

ALERT TO BUSINESS ENTITIES REGARDING MAILINGS FROM  
VIRGINIA COUNCIL FOR CORPORATIONS OR U.S. BUSINESS SERVICES

The State Corporation Commission (“Commission”) has received inquiries about solicitations that resemble official government mailings directed to Virginia corporations and limited liability companies. The mailings are from either of two private organizations - Virginia Council for Corporations or U.S. Business Services. Both companies offer to prepare and provide, for a fee of \$150, “corporate consent records in lieu of meeting minutes” that purportedly fulfill requirements of Virginia law.

The material from Virginia Council for Corporations includes an official-looking document titled “201X - Annual Records Solicitation Form” and instructions for completing the form. The material from U.S. Business Services includes an official-looking form titled “201X - Annual Minutes Statement” and instructions.

The forms look similar to the Annual Report form prescribed by the Commission and mailed to corporations of record in its Clerk’s Office. Some business entities have confused the forms for the Commission-prescribed Annual Report. PLEASE NOTE that the documents provided by these organizations are not required by Virginia law, are not authorized by the Commission, and will not be accepted for filing with the Commission.

Affected business entities may wish to contact the United States Postal Inspection Service, Criminal Investigations Service Center, ATTN: Mail Fraud, 433 W. Harrison Street, Room 3255, Chicago, Illinois 60699-3255, or the Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

Any business entity in Virginia that has questions about the solicitation is encouraged to consult with its lawyer or business advisor before returning a completed form and payment to either organization. Also, the Clerk’s Office can be contacted at (804) 371-9733 or 1-866-722-2551 (toll-free in Virginia) for information about the requirements for corporate annual reports and other business entity documents that can be filed in this office.

(02/18)