



STATE OF NEVADA  
FINANCIAL INSTITUTIONS DIVISION ATTN:  
APPLICATION PROCESSING  
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Documents Received On

## **CHECKLIST FOR LICENSING RETAIL TRUST COMPANY NRS & NAC 669**

### **Materials due with the Initial Submission**

#### **Checklist for Initial Submission**

- A) Retail Trust Company application from the website: [www.fid.nv.gov](http://www.fid.nv.gov)
- B) Application fee of \$3,000 made payable to the "Nevada Financial Institutions Division"
- C) Business Plan and three years of financial projections – the business plan should address the products and services the trust company plans to offer and should provide a summary of the management team for the trust company.
- D) Policies and procedures for the trust company as they relate to account administration for the products and services to be offered by the trust company.
- E) Personal History Report and Fingerprint Cards (2 sets on form FD-258) for all owners, officers, and directors of the applicant.
- F) The minimum required capital should be in an account at a one or more banks located in this state.

*After the above items have been received and reviewed, the trust company will receive a non-objection letter if everything meets the requirements of the statutes. This letter can be used as proof of name approval to obtain the Nevada Secretary of State registration.*

### **Materials due Prior to Final Approval**

*Prior to the approval of the application, the applicant will need to submit the following documentation:*

- G) Lease for proposed location
- H) Nevada Secretary of State (NVSOS) business registration
- I) Certificate of Good Standing
- J) Articles of Incorporation
- K) Municipal business license (City of County)
- L) Fidelity bond and insurance as required by NRS 669.240

*If the above items meet the statutory requirements, the trust company will be issued an approval and a charter.*