- Loan documents and other relevant business forms that will be used in the business
- Statement of experience
- Statement of business operating plan
- Evidence of transfer of ownership-refer to 7 TAC §§ 1.303(c)(5)
- Foreign Companies: Statement indicating location of corporate records and records of Texas loan transactions; acknowledgment of responsibility for OCCC examination-related travel costs (or agreement to make all records available for examination in Texas)
- Assumed Name: If applicable, provide proof that the assumed name has been filed with the county clerk (proprietors and general partnerships) or the Texas Secretary of State (corporations, limited liability companies, and limited partnerships)

Corporations Must Supply:

- Articles of Incorporation and any amendments
- Corporate Bylaws
- Publicly held corporations: the most recent quarterly and annual reports
- Minutes of corporate meetings recording the election of all current officers and directors, the appointment of the statutory agent, and other pertinent items
- If parent corporation is sole or part owner: narrative describing each level of ownership and management
- Certificate of good standing from the Texas Comptroller of Public Accounts
- Foreign companies: certificate of authority to operate in Texas

Limited Liability Companies Must Supply:

- Articles of Organization
- Operating Agreement of Members
- Certificate of good standing from Texas Comptroller of Public Accounts
- Minutes of members appointing statutory agent and electing the management named in operating agreement

Partnerships Must Supply:

- All Partnerships:** partnership agreement signed and dated by all partners
- Limited Partnerships:** Articles of Partnership filed with the Secretary of State
- Foreign LPs:** certificate of authority to operate in Texas

Mail or deliver your application to: 2601 N. Lamar Blvd. Austin, TX 78705-4207.
Please call for an appointment if you wish to deliver an application in person.