

## DEPARTMENT OF BANKING AND FINANCE



### REGISTRATION OF REPRESENTATIVE OFFICES

(Loan Production Office, Mortgage Office, Representative Office, Trust Production Office, Deposit Production Office, Etc.)

This form is to be used for initial registration of each representative office.

REGISTRANT (Parent Organization):	
ADDRESS:	
CONTACT:	
TELEPHONE NUMBER:	
E-MAIL ADDRESS:	
MAILING ADDRESS:	

#### OFFICES AND BUSINESS ACTIVITIES IN GEORGIA

YOU MUST LIST ALL REPRESENTATIVE OFFICE LOCATIONS. COPY FORM AND ATTACH ADDITIONAL PAGES AS NECESSARY.

NAME:	
FULL GEORGIA ADDRESS:	
MANAGING OFFICER:	
TELEPHONE NUMBER:	
*BUSINESS ACTIVITY:	
*RELATIONSHIP TO REGISTRANT:	

**\*DOES THIS OFFICE ACCEPT DEPOSITS?**    YES ( )    NO ( )

THE FOREGOING INFORMATION IS PROVIDED IN COMPLIANCE WITH THE REQUIREMENTS OF O.C.G.A. § 7-1-593 AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IN ADDITION, I AKNOWLEDGE THAT IF THE REPRESENTATIVE OFFICE IS CLOSED, NOTICE WILL BE HANDLED IN COMPLIANCE WITH O.C.G.A. § 7-1-110.1 AND DEPARTMENT RULE 80-1-1-.08(12).

AUTHORIZED SIGNATURE	TITLE	DATE
PRINTED/TYPED AUTHORIZED SIGNATURE	PRINTED/TYPED TITLE	

**\*This information must be provided.**

## INSTRUCTIONS

Georgia state-chartered banks, bank holding companies of Georgia state-chartered banks, and their subsidiaries may establish representative offices anywhere in Georgia to conduct a business **other than a banking business**. O.C.G.A. § 7-1-593 requires the registration of representative offices with this Department. The registration form must list the activities of each representative office. In addition, prior to closing a representative office, a notice must be posted and notification provided to the Department as outlined in O.C.G.A. § 7-1-110.1 and Department Rule 80-1-1-.08(12).

**Electronically return the completed form to: [DBFCorp@dbf.state.ga.us](mailto:DBFCorp@dbf.state.ga.us).**

Types of Representative Offices:

Loan Production Office – A loan production office is a form of a representative office, where the solicitation of loans or leases of personal property may occur, but not the disbursement of loan proceeds nor any other banking business.

Mortgage Office – A mortgage office is a form of representative office, established by a bank, a bank holding company, or subsidiary of either for the purpose of conducting a mortgage broker, mortgage lender, and/or mortgage servicer business. If the office is established by **a wholly owned subsidiary of a bank holding company**, registration with the Department's Mortgage Division may also be required through the National Mortgage License System and Registry (NMLSR). Read more about the requirements for a Georgia Mortgage Broker or Lender Registration:

- <http://mortgage.nationwidelicensingsystem.org/slr/PublishedStateDocuments/GA-Mtg-Broker-Processor-Registration-Description.pdf>
- <http://mortgage.nationwidelicensingsystem.org/slr/PublishedStateDocuments/GA-Mtg-Lender-Registration-Description.pdf>

Representative Office – A representative office is established by a bank, a bank holding company, or subsidiary of either for the purpose of conducting other than a banking business. It shall not be considered a branch office or main office.

Trust Production Office - A trust production office is a form of representative office that is a sales office of a bank authorized to exercise trust powers but which office does not perform fiduciary activities. Sales activities shall consist primarily of marketing or soliciting in this state using mail, telephone, or electronic means or in person to act or propose to act as a fiduciary.

Deposit Production Office - A deposit production office is a form of a representative office with the authority to solicit deposits, provide information about deposit products, and assist consumers to complete the application forms to open deposit accounts, provided that such office does not open deposit accounts, take deposits, or conduct any other banking business.