

GENERAL INSTRUCTIONS FOR RENEWING A PERSONAL PROPERTY LEASING LICENSE

The Office of the Commissioner of Financial Institutions (“OCFI” or “Office”) hereby informs you that personal property leasing licenses issued by this Office expire on December 31 of each year. Pursuant to the provisions of Act No. 20 of May 8, 1973, as amended, known as the “Personal Property Leasing Institutions Act,” the license renewal must be filed no later than December 1 of each year.

To facilitate your compliance with the aforementioned requirement, we enclose the instructions for the renewal process. If you have more than one authorized office, the information will be consolidated into a single form.

To process the renewal application, you must submit the following documents:

1. The renewal form must be duly completed in all its parts. If any line does not apply, you must write **N/A**. Incomplete applications will not be accepted.
2. You must include a list of the main office and branches, including the physical address.
3. Pay the license renewal fee of five hundred dollars (\$500.00) for your main business office and five hundred dollars (\$500.00) for each branch. Payment must be made by cashier's check or money order in the name of the Secretary of the Treasury. You may also make the payment through electronic transfer (instructions are below).
4. You must not have any outstanding debts with this Office, including debts for examinations performed. If you have a debt with this Office, you must submit evidence of the balance or your compliance with payment plans.
5. Audited, reviewed or compiled financial statement from the previous year, along with the last three (3) Bank Statements.
6. The Personal History Form must be completed **for new appointments of officers, directors and/or officials of the entity**. It must be accompanied by a valid photo ID, a Certificate of No Criminal Record from the Puerto Rico Police. For appointments of officers, directors and/or officials outside of Puerto Rico, a Certificate of No Criminal Record from the state of residence must be submitted.
7. Recent negative Tax Debt Certificate from the Department of the Treasury (6 months or less). If you have a payment plan, please send evidence. Regulated entities that do not have operations in Puerto Rico are not required to submit it but must specify it.
8. If you are a corporation or limited liability company, you must submit a certificate of compliance issued by the Department of State (“Good Standing”). Entities that do not require registration with the Department of State must notify this.
9. You must be up to date with the filing of reports to the Financial Analysis Division, as stipulated in Circular Letter CIF-CC-09-2. If you have questions regarding this requirement, you should direct them to the following email address: analisisfinaciero@ocif.pr.gov. In addition, you must ensure compliance with the Abandoned or Unclaimed Money and Other Liquid Assets Law, Act No. 36 of July 28, 1989, as amended.
10. Additional documents may be required if necessary.

Important:

Any entity that pays the fees or submits the information required for the renewal of its license after December 1st will be subject to the imposition of an administrative fine of five hundred dollars (\$500.00) payable prior to the license renewal is processed.

If the OCIF does not receive the payment and the information required for the renewal of its license on or before December 31 of the current year, it will be understood that it has renounced its license, and the entity will not be able to operate or do business under the provisions of this Act.

Instructions to make payment through electronic transfer (ACH)	
Bank Name	Banco Popular de Puerto Rico
Bank Routing and Transit Number	0215-02011
Bank Account Number	030-049458
Account Name	Secretary of the Treasury
Swift Code	BPPRPRSX
Description or Reference	License Renewal for: _____
Branch Address	Popular Center Building, 209 Muñoz Rivera Ave. Suite 913
Branch Contact Phone	(787) 758-2856
Branch Contact Fax:	(787) 764-4318
It is important to submit the transfer confirmation along with the application	