

Alaska Small Loan Company Renewal Application Checklist

GENERAL INSTRUCTIONS- To ensure there are no delays in the review of your application: Complete applications on enclosed forms. Processing of the application begins upon receipt of required documents and fees, an incomplete application delays processing.

All required forms, attached for your convenience, listed below:

- ❖ *Alaska Company Uniform Renewal Application*
- ❖ *MU2 Forms, as needed*
- ❖ *Bond Continuation Certificate & Bond Form*

Complete as a fill-in document, **we no longer accept hand-written applications**. Legible photocopies with original signatures are acceptable. All forms are to be fully completed. Insert "N/A" or "NOT Applicable" where appropriate. When space is insufficient, use a separate page. Information on inserted pages must reference appropriate questions by letter and number. The applicant provides, under oath, the application, supplemental pages, and other related information; filing at the address noted below.

ALASKA AUTHORITY

Alaska Statute 06.01.025 Records of the Department

- (a) Information in the records of the department obtained through the administration of this title is confidential, is not subject to subpoena, and may be revealed only with the consent of the department.

You are responsible for reviewing the **Small Loans Act ([AS 06.20](#)) and accompanying regulation ([3 AAC 12](#))** to ensure familiarity and compliance.

FEES

LICENSE TYPE	LICENSING FEE
Small Loan Company (AS 06.20.010)	\$500.00 for single location (non-refundable)
	\$2,000.00 for multiple locations (non-refundable)

Please note you will receive an invoice for investigative fees related to the issuance of a new license.

For U.S. Postal Service:

State of Alaska, Department of Commerce, Community & Economic Development
Division of Banking & Securities
PO Box 110807, Juneau, AK 99811-0807

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Complete ALL sections of the application and supplemental information. Be sure the application is signed and dated (unsigned applications are returned). Make a copy for your files.

An application to renew a small loan company shall be submitted **no later than December 1st**.

- Application Form - Click the paperclip icon on the left-hand panel and select the *Alaska Uniform Company Renewal Application*.
- Company Business Documents
 - Business Plan- Submit a business plan, *if changes have been made*, detailing the following but not limited to marketing/advertising strategies, products, target markets, fee schedule, operating structure, trade names, specifics for doing business with Alaska consumers, and other pertinent information to help the Division understand your business model.
 - Organizational Chart- Submit an organizational chart, *if changes have been made*, if applicant is owned by another entity or entities or person, or has subsidiaries or affiliated entities.
 - Management Chart- Submit an organizational chart, *if changes have been made*, showing the applicant's divisions, officers, and managers.
 - MU2 Form: Provide for *each new individual* listed on the Alaska Company Uniform Renewal Application, if applicable. To complete, click the paperclip icon on the left-hand panel and select MU2 Form.
 - a. Residential History- Give a complete address history for the past 10 years, starting with current address.
 - b. Employment History- Provide a complete employment history for the past 10 years. Account for all time including full & part-time employments, self-employment, military service, and homemaking. Also include periods such as unemployed, full-time student, extended travel, etc. Indicate by "YES" or "NO" whether this employment was *financial service-related business*.
- Surety Bond- Submit Bond Continuation Certificate, showing an expiration date on or after the expiration of renewed license, and bond form.

IMPORTANT REMINDER

Under [AS 06.20.190](#), the Annual Report for Small Loan Companies is due March 15 of each year.