

15, THE SUPERINTENDENT SHALL CHARGE THE LICENSEE A LATE FEE OF \$10 PER DAY UNTIL THE DOCUMENTS ARE RECEIVED.

(C) INSPECTION OF BUSINESS RECORDS.

THE SUPERINTENDENT MAY INSPECT ANY OF THE BUSINESS RECORDS OF A LICENSEE THAT RELATE TO ANY MATTER THAT IS SUBJECT TO CERTIFICATION OR DOCUMENTATION UNDER THIS SECTION.

558. OFFICE; RECORDS.

(A) OFFICE.

A LICENSEE SHALL MAINTAIN AN OFFICE IN THE STATE.

(B) RECORDS AND FILES.

A LICENSEE SHALL KEEP IN AN OFFICE IN THE STATE ALL RECORDS OR FILES:

(1) THAT ARE MADE IN THE STATE; AND

(2) THAT RELATE TO AN INVESTIGATION IN THE STATE.

559. NEW OFFICES; CHANGE OF OFFICE ADDRESSES; CHANGE IN MEMBERSHIP.

(A) NEW OFFICES; CHANGE OF ADDRESS.

(1) WITHIN 5 DAYS AFTER THE CHANGE, A LICENSEE SHALL SUBMIT TO THE SUPERINTENDENT WRITTEN NOTICE OF:

(I) THE ADDITION OF A BRANCH OFFICE; AND

(II) ANY CHANGE IN THE ADDRESS OF AN EXISTING OFFICE.

(2) THE LICENSEE SHALL SUBMIT WITH THE NOTICE:

(I) THE AGENCY LICENSE CERTIFICATE; AND

(II) IF THE PROPOSED CHANGE AFFECTS AN EXISTING BRANCH OFFICE, THE BRANCH OFFICE CERTIFICATE FOR THAT OFFICE.

(3) THE SUPERINTENDENT MAY:

(I) ENDORSE THE CHANGE ON THE AGENCY LICENSE CERTIFICATE AND, IF APPLICABLE, ON THE BRANCH OFFICE CERTIFICATE OF THE AFFECTED BRANCH OFFICE; OR

(II) ISSUE A NEW AGENCY LICENSE CERTIFICATE AND, IF APPLICABLE, A NEW BRANCH OFFICE CERTIFICATE, BOTH OF WHICH SHALL SET FORTH THE SAME DATA AS THE ORIGINAL AGENCY LICENSE CERTIFICATE.