

What are the NMLS Business Activities authorized under this registration?

This registration authorizes the following business activity:

- Commercial financing (lending/brokering)

****Please note that fees collected through NMLS are non-refundable or transferable****

Complete	Requirement Items	Submitted via...
☐	NEW BRANCH LICENSE FEES: Total Fee: \$1,120 Includes a \$1,000 TX-OCCC License Fee and a \$120 NMLS Processing Fee. <i>For any other fees, such as amendment, renewal, or other applicable fees, please refer to the appropriate fee schedule or payment instructions. Please note that fees collected through NMLS are non-refundable or transferable</i>	N/A
☐	COMPANY FORM (MU1): Submit and complete the Company (MU1) in NMLS. This form serves as the new company registration request through NMLS. Please see the Company (MU1) Form Filing Instructions by visiting: https://mortgage.nationwidelicensingsystem.org/knowledge/Products/nmls/pubs/ugCompState/licensing/company/topics/licComp_InitialMU1newApp_filing.html	NMLS - Filing Tab
☐	PRIMARY CONTACT EMPLOYEES: The following individuals must be listed in the Contact Employees section of the Company Form (MU1). • Primary Company Contact- This individual serves as the company's compliance officer. • Primary Consumer Complaint Contact- This individual is responsible for addressing consumer complaints on behalf of the company.	NMLS – MU1

☐	RESIDENT/REGISTERED AGENT: The registered agent is an individual or entity designated to receive legal notices and service of process. The registered agent's address must be a valid mailing address in Texas. P.O. box addresses are not permitted. If the applicant is a corporation, limited partnership, LLP, or LLC, then the registered agent's name and address should match the information on file with the Texas Secretary of State.	NMLS – MU1
☐	CONTROL PERSONS & QUALIFIED INDIVIDUALS: Direct Owners, Executive Officers and Indirect Owners must be identified on the Company (MU1) Form. IN ADDITION, any direct owner with 10% or more ownership in the applying entity must be designated as a "Qualifying Individual" on the Company (MU1) Form. NOTE: If 10% or more ownership is held by an entity rather than an individual, you must identify three officers or other employees with substantial involvement in the company's operations governed by Tex. Fin. Code ch. 398. These individuals should also be designated as "Qualifying Individuals" on the NMLS Company (MU1) Form.	NMLS – MU1 & MU2
☐	SUPPORTING DOCUMENTS FOR REGULATORY, CIVIL, AND CRIMINAL MATTERS: Applicants must provide any judgment, memorandum of understanding, cease and desist order, or conviction against the provider or broker, or against any direct owner, indirect owner, director, or officer, relating to a violation of law, act of fraud, breach of trust, or money laundering.	Upload as Supporting File in MU2 – Disclosure Explanations
☐	OTHER TRADE NAMES (OTN) A Company or Branch may operate under a name other than its legal name. These names are commonly referred to as: • Trade Name • Assumed Name • Doing Business As (DBA) Reporting Other Trade Names (OTN)	Upload via Document Upload Section of MU1 – Other Trade Name/Assumed Name Registration Certificates

All trade names must be reported in the **Other Trade Names** section of the **Company Form (MU1)**. You must also upload supporting documentation in the MU1 Document Upload section.

Required file name:

TX-OTCC – OTN Supp Doc.pdf

Acceptable supporting documents include:

- Texas Secretary of State **Assumed Name Certificate (ANC)**
- **DBA Certificate** (typically used by sole proprietors)

One Trade Name Included Per License

Each license may include **one trade name at no additional cost**:

- ✓ Company License = 1 trade name included
- ✓ Branch License = 1 trade name included

When Is an OTN License Required?

An additional **OTN License** is required when a Company or Branch uses **two or more trade names at the same licensed location**.

Example:

Company License

- Gold Financing Company → Legal Name
- Silver Financing → 1st trade name (included)
- Bronze Financing → 2nd trade name (**OTN-Company License required**)

Branch License

- Gold Financing Company of Austin → 1st trade name (included)
- Bronze Financing → 2nd trade name (**OTN-Branch License required**)

Multiple Branches Using the Same Trade Name

Even when multiple branches use the exact same additional trade name, **each branch must obtain its own OTN-Branch License** if it operates under two or more trade names.

Example:

Company	First Trade Name	Second Trade Name	OTN License Required?
N. Austin	Gold Financing of N. Austin	Bronze Financing	✓ Yes

Branch	First Trade Name	Second Trade Name	OTN License Required?
Austin	Gold Financing of Austin	Bronze Financing	✓ Yes
Manor	Gold Financing of Manor	Bronze Financing	✓ Yes
Killeen	Gold Financing of Killeen	Bronze Financing	✓ Yes

Licenses Required in This Example:

- 1 Company License
- 1 OTN-Company License
- 3 Branch Licenses
- 3 OTN-Branch Licenses

Important Reminders

⚠️ Assumed Name and DBA certificates are generally valid for **10 years**.
Expired certificates will not be accepted.

⚠️ Sole proprietors must upload their DBA or Assumed Name documentation in the MU1 Document Upload section using the required file name listed above.

Need Help?

	If you are unsure whether you need a DBA or Assumed Name Certificate, contact: Texas Secretary of State • Phone: (512) 463-5555 • Website: https://www.sos.state.tx.us/corp/index.shtml Sole proprietors should contact their local county clerk's office regarding DBA and assumed name filing requirements.	
☐	BOOKS AND RECORDS CUSTODIAN INFORMATION: Applicants must list the location where books and records are stored, specifically where Texas transaction records will be maintained. They should also list the name of the individual at this location that should be contacted with inquiries about or to gain access to the storage location. Multiple contacts for record retention are allowed in the system and you must specify contact by industry type(s) and state(s). You can use the comments field to specify the types of records being retained by your company at that location. NOTE: If records are stored outside Texas, applicants must either accept responsibility for travel expenses and assessment fees incurred during examinations or ensure all records are accessible for examination within Texas.	NMLS – MU1
☐	CERTIFICATE OF GOOD STANDING/ FRANCHISE TAX DETAILS: Follow the steps below to obtain and submit the required Franchise Tax Account Status documentation, ensuring that the entity's status is active and the search was conducted within three months of the application submission. This is also called Certificate of Good Standing. Instructions: 1. Visit https://mycpa.cpa.state.tx.us/coa/ 2. Enter the entity name exactly as listed in your NMLS application. 3. Run a search for the entity name. Ensure that the search date is within the last three months. 4. Upload a screenshot of the certificate, making sure that:	Upload via Document Upload Section of MU1- Certificate of Good Standing

	○ The “As of” date is within the last three months. ○ The status is marked as "Active."	
☐	BUSINESS OPERATING PLAN: Please visit the link below and review the Business Operations Plan (BOP) to confirm that it addresses each of the following requirements. The BOP must clearly describe: 1. The source of the business's customers. 2. The purpose of the financing that will be offered or facilitated. 3. The size of the financing transactions, including typical or anticipated transaction amounts. 4. The source of operating capital, including the funds used to support day-to-day business operations and expenses. 5. If the applicant will arrange or negotiate financing transactions for another provider or financing entity, the BOP must also include: ○ A complete list of all financing providers or funding entities on whose behalf transactions will be arranged or negotiated. ○ Confirmation of all collection locations, including the physical locations where the business collects money. ○ If servicing activities will occur, a detailed description of the collection and servicing process, including identification of the servicer responsible for those activities. If an existing Business Operations Plan already addresses all of the above requirements, please do not upload a duplicate document. Only one Business Operations Plan should be maintained on file, and any state-specific information should be incorporated into that document rather than submitted separately. https://occc.texas.gov/wp-content/uploads/2026/07/CSBF-BOP-Form.pdf	Upload via Document Upload Section of MU1 - Business Plan
☐	ORGANIZATIONAL CHART: Applicants must upload an organizational diagram or narrative detailing management divisions. If the entity is owned by another entity, one or more individuals, or has subsidiaries or affiliated entities, the chart must clearly	Upload via Document Upload Section of MU1 - Organizational Chart/Description

	outline ownership up to a natural person who holds ten percent or more of the <u>applying entity</u>. If the applying entity is partially or fully owned by a parent company, designate one to three qualifying individuals and submit ownership details for the parent company. For additional guidance, refer to Texas Business Organizations Code §1.002 at: https://statutes.capitol.texas.gov/Docs/BO/htm/BO.1.htm#1.002	
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Updated 8/18/2026

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