



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 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  
\_\_\_\_\_, \_\_\_\_\_ Zip  
City State

2. Licensee is hereby notifying the Office, 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 Office, 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:

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

Date: \_\_\_\_\_ Name of Licensee: \_\_\_\_\_  
Officer Signature: \_\_\_\_\_  
Officer Name (Printed): \_\_\_\_\_  
Title of Officer: \_\_\_\_\_