

**SHORT-TERM LENDER
SURRENDER OF LICENSE and/or CLOSURE OF LICENSED LOCATIONS**

INSTRUCTIONS FOR CLOSING ONE OR MORE LICENSED OFFICE LOCATIONS – BUT NOT ALL LOCATIONS

Closing some, but not all, of a Short-Term Lender's licensed locations means that the Short-Term Lender intends to continue operating as a Short-Term Lender at some locations and does not intend to surrender its Main Office Location License. The closure of licensed locations is described below:

- AFTER licensed office locations have closed, notify the Division by submitting the attached Surrender/Closure Form and Licenses for the closed locations to the Division within five business days after the closure.

INSTRUCTIONS FOR CLOSING ALL LICENSED LOCATIONS AND SURRENDERING LICENSE(S)

Closing all of the Short-Term Lender's licensed locations means that the Short-Term Lender no longer intends to operate as a Short-Term Lender at any location and will consequently surrender its License to the Division. Closing all offices and surrendering the Short-Term Lender License is described below:

- AFTER licensed office locations have closed, notify the Division by submitting the attached Surrender/Closure Form and Licenses for ALL locations to the Division within five business days after the closure.
- **If you are closing ALL licensed locations AND surrendering the Short-Term Lender License, you must submit the Short-Term Lender Voluntary Surrender Form and Attestation found in this package.**
- Please note that a request to surrender is not effective until the Division sends you a written acceptance letter.

SHORT-TERM LENDER SURRENDER/CLOSURE FORM

Short-Term Lender: _____

License Number: ST. _____

Address of Location Closed Date closed

Attach additional sheets, if necessary.

BY SIGNING BELOW, THE SHORT-TERM LENDER ACKNOWLEDGES AND ATTESTS TO COMPLIANCE WITH THE RECORD RETENTION REQUIREMENTS CONTAINED IN REVISED CODE 1321.422(A) WHICH REQUIRES A SHORT-TERM LENDER TO MAINTAIN RECORDS PERTAINING TO BUSINESS FOR A PERIOD OF TWO CALENDAR YEARS AFTER MAKING THE FINAL ENTRY ON, OR FINAL REVISION OF ANY LOAN DOCUMENT RELATIVE TO, ANY LOAN RECORDED THEREIN.

THE UNDERSIGNED FURTHER ATTESTS AND ACKNOWLEDGES THAT THE CLOSURE OF AN OFFICE AND CANCELLATION OF A LICENSE WILL NOT AFFECT CIVIL OR CRIMINAL LIABILITY FOR ACTS COMMITTED PRIOR TO THE TERMINATION OF THE LICENSE, NOR DOES IT IMPAIR THE OBLIGATION OF A PREEXISTING LAWFUL CONTRACT BETWEEN THE PREVIOUS LICENSEE AND ANY PERSON.

THE UNDERSIGNED ACKNOWLEDGES THAT ENGAGING IN UNLICENSED SHORT-TERM LENDER TRANSACTIONS OR FAILING TO COMPLY WITH ANY OF THE RECORDS RETENTION REQUIREMENTS MAY SUBJECT THE SHORT-TERM LENDER TO ADMINISTRATIVE ENFORCEMENT ACTION. THE UNDERSIGNED UNDERSTANDS THAT ANY IMPOSITION OF ADMINISTRATIVE ENFORCEMENT ACTION MAY BE A FACTOR CONSIDERED BY A STATE OR FEDERAL REGULATORY AGENCY SHOULD THE SHORT-TERM LENDER DECIDE TO APPLY FOR LICENSURE OR REGISTRATION WITH ANY REGULATORY AGENCY IN THE FUTURE.

I AM ENCLOSING THE LICENSES OF THE SHORT-TERM LENDER LOCATIONS TO BE CANCELLED.

Printed Name

Title

Signature

Date

Mail duly executed forms to:

**Ohio Division of Financial Institutions
Consumer Finance Section
77 South High Street, 21st Floor
Columbus, Ohio 43215-6120**

VOLUNTARY SURRENDER OF SHORT-TERM LICENSE

Short-Term Lender: _____

License Number: ST. _____

On behalf of the Short-Term Lender referenced above, the undersigned hereby attests that the Short-Term Lender seeks to voluntarily surrender its license to the Ohio Division of Financial Institutions (Division). The Short-Term Lender will immediately cease conducting business pursuant to the Ohio Short-Term Lender Act (OSTLA). The undersigned acknowledges that this voluntary surrender becomes effective upon its written acceptance by the Division and that the Division will not accept a voluntary surrender if the Short-Term Lender is under investigation by the Division or if a notice of opportunity for a hearing pursuant to Revised Code Chapter 119 has been issued to the Short-Term Lender.

On behalf of the Short-Term Lender referenced above, the undersigned acknowledges that a voluntary surrender will not affect the Short-Term Lender's civil or criminal liability for acts committed before the surrender, and does not impair or affect the obligation of a preexisting lawful contract between the Short-Term Lender and any person, including a borrower.

On behalf of the Short-Term Lender referenced above, the undersigned further attests that pursuant to Revised Code 1321.422, the Short-Term Lender shall continue to preserve the records pertaining to business transacted pursuant to the OSTLA for a period of two years. The location where records will be maintained is _____

On behalf of the Short-Term Lender referenced above, the undersigned acknowledges that engaging in unregistered Short-Term Lender transactions OR failing to comply with any of the records retention requirements of the OSTLA may subject the Short-Term Lender to administrative enforcement actions, including: (1) the issuance of a cease and desist order, (2) imposition of a fine or (3) referral to the Ohio Attorney General or county prosecutor for appropriate civil or criminal action. The undersigned understands that any imposition of administrative enforcement action may be a factor considered by a state or federal regulatory agency should the Short-Term Lender decide to apply for licensure or registration with any regulatory agency in the future.

Signature Date

Printed Name of Person Signing Relationship to Short-Term Lender

COMPANY RESOLUTION

(To be adopted by all companies for the purpose of demonstrating that the person signing documents and forms filed with, or submitted to, the Division of Financial Institutions, Consumer Finance Section, has the company's authority to sign on behalf of the company. NOTE: it is not necessary for sole proprietors to submit a company resolution.)

(Name of Company)

AT A MEETING OF ITS _____ HELD AT _____
(members, partners, managers, trustees or board of directors)

ON THE _____ DAY OF _____, 20 __, PURSUANT TO LAWFUL NOTICE OR

WAIVER THEREOF, and at which meeting a quorum for the transaction of business was present, the

following was duly adopted:

"BE IT RESOLVED, that _____
(Name of Individual and Company Title)

or _____
(Name of Individual and Company Title)

of _____
(Name of Company)

Be authorized and directed by the Company's members, partners, managers, trustees or board of directors, to execute and submit filings and forms for, and all acts amendatory thereof and supplemental thereto, the Company, to the Division of Financial Institutions."

CERTIFICATION

The undersigned hereby certifies that he/she is the _____ Secretary of _____, a company organized and existing under the laws of the State of _____; that the foregoing is a true and correct copy of a resolution duly adopted at a meeting of the members, partners, managers, trustees or board of directors of the company held on _____ day of _____, 20 __, at which meeting a quorum was at all times present and acting; that the passage of said resolution was in all respects legal; and, that said resolution is in full force and effect.

By _____
(Company Secretary – Signature)

Printed Name

Date _____