



BTA1213
(04/08)

COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

GUIDE FOR ARTICLES OF CORRECTION TO THE ARTICLES OF TRUST
OF A DOMESTIC BUSINESS TRUST

ARTICLES OF CORRECTION OF

(business trust's name as currently on record with the SCC)

The undersigned, on behalf of the business trust set forth below, pursuant to Title 13.1, Chapter 14, Article 2 of the Code of Virginia, states as follows:

1. The name of the domestic business trust is (name currently on record with the SCC).
2. (Set forth a statement of the nature of the error necessitating each correction.)
3. (Set forth the text of each correction. **NOTE:** Articles of correction can correct only a name or address specified in the articles of trust.)
4. (Set forth the manner by which the correction(s) was (were) adopted on behalf of the business trust; only set forth the applicable option listed below.)

The correction(s) to the articles of trust was (were) adopted:

Option A: By all of the trustees [or, by the sole trustee].

Option B: By a majority vote of the trustees entitled to vote.

Option C: In accordance with the articles of trust [or the governing instrument] of the business trust.

Executed in the name of the business trust by:

_____ (signature) _____ (date)

_____ (printed name) _____ (title)

_____ (business trust's SCC ID no.) _____ (telephone number (optional))

(The execution must be by a trustee or by an officer of the business trust, or if the business trust is in the hands of a receiver, trustee, or other court-appointed fiduciary, by that fiduciary.)

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.

THIS FORM IS TO BE USED AS A GUIDE ONLY.

SEE INSTRUCTIONS ON THE REVERSE

INSTRUCTIONS TO FORM BTA1213

Guideform BTA1213 has been produced by the Commission as a guide to help you prepare the business trust's articles of correction. Please note, however, that a marked-up version of this guideform **will not** be accepted. You must separately type and prepare your articles, using this form as a guide, inserting appropriate information and omitting all inapplicable text (like the header, seal of the Commission and the italicized portions).

The articles must be in the English language, typewritten or printed in black on white, opaque paper 8 1/2" by 11" in size, legible and reproducible, and free of visible watermarks and background logos. A minimum of 1" must be provided on the left, top and bottom margins and 1/2" on the right margin. Use only one side of a page.

You can download this guideform from our website at www.scc.virginia.gov/clk/formfee.aspx.

A business trust may file articles of correction at any time only to **correct** a name or address specified in the articles of trust.

The articles must set forth the manner by which the correction was adopted on behalf of the business trust. In paragraph 4, select the manner of adoption from Options A, B or C. See § 13.1-1213 of the Code of Virginia.

The articles must be signed by a trustee or by an officer of the business trust, or if the business trust is in the hands of a receiver, trustee, or other court-appointed fiduciary, by that fiduciary. See § 13.1-1202 of the Code of Virginia.

It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing. See § 13.1-1205 of the Code of Virginia.

These articles may not be filed with the Commission until all fees and penalties to be collected by the Commission under the Virginia Business Trust Act have been paid by or on behalf of the business trust; provided, however, that an assessed annual registration fee does not have to be paid if these articles are **filed** with an effective date that is on or before the due date of the annual registration fee payment. See § 13.1-1255 of the Code of Virginia.

Submit the original, signed articles to the Clerk of the State Corporation Commission, P.O. Box 1197, Richmond, Virginia 23218-1197, (Street address: 1300 East Main Street, Tyler Building, 1st Floor, Richmond, Virginia 23219), along with a check for the filing fee in the amount of **\$25.00**, payable to the State Corporation Commission. **PLEASE DO NOT SEND CASH.** If you have any questions, please call (804) 371-9733 or toll-free in Virginia, (866) 722-2551.

NOTE

The registered office and/or registered agent cannot be changed by filing a correction to the articles of trust. This change must be accomplished by filing a statement of change of a registered office and/or registered agent on form BTA1221. A request for this form can be made via the Commission's website at <http://www.scc.virginia.gov/clk/ElectronicFormRequest.aspx> or by contacting the Clerk's Office of the State Corporation Commission at the telephone numbers shown above.