Corporate Activities

Corporate Application Filing Entry System (CAFE)

User Guide

Texas Department of Banking

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Corporate Application Filing Entry System Instructions

Introduction

The Texas Department of Banking (the "Department") Corporate Application Filing Entry System ("CAFE") provides applicants the ability to submit any type of application or notice ("filing"), except Money Services Business Applications, electronically. For more information on filing Money Services Business Applications please visit the Money Services Business section of our website at MSB Application. In addition, applicants may submit additional information or documentation for filings originally submitted via CAFE. Please note that only the person that submitted the original filing will be able to submit additional information for that filing unless the Department has a Users Group Request on file as described in the *Coordinator Designation and Users Group Request* sections below.

Any filing submitted through CAFE is not considered received until the Department receives the entire document and required filing fees, if any. Failure to submit the required fee may result in the return of your application. Documentation or checks received after 4:30 p.m. are considered received at 8:00 a.m. on the next business day.

*Please note that in addition to Internet Explorer, CAFE has been tested with Chrome, Opera, Firefox and Safari.

Registration

Initial registration is required before a user may begin to submit filings through CAFE. A separate registration/account is required for each individual that will utilize CAFE. Corporate registrations or shared accounts (i.e. law firms, banks, etc.) are not allowed.

To Register:

- Open CAFE
- Select the link – Register
- Please complete the registration form in its entirety.
- Your username will be your email address. You will set your password during the registration process. Please follow these password rules:

- o Be at least six characters long;

- o Contain both uppercase and lower case characters; and

- o Contain a number or a special character such as: !@#$%^,

- The account will not be available until the registration information can be verified. This may take up to 48 hours.

- A member of the Corporate Activities Division will contact you, if needed, to verify your information. You will be notified via e-mail when the account has been activated.

Filing Submissions

There are several steps to be completed when submitting a filing.

Applicant Information

- The applicant name, address, city, state and zip code are mandatory fields.

- The contact name will default to the information provided during the registration process. You may provide additional email addresses for each individual filing. These email addresses will be cc'd on any CAFE generated emails regarding that filing.

- The subject field should include a summary of the transaction (usually the subject/Re line in your cover letter).

- The information contained in this section should be specific to this filing. If you have more than one filing for the same applicant, please create separate filings.

- From the drop down menu indicate if a fee is required and select the fee amount that will be mailed to the Department.

- Save the filing information before you proceed to upload documents.

Upload Documents

- The preferred and recommended format for filings is PDF with bookmarks to each section in the document.

- The filename of the document being loaded should not contain certain special characters (e.g. apostrophes).

- Public and confidential sections, if applicable, should be uploaded as separate documents.

- You must upload a copy of the check that has been or will be mailed to the Department for any fees due.

Submitting Your Filing

- You may continue to make changes to the applicant information and add or remove documents before you submit the filing. The information will be saved for your retrieval and edit until you click the "Submit Filing" button.

- You will not be able to change, or remove information or documents once the filing has been submitted. However, you will be able to submit additional documentation once the filing is received by the Department and an analyst has been assigned. See *Submitting Additional Documentation* section below for further instructions.

- To create a new filing simply click the "create new filing" button on the top left hand side of your screen.

- If you need to withdraw a submitted filing, you will need to contact the Corporate Activities Division at (512) 475-1342.

Submitting Additional Documentation

- CAFE will allow you to submit additional information once an analyst has been assigned to each filing, which is usually within 48 hours from the time you submit the initial filing.

- Once an analyst has been assigned, the name of the assigned analyst will be displayed in the filing window and the Upload File(s) button will no longer be greyed out. You may then submit additional documentation for that filing.

- Do not create or duplicate a filing to submit additional information or documentation. To submit additional information, select the correct filing from the filing history and click on the Browse button. Upload documentation as explained in the uploaded documents section above.

- As mentioned in the introduction, only the person that submitted the original filing will be able to submit additional documentation unless the Department has a Users Group Request form on file.

- The additional documentation will be submitted directly to the assigned analyst with a copy to the original submitter and the additional emails provided with the initial application. Please note you will continue to receive correspondence from the department via mail, fax or email. The Department will not send you any correspondence via CAFE.

- Additional documents will be denoted by an * next to the file name.

Fees

Mail any fees due to the Department as soon as possible. Please include a copy of the original cover letter with your check. The checks should be mailed to:

> Texas Department of Banking
> Attn. Corporate Activities Division
> 2601 N Lamar Blvd.
> Austin, TX 78705

Coordinator designation

Each organization that will have more than one individual registered as a CAFE user must submit a complete Coordinator Designation Form to the Department. The coordinator will be responsible for communications between the organization and the Department related to CAFE. The coordinator may also designate individuals to be issued user credentials for CAFE.

Users Group Request.

CAFE offers the ability for users within an organization to create a user's group that will allow then to view all filings submitted by the group users, including any documentation included with the filings. In addition, group users will have the ability to submit additional documentation on behalf of other group users. The users must all have the same email domain in order to be part of the group. The group coordinator must submit a completed Users Group Request form to the Department to form a group, add or remove group members.

Filing Tracking and History

The filing history portion of CAFE allows you to track any filings that have been submitted or are pending to be submitted. You will be able to edit any filing that has not been submitted. Once you submit your filing, the filing history will reflect the date submitted and the most recent filing will be at the top of the list. You may view the information and documentation submitted, including any additional documentation, for each filing by simply selecting it from your list. You will also be able to view the assigned analyst.

For users that are part of a group, the filing history will include a drop down menu listing all group members. Users may view only the filings they submitted, select another user or view all filings submitted on behalf of the organization.

CAFE is specifically designed to submit filings and additional documentation for those filings originally submitted via CAFE, and is not intended as a communication portal between the applicant and the Department. The filing history is provided for your convenience. However, CAFE was not designed to be able to track the progress of your filings.

If you have questions about this system, please contact the Corporate Activities Division at (512) 475-1342.