



pennsylvania

DEPARTMENT OF BANKING
MARKET SQUARE PLAZA | 17 N SECOND STREET, 13TH FL | HARRISBURG, PA 17101
Ph 717.787.3717 Fx 717.787.8773 W www.banking.state.pa.us

**ALTERNATE SITE RECORDKEEPING APPROVAL REQUEST FORM UNDER
THE CONSUMER DISCOUNT COMPANY ACT (NON-MORTGAGE)**

1. To request approval for alternate site recordkeeping, licensees must: (1) complete the Approval request form for CDCA (Non-Mortgage) Alternate Site Recordkeeping below by filling in the blanks with the requested information and (2) mail or e-mail a signed copy to:

Bureau of Compliance and Licensing
Licensing Division
Attn: Alternate Site Records/Robert Knaub
Pennsylvania Dept. of Banking
17 N. Second Street, Suite 1300
Harrisburg, PA 17101
rknaub@pa.gov

2. Approval Requests that are incorrectly or not fully completed and/or unsigned will be returned to the Licensee.
3. Upon receipt of the Approval Request form the Department will review the request and determine whether or not to approve the request.
4. **A Request for Alternate Site Recordkeeping is not approved until the licensee receives a approval letter from the Department.**
5. You will be notified in writing if the alternate site recordkeeping request is not approved and the reasons for any non-approval.



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

Licensee requests that the Department approve alternate site recordkeeping for its books, accounts and records of the business (collectively the “Records”) under the Consumer Discount Company Act, (“CDCA”).

1. Licensee: _____, License No.: _____, under the Consumer Discount Company Act, (“CDCA”) is requesting alternate site recordkeeping by submitting to the Bureau this signed Approval Request for Alternate Site Recordkeeping.
2. Licensee currently retains its Records at its place of business designated on its Department license (the “Licensed Location”):

_____ Street
 _____, _____ State _____ Zip
 City

3. Licensee requests that it be permitted to store some or all of its Records at (the “Alternate Location”):

_____ Street
 _____, _____ State _____ Zip
 City

Please mail or e-mail this completed form to:
 Bureau of Compliance and Licensing
 Licensing Division
 Attn: Alternate Site Records/Robert Knaub
 Pennsylvania Dept. of Banking
 17 N Second Street, Suite 1300
 Harrisburg, PA 17101
 rknaub@pa.gov

Date: _____ Name of Licensee: _____
 Officer Signature: _____
 Officer Name (Printed): _____
 Title of Officer: _____



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REQUEST FOR CHANGE OF CDCA (Non-Mortgage) ALTERNATE SITE RECORDKEEPING LOCATION

- Pursuant to the Approval granted for Alternate Site Recordkeeping by the Pennsylvania Department of Banking, Bureau of Compliance and Licensing (the "Bureau"), for _____ ("Licensee"), the Bureau 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

- Licensee is hereby notifying the Bureau pursuant to the Approval letter, that it is changing its alternate site recordkeeping location to:

 Street
 _____, _____, beginning on _____
 City State Zip

- 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:

Bureau of Compliance and Licensing
 Licensing Division
 Attn: Alternate Site Records/Robert Knaub
 Pennsylvania Dept. of Banking
 17 N Second Street, Suite 1300
 Harrisburg, PA 17101
 rknaub@pa.gov

Date: _____

Name of Licensee: _____

Officer Signature: _____

Officer Name (Printed): _____

Title of Officer: _____



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

1. Pursuant to the Approval granted for Alternate Site Recordkeeping by the Pennsylvania Department of Banking, Bureau of Compliance and Licensing (the “Bureau”), for _____ (“Licensee”), the Bureau approved Licensee’s storage of some or all of its books, accounts and records of the business at the following location:

_____ Street
 _____, _____ Zip
 City State

2. Licensee is hereby notifying the Bureau, pursuant to the Approval Letter, that it will no longer store Records at the Alternate Location beginning on _____ (date) and will move all Records to the place of business designated on its Department License (the “Licensed Location”).
3. Licensee understands and acknowledges that by submitting this notification to the Bureau, it is terminating its authorization for alternate site recordkeeping under the Approval Letter and must submit a new request to the Department if it intends in the future to store any Records at a location other than the Licensed Location.

Please mail or e-mail this completed form to:

Bureau of Compliance and Licensing
 Licensing Division
 Attn: Alternate Site Records/Robert Knaub
 Pennsylvania Dept. of Banking
 17 N Second Street, Suite 1300
 Harrisburg, PA 17101
 rknaub@pa.gov

Date: _____

Name of Licensee: _____

Officer Signature: _____

Officer Name (Printed): _____

Title of Officer: _____