

GENERAL INSTRUCTIONS FOR RENEWING THE LICENSE FOR ISSUER AGENTS

The Office of the Commissioner of Financial Institutions (“OCFI” or “Office”) hereby informs you that issuer agent licenses issued by this Office expire **on December 31 of each year**. Pursuant to the provisions of Act No. 60 of June 18, 1963, as amended, known as the “Uniform Securities Act” and Regulation 6078, the **license renewal must be filed no later than December 15 of each year**.

To facilitate your compliance with the aforementioned requirement, we enclose the instructions for the renewal process.

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

1. Form U-4 (paper version) must be duly completed in all its parts. **Sections 15A and 15B of page 14 must be signed.** Incomplete applications will not be accepted.
2. Pay the license renewal fee of one hundred fifty dollars (\$150.00) for each agent. 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).
3. Evidence of a bond in the amount of two thousand dollars (\$2,000) for each agent.
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. 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 15** will be subject to the imposition of an administrative fine of one hundred dollars (**\$100.00**) payable prior to the renewal of the license 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	