

ALERT TO VIRGINIA CORPORATIONS REGARDING SOLICITATIONS
FROM “CORPORATE RECORDS SERVICE”
(12/11/2013)

The State Corporation Commission has received inquiries recently about unsolicited mailings from **Corporate Records Service**, 7330 Staples Mill Road, #402, Richmond, VA 23228-4122, directed to Virginia corporations. The mailings include an official-looking document titled “2013 - Annual Records Solicitation Form” and an offer from Corporate Records Service to prepare “corporate consent records in lieu of meeting minutes” for a fee of \$125.

The form notes that Corporate Records Services is a private company. However, the document and the envelope in which it is sent create the appearance that the mailing may be an official government communication. The form includes a “respond by” date and suggests the information requested is required by Virginia corporate law.

The Solicitation Form looks somewhat like the annual report form prepared by the Commission and mailed to corporations of record in the Clerk’s Office. Some corporations have confused the Solicitation Form for the Commission-prescribed annual report. The document from Corporate Records Service is not prescribed or recognized by the Commission and it will not be accepted for filing with the Commission.

The Commission posted an alert in June of this year about similar solicitations to Virginia corporations from Corporate Records Service. A search of the Commission’s business entity records in the Clerk’s Office revealed no record of a company with the name Corporate Records Service.

Any corporation that has questions about the solicitation or form is encouraged to obtain advice from its lawyer or business advisor. Also, the Clerk’s Office can be contacted at (804) 371-9733 or 1-866-722-2551 (toll-free in Virginia) for information about corporate annual report and other business entity filing requirements under Virginia law.