

**APPLICATION FOR REGISTRATION OF TIME SHARE
EXCHANGE AGENT**

INSTRUCTIONS & INFORMATION

1. An applicant shall not submit this form to the Department unless the time share plan with which the applicant is affiliated has been accepted for registration by the Director.
2. The Director will not receive this application unless the applicant has completed every statement in the application and the application is accompanied by the documents required to be distributed to each time share purchaser participating in the exchange program under Section 514E-9.5(a), Hawaii Revised Statutes, Time Sharing Plans.
3. The Director will act upon this application within sixty (60) days after receipt of a **complete** application.
4. If the applicant is a corporation, partnership, joint venture, limited liability company (LLC), or limited liability partnership (LLP), the applicant must designate a responsible managing employee (RME).
5. Please attach payment of registration fees in the amount specified in Section 16-53-40.3, Hawaii Administrative Rules, *Fees Relating to Boards and Commissions*, as follows:

Exchange Agent:	\$ 125	Application (non-refundable)
	\$ 236	Registration
	\$ 50	Compliance Resolution Fund

The above-prescribed fees shall be paid in the form of a check made payable to: "**Department of Commerce and Consumer Affairs**". (check must be in U.S. dollars and be from a U.S. financial institution.)

6. Mail all required items to:

*Time Share Program
Department of Commerce and Consumer Affairs
P.O. Box 3469
Honolulu, HI 96801*

OR

Deliver to office:

*Time Share Program
Department of Commerce and Consumer Affairs
335 Merchant Street, Rm. 329
Honolulu, HI 96813*

Pursuant to HRS §436B-9 your application shall be considered abandoned and shall be destroyed if you fail to provide evidence of continued efforts to complete the licensing process for two consecutive years. The failure to provide evidence of continued efforts includes but is not limited to: (1) failure to submit any required information and documents requested by the licensing authority within two consecutive years from the last date the documents and information were requested, or (2) failure to complete any additional requirements for licensure that remain after the approval of your application, such as attempting to complete an exam requirement, within two consecutive years from the date your application was approved, or (3) failure to provide the licensing authority with any written communication during two consecutive years indicating that you are attempting to complete the licensing process. If an application is deemed abandoned the applicant shall be required to reapply for licensure and comply with the licensing requirements in effect at the time of the reapplication.

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FOR OFFICE USE	Received: _____
	Accepted: _____
	Reg. No.: _____

1. Name of Applicant: _____

2. Address: _____ Phone No.: _____

3. Applicant is: ☐ individual ☐ corporation ☐ limited liability company (LLC)
 ☐ partnership ☐ joint venture ☐ limited liability partnership (LLP)

<u>Name of officers/partners/members/managers</u>	<u>Title</u>	<u>Address</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Registered with the State Business Registration Division as a:

☐ corporation ☐ partnership ☐ joint venture ☐ LLC ☐ LLP

Date of registration: _____

4. Responsible managing employee(s):

<u>Name</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: Describe duties, functions, etc., of RME(s) on a separate sheet.

5. Applicant's attorney: _____

Name

Mailing Address (include suite no., city, state & zip code)
Phone No.

(CONTINUED ON PAGE 2)

Print Name of Applicant _____ Date _____

6. Time share property or plan

a. Name _____

b. Location _____

c. Developer _____

Name

Mailing Address (include suite no., city, state & zip code)

Phone No.

d. Reg. No. _____

7. Person to receive service of process

Name

Mailing Address (include suite no., city, state & zip code)

Phone No.

8. The following questions apply to the applicant and/or its partners, officers, directors, members, managers, real estate broker (if applicable), and RME(s):

a. Have you ever been convicted of a crime in any jurisdiction that has not been annulled or expunged? ☐ YES ☐ NO

If "YES", provide information on the date, place and type of conviction on a separate sheet.

b. Was any license, in this State or any other state, suspended or revoked at any time? ☐ YES ☐ NO

If "YES", in what state(s) _____ and briefly describe on a separate sheet.

c. Is there any administrative action pending against you in this State or any other state? ☐ YES ☐ NO

If "YES", in what state(s) _____ and briefly describe on a separate sheet.

d. Was any application for license denied in this State or any other state? ☐ YES ☐ NO

If "YES", in what state(s) _____ and briefly describe on a separate sheet.

e. Have any complaints or charges ever been filed against you, regardless of outcome, in this State or any other state? ☐ YES ☐ NO

If "YES", in what state(s) _____ and briefly describe on a separate sheet.

I hereby certify that the statements and answers on this application and accompanying documents are true and correct. I understand that any misrepresentation shall constitute grounds for refusal or subsequent revocation of license. (Section 710-1017, Hawaii Revised Statutes).

Signature of Applicant

Date

Print Name and Title

This material can be made available for individuals with special needs. Please call the Time Share Administrator at (808) 586-2709 to submit your request.