

## Motor Vehicle Sales Finance New Application Checklist

Review Chapter 348 of the Texas Finance Code and Chapter 84 of the Texas Administrative Code prior to completing the application.

Documents to be uploaded during the application process:

### Required for ALL Applicants:

- Statement of Experience Form** (ALECS menu has link to forms)
- Business Operations Plan Form** (ALECS menu has link to forms)
- Copies/Samples of Retail Installment Contracts to be used in financing operations.**
- If applicant has a DBA, a copy of the Assumed Name Certificate filed with the Texas Secretary of State or County Clerk.**

### ALL applicants-Each Principal Party:

- Personal Employment History** (If not provided in ALECS, menu has link to forms)
- Personal Questionnaire** (If not provided in ALECS, menu has link to forms)
- Electronic Fingerprints \***

\*The OCCC will send fingerprint authorization forms with instructions after the application fee is paid.

### Additional Requirements: LLCs (Limited Liability Companies)

- Certificate of Authority to Operate in Texas (Foreign Companies Only)
- Articles of Organization
- Operating Agreement (portions related to management & business operations)
- Minutes of members appointing the statutory agent and electing the management names in the operating agreement.
- If parent corporation is sole or part owner, a narrative describing each level of ownership and management up to natural person (not another entity).

### Additional Requirements: Partnerships

- Partnership Agreement, signed and dated by all partners
- Foreign Limited Partnerships Only- Certificate of Authority to Operate in Texas
- Limited Partnerships Only-Articles of Partnership as filed with Texas Secretary of State
- If parent corporation is sole or part owner, a narrative describing each level of ownership and management up to natural person (not another entity)

### **Additional Requirements: Corporations**

- Certificate of Good Standing with Texas Comptroller of Public Accounts ( Franchise Tax Account Status )
- Articles of Incorporation
- Most Recent Quarterly & Annual Reports (Publicly-Held Corporations Only)
- Certificate of Authority to Operate in Texas (Foreign Corporations Only)
- Corporate Bylaws
- Minutes of corporate meetings recording the selection of all current officers and directors, the appointment of the statutory agent, and other pertinent items.
- If parent corporation is sole or part owner, a narrative describing each level of ownership and management, up to natural person (not another entity).

### **Additional Requirements: Trusts**

- Copy of the instrument that created the Trust and Trust Agreement
- If parent corporation is sole or part owner, a narrative describing each level of ownership and management up to natural person (not another entity).

### **Additional Requirements: Estates**

- Copy of the instrument that established the estate
- If parent corporation is sole or part owner, a narrative describing each level of ownership and management up to natural person (not another entity).

### **Additional Requirements: Foreign Entities**

- If parent corporation is sole or part owner, a narrative describing each level of ownership and management up to natural person (not another entity).