

Roy B. Hooper
Administrator



Brad Henry
Governor

Scott Leshner
Deputy Administrator

Jari Askins
Lieutenant Governor

**STATE OF OKLAHOMA
DEPARTMENT OF CONSUMER CREDIT**

NOTICE

The State of Oklahoma recently passed an immigration bill known as House Bill 1804, the Oklahoma Taxpayer and Citizen Protection Act of 2007. This bill went into effect on November 1, 2007.

One of the provisions of the bill is the requirement that all natural persons obtaining a license from the Department of Consumer Credit must show lawful presence in the United States.

You must submit an affidavit if:

- You are licensed individually as a Mortgage Loan Originator (MLO) or a Precious Metals Employee (PME)
- Your company is licensed, but the business is *not* Incorporated or a Limited Liability Company

You do not need to submit an affidavit if your business is registered as a corporation or an LLC. Please note that only those businesses that are legally incorporated or registered as LLCs are exempt from this requirement.

Attached are two affidavits (each person will choose one of these to sign):

- If you are a United States citizen, you will sign Form 1
- If you are a qualified alien and you can prove you are in the United States lawfully under the Federal Immigration and Naturalization Act, you will sign Form 2

All partners and owners of the company must complete and submit one of the appropriate affidavits. **You are either a citizen OR a qualified alien -- please do not submit both forms.** Make additional copies of the forms as needed. These affidavits must be notarized. We cannot accept faxed or emailed copies of these forms. You will need to mail them to us. **Under Oklahoma law, we cannot issue or renew your license without the proper affidavit(s).**

Please do not call the Department with questions about the bill. (You are welcome to call us with questions about your application.) This is a requirement of the State of Oklahoma; our Department has no authority to address it. If you need further information, you may call the Oklahoma House of Representatives at 1-800-522-8502, or you may review the text of the bill by visiting the following web link:

<http://www.oscn.net/applications/oscn/deliverdocument.asp?id=448995&hits>

As always, we appreciate your spirit of cooperation.

Oklahoma Department of Consumer Credit

AFFIDAVIT VERIFYING LAWFUL PRESENCE IN THE UNITED STATES

RTO

Form 1 - For U. S. Citizens

Affidavit of

[Name of Individual Applicant]

[Company Name]

STATE OF _____)

_____)

COUNTY OF _____)

_____, of lawful age, being first duly sworn,
[Printed Name of Individual Applicant]

upon oath states under penalty of perjury as follows:

I am a United States citizen.

[Signature of Applicant]

Subscribed and sworn to or affirmed before me this _____ day of _____, 20_____.

NOTARY PUBLIC: _____

Commission Number: _____

My Commission Expires: _____

(Seal)

LICENSE APPLICATION INSTRUCTIONS

To make application for an Oklahoma Rental Purchase License, all prescribed forms and additional required exhibits must be fully completed and mailed or delivered to:

**Office of the Administrator
Oklahoma Department of Consumer Credit
4545 N. Lincoln Blvd., Suite 164
Oklahoma City, OK 73105-3408**

All fees required must be submitted with the application. If incomplete, the application and fees will be returned, outlining missing requirements.

DO NOT RESUBMIT UNTIL COMPLETE. Upon receipt of a **complete package**, a staff member will carefully review all documents.

All applications are reviewed in the order in which they are received. Any application received without all required information, notaries and signatures will be returned for completion. *The reviewing process may take up to Sixty (60) Days from the receipt date of a complete application package.*

LICENSE REQUIREMENTS

(The forms listed below are included in this packet)

A COMPLETE APPLICATION PACKAGE FOR A RENTAL PURCHASE LICENSE IS COMPOSED OF:

- I. **APPLICATION: (pages 6-8)** These pages are for information on the business to be licensed. Including mailing address, location, ownership etc. Complete all sections that apply. Be sure to sign and notarize.
 - II. **PERSONAL AFFIDAVIT FORM: (pages 9-10)** These pages are personal information sheets on all officers and directors of a corporate applicant; by all members of a limited liability applicant; by every partner of a partnership applicant; and by the owner when applicant is a sole proprietorship. **Be sure all forms are signed and notarized by each individual described in this paragraph.** Make additional copies if needed.
 - III. **DESIGNATED AGENT FORM: (page 11)** This page will appoint a resident or corporation of Oklahoma to accept service of process for your business. Be sure form is signed by the Applicant.
 - IV. **CERTIFICATE OF FICTITIOUS NAME: (instructions on pages 12-14)** A filed copy of the certificate of fictitious name must be submitted for sole proprietorships and general partnerships. Contact the clerk's office in the county in which the business is to be located.
- I. **A COPY OF ALL BASIC DOCUMENTS ESTABLISHING THE ENTITY:**
- A. **FOR GENERAL PARTNERSHIPS:**
 1. A copy of the partnership agreement signed by all parties involved.
 2. If the partnership does business under an assumed or fictitious name, supply a copy of a **Certificate of Fictitious Name**.
 3. A list of the names, addresses and telephone numbers of the partners and their degree of ownership.
 - B. **FOR LIMITED PARTNERSHIPS:**
 1. A copy of all documents submitted to the Office of the Oklahoma Secretary of State. Such copies must show the date the documents were filed.
 2. If the partnership does business under an assumed or fictitious name, supply a copy of the Trade Name Report filed with the Secretary of State.
 3. A list of the names, addresses and telephone numbers of the partners and their degree of ownership.
 - C. **FOR LIMITED LIABILITY COMPANIES:**
 1. A copy of the Articles of Organization and Certificate of Organization filed with the Secretary of State.
 2. If doing business using a fictitious name, supply a copy of the Trade Name Report filed with the Secretary of State.
 3. A list of the names, addresses and telephone numbers of the three largest shareholders, officers and directors of the LLC.

D. FOR DOMESTIC CORPORATIONS:

1. A copy of the Articles of Incorporation and Certificate of Incorporation filed with the Secretary of State.
2. If doing business using a fictitious name, supply a copy of the Trade Name Report filed with the Secretary of State.
3. A list of the names, addresses and telephone numbers of the three largest shareholders, officers and directors of the corporation.

E. FOR FOREIGN CORPORATIONS:

1. A certificate duly executed not more than THIRTY (30) DAYS prior to the filing of the application by the proper officer showing that the Applicant is authorized to transact business in the state of incorporation.
2. A designation of the corporation's principal agent in Oklahoma, giving both name and address.
3. A copy of the Articles of Incorporation.
4. A Certificate of Authority issued by the Oklahoma Secretary of State.
5. If your business falls under one of the exemptions on the Secretary of State instructions sheet, highlight the exemptions that apply and submit a copy with your application.
6. If doing business using a fictitious name, supply a copy of the Trade Name Report filed with the Secretary of State.
7. A list of the names, addresses and telephone numbers of the three largest shareholders, officers and directors of the Foreign Corporation.

For information concerning above items, contact:

**Oklahoma Secretary of State
101 State Capitol Building
Oklahoma City, OK 73105 (405) 521-3911**

V. BUSINESS FORMS: All first time applicants shall provide a complete set of all forms to be used, to include: rental agreement, waiver of liability forms and any additional insurance documents, etc.

VI. STATUTORY FEE: When making an application for one or more licenses, the applicant shall pay **\$100.00 (ONE HUNDRED DOLLARS)** for each license as the annual fee provided in the Oklahoma Rental Purchase act for the current calendar year. Fees for applications **filed after June 30th** of a given year are **\$50.00 (FIFTY DOLLARS)** for that year.

VII. ADDITIONAL LOCATION LICENSE REQUIREMENTS:

ADDITIONAL LICENSES: If you are applying for an additional location, you must complete:

- a) **The main Application (pages 6-8),**
- b) **Personal Affidavit form for only new officers, directors, trustees, members or partners (pages 9-10),**
- c) **Designated Agent form (page 11)**
- d) **A check or money order for \$100.00 (ONE HUNDRED DOLLARS) made out to the Department of Consumer Credit. Note: This fee drops to \$50 (FIFTY DOLLARS) from July 1st through the beginning of October each year.**

LICENSE FEES AND RENEWAL REQUIREMENTS

Upon completion of the investigation, the analysis of the application, and upon approval of the application, the Administrator will forward a duly authenticated and numbered license to the designated address on the application, or you will be contacted by a Department representative to schedule an appointment to pick up your license.

This license is to be **prominently displayed** in the license office so long as the licensee operates under the Oklahoma Rental Purchase Act. **In all correspondence or communication with this office subsequent to licensing, the licensee shall show the assigned license number.**

The licensee is to submit **annually a renewal fee of \$100.00 (One Hundred Dollars)**. This renewal fee is to be submitted **prior to December 1st of each year** and, in no instance, later than FIFTEEN (15) DAYS after written notification from the Administrator that the renewal fee has not been received. **Renewals received after December 31st will be returned and your license will subsequently expire.**

Annual renewal of the license is the responsibility of each licensee. Notice of this renewal is mailed by the Department and records of delinquent filings become a permanent part of the license file.

The Administrator or his duly authorized representative may investigate the books, accounts, papers, correspondence and records of any licensee or other person holding a license, for the purpose of establishing compliance with the Rules of the Administrator and the Oklahoma Rental Purchase Act. **A \$200.00 (TWO HUNDRED DOLLAR) fee will be charged for this examination.**

RULES OF THE ADMINISTRATOR

Official copies of the Rules of the Administrator may be obtained by contacting the **Office of Administrative Rules** located at **220 Will Rogers Building** in **Oklahoma City**. Telephone number is **(405) 521-4911** and mailing address:

OFFICE OF ADMINISTRATIVE RULES
PO Box 53390
Oklahoma City, Oklahoma 73152

Copies are available at a cost of **25 cents per page**. When you request to purchase these Rules from the **Office of Administrative Rules**, the person will need to know that you need to purchase **Title 160, chapter (s) -**

<u>Chapter</u>	<u>Section</u>
1. Organization	160:1
3. Procedure	160:3
5. Fees (general information)	160:5
10. Consumer Leasing	160:10
15. Pawn Transactions	160:15
20. Changes in Dollar Amounts	160:20
25. Credit Features Exempted from Advance Notice of Changes in Terms	160:25
30. Credit Services Organizations	160:30
35. Oklahoma Rental Purchase Act	160:35
40. Garnishment Limitations	160:40
45. Truth in Lending	160:45
50. Health Spas	160:50
55. Mortgage Brokers	160:55
65. Supervised Lenders	160:65
70. Deferred Deposit Lenders	160:70

Unofficial rules may be downloaded at the Commission on Consumer Credit web address: <http://www.okdccc.state.ok.us>.

LICENSEE CHANGES (ADDRESS, ETC.)

Licenses issued under the Oklahoma Rental Purchase Act are issued on the basis of representations made on the application and supporting documents. **Any substantial change in the information included in the application must be reported to the Administrator immediately. If any material misrepresentations or unreported changes of circumstances are subsequently discovered, the license is subject to revocation after it has been issued.**

Changes in location, ownership, partners, and in the principal parties at interest in a corporation must be submitted in writing for approval THIRTY (30) DAYS prior to the effective date of the change.

LICENSE APPLICATION CHECKLIST

***The checklist below is provided to help ensure that you submit a complete application.
 Any application received that is not complete will be returned.***

<u>TASKS TO BE COMPLETED:</u>		X
1.	APPLICATION - <i>SIGNED AND NOTARIZED (INCLUDE FEES OF \$100)</i>	<input type="checkbox"/>
2.	PERSONAL AFFIDAVIT(S) - <i>BE SURE TO SIGN AND NOTARIZE</i>	<input type="checkbox"/>
3.	APPOINTMENT OF DESIGNATED AGENT - <i>BE SURE TO SIGN</i>	<input type="checkbox"/>
4.	CERTIFICATE OF FICTITIOUS NAME (IF APPLICABLE) (COUNTY CLERK)	<input type="checkbox"/>
	TRADE NAME REPORT (IF APPLICABLE) (SECRETARY OF STATE)	<input type="checkbox"/>
5.	DOCUMENTS ESTABLISHING ENTITY:	<input type="checkbox"/>
	PARTNERSHIP AGREEMENT (IF APPLICABLE)	<input type="checkbox"/>
	DOMESTIC CORPORATION INFORMATION (IF APPLICABLE)	<input type="checkbox"/>
	LIMITED LIABILITY INFORMATION (IF APPLICABLE)	<input type="checkbox"/>
	FOREIGN CORPORATION INFORMATION (IF APPLICABLE)	<input type="checkbox"/>
7.	COPIES OF FORMS TO BE USED	<input type="checkbox"/>

PLEASE RETAIN INSTRUCTIONS FOR FUTURE REFERENCE

Please contact the Oklahoma Department of Commerce for information regarding additional licensing you may need at
 1 (800) 879-6552

<http://busdev3.odoc5.odoc.state.ok.us>

(Click on "Developing Your Business", then on the next page, the "Business Licensing Program" link)

(RENTAL PURCHASE LICENSE APPLICATION BEGINS ON THE NEXT PAGE.)

APPLICATION FOR OKLAHOMA RENTAL PURCHASE LICENSE

BEFORE THE ADMINISTRATOR)
 OF THE DEPARTMENT OF)
 CONSUMER CREDIT OF THE)
 STATE OF OKLAHOMA IN THE)
 MATTER OF THE APPLICATION)
 OF:)
)
)
)

(Name of business to be licensed)

This application will not be processed unless accompanied by all required exhibits and the statutory fees as follows:

- A. **\$100 (ONE HUNDRED DOLLARS) for each license annually provided. If an application is received after June 30th in any year, such fee shall be \$50.00 (FIFTY DOLLARS).**

THIS FORM MAY BE COMPLETED ONLINE AND PRINTED OUT, OR PRINTED THEN COMPLETED IN INK, OR USE TYPEWRITER.
ANSWER ALL QUESTIONS. STRIKE OUT ANY OPTIONAL WORDS WHICH DO NOT APPLY.
ATTACH ADDITIONAL SHEETS IF NECESSARY TO FULLY ANSWER ALL QUESTIONS.

Pursuant to, and in accordance with the provisions of the OKLAHOMA RENTAL PURCHASE ACT, and for the purposes in said law set forth,

Name of Applicant/Business

E-Mail HTTP:// _____
Website

~ I am *(please check your applicable category)*

____ A Person, ____ Association, ____ Joint Stock Company or Trust, ____ Co-Partnership, ____ Corporation, ____ or Limited Liability Company
(Attach evidence of sole proprietorship, corporate, partnership or L.L.C. status)

~ With his/her/its principal office and/or mailing address located at:

Number and Street of mailing address Telephone _____

City, State and Zip Fax _____

Hereby applies to the Administrator of the Department of Consumer Credit of the State of Oklahoma, for a Rental Purchase License for the calendar year ending December 31, _____, at the following location;

Number and Street of business location Telephone _____

City, State and Zip Fax _____

and, for the purpose of securing same, applicant makes the foregoing and following sworn statements of fact:

~ The name and address of the manager for this location:

Name of Manager	Residential Address
City, State, and Zip	County
Telephone	E-Mail

A. TO BE COMPLETED ONLY IF THE APPLICANT IS AN INDIVIDUAL:

Full Name

B. TO BE COMPLETED ONLY IF THE APPLICANT IS A PARTNERSHIP:

Full Name of Partner

Full Name of Partner

Full Name of Partner

Full Name of Partner

~ Have Articles of Limited Partnership been filed with the Secretary of State? Yes _____ No _____

C. TO BE COMPLETED ONLY IF APPLICANT IS A LIMITED LIABILITY COMPANY:

Full Name of Member

Full Name of Member

Full Name of Member

Full Name of Member

~ Have Articles of Limited Liability been filed with the Secretary of State? Yes _____ No _____

D. TO BE COMPLETED ONLY IF APPLICANT IS A CORPORATION, ASSOCIATION, JOINT STOCK COMPANY OR TRUST:
OFFICERS

Full Name of President

Full Name of Vice President

Full Name of Treasurer

Full Name of Secretary

DIRECTORS AND TRUSTEES

Full Name of Director/Trustee

Full Name of Director/Trustee

Full Name of Director/Trustee

Full Name of Director/Trustee

Note: If there are additional officers, directors or trustees, please specify using additional sheets if necessary.

NAME AND RESIDENCE ADDRESS OF THE THREE (3) LARGEST STOCKHOLDERS OWNING TEN (10%) PERCENT OR MORE:

1.	Name	Address
	City, State, Zip	Percentage of Ownership
2.	Name	Address
	City, State, Zip	Percentage of Ownership
3.	Name	Address
	City, State, Zip	Percentage of Ownership

General Questions to be answered by all applicants:

- A. Do you agree to maintain adequate books and records to insure compliance with all required regulations? Yes _____ No _____
- B. Is the business for which you are making application now in existence? Yes _____ No _____
- C. Do you operate or have you previously operated a rental business in this or any other state? Yes _____ No _____
(If yes, supply a list of states in which you are currently licensed.)
- D. In the event of approval, how long before operations will begin? _____

In the event of the issuance of this license, applicant will abide by all rules and regulations issued by the Administrator and applicant hereby agrees that in the event of any significant change in the facts stated in the application, a statement or memorandum of said change will, within THIRTY (30) DAYS thereafter, be forwarded to the Administrator, setting forth the change made and the names of the persons involved therein.

IN WITNESS WHEREOF, the applicant has executed this application this _____ day of _____, in the year _____, and acknowledges that applicant is duly authorized to execute the application, and that all statements and representations made are true to the best of applicant's knowledge and belief, and that all statements and supporting schedules are made for the purpose of inducing the Administrator of the Department of Consumer Credit of the State of Oklahoma to grant said application.

Name of Applicant

Signature of Applicant

Signature of Applicant—if needed

ATTEST: Corporate Secretary

State of: _____

County of: _____

The person or persons whose signatures appear above personally appeared before the undersigned, a NOTARY PUBLIC, in and for the above named county and state, on the _____ day of _____, 20_____, and acknowledged the execution of the foregoing instrument to be the voluntary act and deed of the applicant therein named and for the purpose therein set forth, that they are duly authorized to execute the foregoing instrument, and that the statements and representations therein contained are true to the best of their knowledge and belief.



Notary

My Commission Expires

7. Occupational record during the last TEN (10) YEARS :

NOTE: All periods of time must be accounted for; periods of unemployment should be indicated and dates given. Provide date, name and address of employer, position held and nature of the duties performed. Attach extra sheets if necessary.

8. Have you ever been directly or indirectly connected with any rental purchase business, either licensed or unlicensed, in Oklahoma or elsewhere in the capacity of individual owner, partner, member, officer, director, employee, exclusive of occupation recorded under question #7 above? Yes _____ No _____ (If yes, furnish details. Attach extra sheets if necessary)

8. Have you ever been directly or indirectly connected with any organization in Oklahoma or elsewhere, which had its application for license refused by a federal, state, or municipal authority, or withdrew such application by request (exclusive of refusal or withdrawal because of restricted competition policy), or which has its license or registration suspended, cancelled or revoked by such authority? Yes _____ No _____ (If yes, furnish details. Attach extra sheets if necessary)

State of: _____

County of: _____

Before me, the undersigned authority, being duly sworn according to law, deposes and says that the statements contained herein are true and correct.

Signature of person completing this form



Notary

My Commission Expires

APPOINTMENT OF DESIGNATED AGENT AND CONSENT TO SERVICE

MUST BE COMPLETED BY ALL APPLICANTS

The undersigned _____ being
(Name of Applicant/Business)
an applicant for or holder of an **Oklahoma Rental Purchase License** under the provisions of **Title 59 O.S., Chapter 45, Sections 1950-1957** does hereby appoint:

(Name in Full)
of _____
(Resident Address)

(City, State, Zip) _____ (Telephone)

a resident of the State of Oklahoma and County of _____
as agent upon whom may be served all judicial and other process or legal notice directed to this applicant; and in the case of the death, removal from the state, or any legal disability or disqualification of such agent, service of all such judicial and other processes of legal notice may be made upon the Administrator of the Department of Consumer Credit, State of Oklahoma.

IN WITNESS WHEREOF, the above named applicant has caused this instrument to be signed this _____ day of _____, 20_____.

NOTE: This consent must be signed by the proper officers, duly authorized by resolution of the Board of Directors and a copy of the said resolution duly executed should be attached hereto.

CORPORATE SEAL

Signature of Applicant

Signature of Applicant - If needed

Signature of Applicant - If needed

Signature of Applicant - If needed

INSTRUCTIONS ON HOW TO FILE A CERTIFICATE OF FICTITIOUS NAME

1. A Certificate of Fictitious Name is a name used for a business when any name except the name of the owner is used; i.e. John Doe doing business as Ace Credit Services.
2. To form a corporation, contact the Oklahoma Secretary of State at (405) 521-3911.
3. To form a limited partnership, contact the Oklahoma Secretary of State.
4. To form a limited liability company, contact the Oklahoma Secretary of State.
5. When you have chosen the name you want to use for your business, contact your county clerk's office to be sure the name is not already in use.
6. Contact the Oklahoma Secretary of State to make sure the name you choose is not already being used as a corporate, limited partnership or limited liability name.
7. There is no form for a Certificate of Fictitious Name. Draw up your own using the enclosed guideline as an example.
8. Be sure to have your signature(s) notarized.
9. Be sure to show your return address on the face of your certificate.
10. Publication is optional for sole proprietors.
11. Limited partnerships are not required to publish, but must be on file with the Secretary of State.
12. General Partnerships: Take a copy of your certificate to any newspaper in the county in which you file and have it published for one day. Obtain a publishers Affidavit and attach it to your original certificate.
13. A Certificate of Fictitious name is to be filed in the county in which the principal place of business is located.
14. Check with your county clerks for filing fee.

GUIDE FOR TYPING YOUR CERTIFICATE OF FICTITIOUS NAME
SOLE OWNERSHIP

NOTE: **This is a guide, not a form to fill in the spaces.** Type your own certificate giving all required information. If necessary, you may change the wording to fit your needs.

Certificate of Fictitious Name of
(Name you have chosen)

KNOW ALL MEN BY THESE PRESENT:

That (your name and address), is the sole owner and operator of (type of business), under the firm name of (name of business), and that said business is a sole ownership, dating from the _____ day of _____, 20_____; and that there are no other members belonging to the sole ownership.

Dated this _____ day of _____, 20_____.

Signature of Owner

State of: _____

County of: _____

Before me, the undersigned authority, being duly sworn according to law, deposes and says that the statements contained herein are true and correct.

Notary

SEAL

My Commission Expires

Return to: Your name
 Your return address
 Your city, state and zip

GUIDE FOR TYPING YOUR CERTIFICATE OF FICTITIOUS NAME
GENERAL PARTNERSHIP

NOTE: **This is a guide, not a form to fill in the spaces.** Type your own certificate giving all required information. If necessary, you may change the wording to fit your needs. (For instance, if a partner does not live in Oklahoma County, give county where each lives).

Certificate of Fictitious Name of
(Name you have chosen)

KNOW ALL MEN BY THESE PRESENT:

That the following named persons are associated as partners in the business of ownership and management of (type of business), under the firm name of (name of business). That said partnership is a general or limited partnership, dating from the _____ day of _____, 20_____. That the principals' place of business for this partnership is (give complete address including name of one person or service at that location).

General Partners

Residence Address

1. _____

2. _____

Limited Partners

Residence Address

1. _____

2. _____

Signature of Partner

Signature of Partner

State of: _____

County of: _____

Before me, the undersigned authority, being duly sworn according to law, deposes and says that the statements contained herein are true and correct.

Notary

SEAL

My Commission Expires

OKLAHOMA DEPARTMENT OF CONSUMER CREDIT
EXAMINATION & RECORD KEEPING INFORMATION

The Applicant/Licensee requests approval to keep records outside Oklahoma and/or keep such records in electronic or other forms of reproduction as authorized under Oklahoma Rental-Purchase Act Section 1955 of Title 59, Chapter 45; and Oklahoma Administrative Code Title 160, Chapter 35, 160:35-5-1. **It is understood that, without the prior written approval of the request by the Administrator of the Department of Consumer Credit, hardcopies of records must be maintained within Oklahoma and made available for examination at an office in Oklahoma.**

Name of Applicant/Licensee _____ Lic. # _____

Main Office Address _____

City/Town _____ State _____ Zip _____

Contact Person for questions on this Request _____

Telephone (____) _____

Location where you intend to keep records (if different from above)

Address _____

City/Town _____ State _____ Zip _____

RECORDS TO BE MAINTAINED IN A FORM OTHER THAN HARDCOPY

The Applicant/Licensee requests approval to record, copy or reproduce books, accounts and records in photographic, electronic or other forms other than hardcopy and will provide equipment necessary to access records for the purpose of examination.

Describe how books, accounts and records will be maintained. _____

Describe how books, accounts and records will be made accessible to the Department for the purpose of an examination. _____

LOCATION OF EXAMINATION

Applicant/Licensee requests approval to maintain books, accounts and records outside Oklahoma. In order to facilitate a full examination of this license _____
_____ hereby agrees to pay the expenses of the Oklahoma Administrator's representative(s) in conducting an examination or your books and records pertaining to loans made in Oklahoma.

The Department expects the Applicant/Licensee to pay the additional expenses for examiner's air/train fares, hotel accommodations, motor vehicle rentals, private motor vehicle mileage, as well as per diem compensation for any compensatory time required to be paid an examiner.

The above expenses are understood to be in addition to the Two Hundred Dollars (\$200.00) examination fee.

It is further understood that this agreement is being made so that _____
_____ may keep obligations signed by borrowers at an office outside the State of Oklahoma.

Contact Person at Location _____

Address _____

City/Town _____ State _____ Zip _____

Office Hours _____

Describe space available for examination _____

CERTIFICATION

I, _____, a duly authorized officer of
(Name and Title)

(Applicant/Licensee)

agree to maintain the books, records and accounts of the Applicant/Licensee in compliance with this Record Keeping Request, which is submitted to the Oklahoma Department of Consumer Credit.

(Date)

(Signature)