



THE COMMONWEALTH OF MASSACHUSETTS  
DIVISION OF BANKS  
One Federal Street, Suite 710, Boston, Massachusetts 02110

## INSTRUCTIONS

### THIS NEW APPLICATION FORM MUST BE TYPED.

Please submit this NEW APPLICATION by email to [dob.ftannualreport@mass.gov](mailto:dob.ftannualreport@mass.gov).

The Division of Banks (Division) will not accept this NEW APPLICATION by mail. For further assistance please contact the Licensing Unit at (617) 956-1500, ext. 61479.

This form is to be completed by the manager of the new Foreign Transmittal Agency Agent/Delegate location and it must accompany the new application for Foreign Transmittal Agency Agent/Delegate Location Form.

## EXPLANATION OF TERMS

**APPLICANT** – The foreign transmittal agency applying for a new agent/delegate location license. The only instance in which the *applicant* is an individual is in the case of a sole proprietorship.

**CHARGED** – Being accused of a crime in a formal complaint, information, or indictment (or equivalent formal charge).

**CONTROL** – The power, directly or indirectly, to direct the management or policies of a company, whether through ownership of securities, by contract, or otherwise. Any *person* that (i) is a director, general partner or executive officer; (ii) directly or indirectly has the right to vote 10% or more of a class of a voting security or has the power to sell or direct the sale of 10% or more of a class of voting securities; (iii) in the case of an LLC, Managing Member; or (iv) in the case of a partnership, has the right to receive upon dissolution, or has contributed, 10% or more of the capital, is presumed to control that company.

**ENJOINED** – Includes being subject to a mandatory injunction, prohibitory injunction, preliminary injunction, or a temporary restraining order.

**FELONY** – For jurisdictions that do not differentiate between a *felony* and a *misdemeanor*, a *felony* is an offense punishable by a sentence of at least one year imprisonment and/or a fine of at least \$1,000. The term also includes a general court martial.

**Financial Services or Financial Services-Related** – Pertaining to securities, commodities, banking, insurance, consumer lending, money services businesses, consumer debt management, debt collection or real estate (including, but not limited to; acting as or being associated with a bank or savings association, credit union, mortgage lender, mortgage broker, real estate salesperson or agent, closing agent, title company, or escrow agent).

**FOREIGN FINANCIAL REGULATORY AUTHORITY** – Includes (1) a *financial services* authority of a foreign country; (2) other governmental body empowered by a foreign government to administer or enforce its laws relating to the regulation of *financial services* or *financial services-related* activities; and (3) a foreign membership organization, a function of which is to regulate the participation of its members in *financial services* activities listed above.

**FOUND** (See questions 5(J) and 5(K) - Includes adverse final actions, including consent decrees in which the respondent has neither admitted nor denied the findings, but does not include agreements, deficiency letters, examination reports, memoranda of understanding, letters of caution, admonishments, or similar informal resolutions of matters.

**INVOLVED** – Doing an act or omission or aiding, abetting, counseling, commanding, inducing, conspiring with or failing reasonably to supervise another in doing an act or omission.

**MISDEMEANOR** – For *jurisdictions* that do not differentiate between a *felony* and a *misdemeanor*, a *misdemeanor* is an offense punishable by a sentence of less than one year imprisonment and/or a fine of less than \$1,000. The term also includes a special court martial.

**ORDER** – A written directive issued pursuant to statutory authority and procedures, including orders of denial, suspension, or revocation; does not include special stipulations, undertakings or agreements relating to payments, limitations on activity or other restrictions unless they are included in an *order*.

**PROCEEDING** – Includes a formal administrative or civil action initiated by a governmental agency, self-regulatory organization or a *foreign financial regulatory authority*; a *felony* criminal indictment or information (or equivalent formal charge); or a *misdemeanor* criminal information (or equivalent formal charge). The term does not include other civil litigation, investigations, or arrests or similar charges affected in the absence of a formal criminal indictment or information (or equivalent formal charge).

**NEW  
APPLICATION**

**AGENT/DELEGATE LOCATION MANAGER  
BIOGRAPHICAL STATEMENT & CONSENT**

Legal Name of Applicant (i.e. the licensed foreign transmittal agency):

NMLS Number of Applicant (i.e. the licensed foreign transmittal agency):

**1. Identifying Information**

A.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Full Middle Name

\_\_\_\_\_  
Suffix (if any)

B.

**Gender: The gender markers used are “M” (male), “F” (female) and “X” (unspecified or another gender identity).**

☐ Male

☐ Female

☐ X

C.

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

\_\_\_\_\_  
State/Province of Birth

\_\_\_\_\_  
Country/Province of Birth

D.

\_\_\_\_\_  
Business Phone (Including Extension)

\_\_\_\_\_  
Home Phone (Optional)

\_\_\_\_\_  
Cell Phone (Optional)

\_\_\_\_\_  
Fax Line (Optional)

\_\_\_\_\_  
Email Address

E.

Mailing Address

☐ Same as Current Residential Address

\_\_\_\_\_  
Number and Street

\_\_\_\_\_  
City, State/Country, Zip+4/Postal Code

## 2. Residential History

Starting with current address, you must provide all of your residential addresses for the past ten years without gaps. (Attach additional sheets as necessary.)

From (MM/YYYY)	To (MM/YYYY)	Street Address	City	State	Country/ Province	Postal Code
	Current					

## 3. Employment History

Starting with current employment, provide a complete employment history for the past ten years without gaps. Account for all time including full & part-time employments, self-employment, military service, and homemaking. Also include periods such as unemployed, retirement, full-time student, extended travel, etc. Indicate by "YES" or "NO" whether the employment is/was financial service-related business. (Attach additional sheets as needed.)

From (MM/YYYY)	To (MM/YYYY)	Employer (company name)	Position Held (no abbreviations)	Address/City	State and Postal Code	Country/ Province	Financial Services- Related?
	Current						

**4. Other Business**

Are you currently engaged in any other business either as a proprietor, partner, officer, director, employee, trustee, agent or otherwise? (Please exclude non-financial services-related activity that is exclusively charitable, civic, religious, or fraternal and is recognized as tax exempt.) If YES, provide the following details (attach additional sheets as needed.):

YES

NO

☐☐

Business Name \_\_\_\_\_

Does this business conduct financial services-related activities?

☐ Yes☐ No

Number &amp; Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Country/Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Nature of business: \_\_\_\_\_

Position, Title or Relationship with business: \_\_\_\_\_

Start Date: \_\_\_\_\_

Hours per month: \_\_\_\_\_

Describe your duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**5. Disclosure Questions**

If the answer to any of the following is "YES", provide complete details of all events or proceedings. The agent/delegate location manager must notify the Applicant and the Applicant must file updates to these disclosures as needed.

**Financial Disclosure**

YES

NO

- (A)
- (1) Have you filed a personal bankruptcy petition or been the subject of an involuntary bankruptcy petition within the past 10 years?
- (2) Based upon events that occurred while you exercised control over an organization, has any organization filed a bankruptcy petition or been the subject of an involuntary bankruptcy petition within the past 10 years?
- (3) Have you been the subject of a foreclosure action within the past 10 years?
- (B) Has a bonding company ever denied, paid out on, or revoked a bond for you?
- (C) Based upon activities that occurred while you exercised control over an organization, has any bonding company ever denied, paid out on, or revoked a bond for any organization?
- (D) Do you have any unsatisfied judgments or liens against you?
- (E) Are you delinquent on any court ordered child support payments?

☐☐☐☐☐☐☐☐☐☐☐☐☐☐**Criminal Disclosure**

- (F)
- (1) Have you ever been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any felony?
- (2) Are there pending charges against you for any felony?
- (G) Based upon activities that occurred while you exercised control over an organization:
- (1) Has any organization ever been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any felony?
- (2) Are there pending charges against any organization for any felony?

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(O) Based upon activities that occurred while you exercised control over an organization, is there a pending regulatory action proceeding against any organization for any alleged violation described in (K) through (L)?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Customer Arbitration/Civil Litigation Disclosure</b>		
(P) Have you ever been named as a respondent/defendant in a financial services-related consumer-initiated arbitration or civil litigation which:		
(1) is still pending?	<input type="checkbox"/>	<input type="checkbox"/>
(2) resulted in an arbitration award or civil judgment against you, regardless of amount, or that required corrective action?	<input type="checkbox"/>	<input type="checkbox"/>
(3) was settled for any amount	<input type="checkbox"/>	<input type="checkbox"/>
<b>Termination Disclosure</b>		
(Q) Have you ever voluntarily resigned, been discharged, or permitted to resign after allegations were made that you were accused of:		
(1) violating statute(s), regulations(s), rule(s), or industry standards or conduct?	<input type="checkbox"/>	<input type="checkbox"/>
(2) fraud, dishonesty, theft, or the wrongful taking of property?	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Individual's Acknowledgment &amp; Consent</b>		
<p>I swear or affirm that I have executed this form of my own free will and that I am attesting to this application and that I agree to and represent the following:</p> <p>(A) That I have read and understand the items and instructions on this form;</p> <p>(B) That the information and statements contained herein, including exhibits attached hereto, and other information filed herewith, all of which are made a part of this application, are current, true and complete and are made under the penalty of perjury, or un-sworn falsification to authorities, or similar provisions as provided by law;</p> <p>(C) That the Division of Banks may conduct any investigation into my background, in accordance with all laws and regulations; and</p> <p>(D) That I will keep the information contained in this form current and to file supplementary information on a timely basis.</p>		
<div style="display: flex; justify-content: space-between;"> <div> <p>_____</p> <p>Date (MM/DD/YYYY)</p> </div> <div> <p>_____</p> <p>Signature of agent/delegate manager</p> </div> </div> <div style="margin-top: 20px;"> <p>_____</p> <p>Print individual's name</p> </div>		
<i>Individual's Acknowledgment &amp; Consent must always be completed in full with signature.</i>		
<b>7. Applicant's Representation</b>		
<p>To the best of my knowledge and belief, the agent/delegate location manager identified herein is fully qualified for the position for which application is being made. I have taken appropriate steps to verify the accuracy and completeness of the information contained in and with this application.</p>		
<div style="display: flex; justify-content: space-between;"> <div> <p>_____</p> <p>Foreign Transmittal Company Name and NMLS #</p> </div> <div> <p>By _____</p> <p>Signature of authorized party</p> </div> <div> <p>_____</p> <p>Print Name and Title of authorized party</p> </div> </div>		