



REQUEST FOR CHANGE OF CDCA (NON MORTGAGE) ALTERNATE SITE
RECORDKEEPING LOCATION

1. Pursuant to the Approval granted for Alternate Site Recordkeeping by the Pennsylvania Department of Banking and Securities, Licensing Office (the "Office"), for _____ ("Licensee"), for License number _____, the Office approved Licensee's storage of some or all of its books, accounts and records of the business at the following location:

Street
_____, _____, _____
City State Zip

2. Licensee is hereby notifying the Office pursuant to the Approval letter, that it is changing its alternate site recordkeeping location to:

Street
_____, _____, beginning on _____.
City State Zip

3. Licensee understands and acknowledges that all of the terms and conditions for the storage of records at an alternate site recordkeeping location contained in the original Approval letter remain in full force and effect.

Please mail or e-mail this completed form to:

Non-Depository Licensing Office
Attn: Alternate Site Records/Jennifer Cox
Pennsylvania Dept. of Banking and Securities
17 N 2nd St, Se 1300
Harrisburg, PA 17101
jencox@pa.gov

Date: _____

Name of Licensee: _____

Officer Signature: _____

Officer Name (Printed): _____

Title of Officer: _____