



NOTICE OF LICENSEE RESPONSIBILITIES

REPORTING RESPONSIBILITIES

As a licensee you are subject to the following reporting responsibilities under the law:

1. You must file an Initial Annual Statement within 60 days from the date of issuance of a license. (Newly licensed only)
2. You must file an Annual Statement 60 days prior to the expiration of your license.
3. You must notify the Bureau in writing within 15 business days of a change to any address and phone number on file with the Bureau.
4. You must notify the Bureau within 15 business days if you have been removed by the court for breach of trust or if you file for bankruptcy or hold a controlling financial interest in a business that files for bankruptcy.

LICENSE RENEWAL

To renew your license, you must:

1. Submit a complete Annual Statement 60 days prior to the expiration of your license. The Annual Statement may be submitted by email to PFBRenewals@dca.ca.gov.
2. Complete 15 hours of approved continuing education courses in the year immediately preceding your license expiration date. Two of the 15 hours must be in ethics, cultural competency, or a combination of both ethics and cultural competency totaling two hours.
3. Pay the renewal fee and self-certify that you have completed continuing education on the payment coupon which will be mailed by the Bureau to your address of record 90 days prior to the expiration of your license. You may also download a self-certification form from the Bureau's website and mail it to the Bureau with your renewal fee.

Your license renewal will be denied for failure to comply with any of these requirements. If you continue to conduct business without a valid unexpired license you will be in violation of the Professional Fiduciaries Act, and subject to administrative and/or disciplinary action. Licenses renewed more than 30 days after expiration will be assessed a \$150 delinquency fee. Renewals will not be processed pending any outstanding fees or fines.

BPC section 6562.5 requires licensees who do not plan to renew their license to provide written notice of their intent to not renew and submit a final annual statement to the Bureau 60 days before the expiration of their professional fiduciary license.

As a licensee, you are required to know the laws and regulations governing your professional fiduciary license, including reporting and renewal requirements. The laws and regulations are available on the Bureau's website at www.fiduciary.ca.gov.