

**COMMONWEALTH OF VIRGINIA  
STATE CORPORATION COMMISSION  
ANNUAL REPORT INSTRUCTIONS**

DO NOT ATTEMPT TO ALTER ANY PRE-PRINTED INFORMATION FOR ITEMS ① through ⑤ OF THE REPORT FORM. Changes to items ① through ⑤ **cannot** be accomplished on the annual report form and will require a separate filing. If you need to change items ② and/or ③, contact this office to request a pre-printed form SCC635/834. If you need to change items ①, ④, and/or ⑤, visit our Web site or contact our office in order to receive the appropriate amendment forms, instructions and associated fees.

The annual report must be completed **in black** and be **legible and reproducible**. If an error is made, please use white correction fluid or erase completely.

All directors and all principal officers (e.g., president, secretary, treasurer, etc.) must be listed in item ⑦ of the annual report. An individual may be designated as both a director and an officer. See §§ 13.1-675 A, 13.1-693 A and 13.1-775 A 3 (stock corporations) or §§ 13.1-855 A, 13.1-872 A and 13.1-936 A 3 (nonstock corporations) of the Code of Virginia. Note: If the corporation (1) does not have *directors* because (i) initial directors are not named in the articles of incorporation and an organizational meeting of the corporation has not been held or (ii) the board of directors has been eliminated pursuant to a valid shareholder agreement authorized by § 13.1-671.1 or § 13.1-852.1 of the Code of Virginia, or (2) does not have *officers* because an organizational meeting has not been held, insert "No Directors" or "No Directors or Officers," as the case may be, in the right block in item ⑦.

Changes to items ⑥ and ⑦ **must** be accomplished on this report.

- ⑥ If there is no principal office address in the left block or the pre-printed address is incorrect, you must add or correct the principal office address in the right block.
- ⑦ If there is no director and officer information in the left block(s) or the pre-printed data is incorrect, you must add or correct the director and officer information in the right block(s). Include additional pages if additional space is needed, but please do not staple them to the report form.

Note: All directors and officers listed on this report will be "on record" in the Clerk's Office. However, we maintain in our computer database only the first five individuals listed on this report.

Virginia law requires the Commission to return for correction or explanation an annual report that is incomplete or inaccurate. An acceptable report must be received on or before the due date. The corporation is not in good standing if the report is overdue. If an acceptable report is not received **on or before** the last day of the fourth month following the due date, the corporation's existence (domestic)/certificate of authority (foreign) will be automatically terminated/revoked.

**THE COMPLETED REPORT MUST BE SIGNED, DATED AND RETURNED TO THE CLERK'S OFFICE.**

Web Site Address: [www.scc.virginia.gov/clk/index.aspx](http://www.scc.virginia.gov/clk/index.aspx)

Phone: (804) 371-9733 or toll-free in Virginia (866)-722-2551

Mailing Address:

State Corporation Commission  
Clerk's Office  
PO Box 1197  
Richmond VA 23218-1197

Courier Delivery Address:

State Corporation Commission  
Clerk's Office, First Floor  
1300 E Main St  
Richmond VA 23219

**PRIVACY ADVISORY:** Information such as social security number, date of birth, maiden name, or financial institution account numbers is NOT required to be included in business entity documents filed with the Office of the Clerk of the Commission. Any information provided on these documents is subject to public viewing.