

## Instructions to Form BTA1245 – Amended Application for Registration as a Foreign Business Trust

<b>Filing Requirements</b>									
Submit with this Commission-prescribed application a certified or otherwise authenticated copy of any instrument of amendment, correction or merger filed in the foreign business trust's state or other jurisdiction of formation, authenticated within the past 12 months by the Secretary of State or other public official with custody of company records. Certification must indicate that each document is a "true and correct copy" of the official records, or words to that effect.									
Pay all fees and penalties before submitting this application to the Commission. If the Commission issues the articles of restatement on or before the annual registration fee due date, payment of the registration fee for the current year is not required									
<b>Required Fees</b>	<b>Filing Fee: \$25.00</b>								
<b>File Online Today</b>	<b>Paper Filing</b>								
Visit <a href="https://cis.scc.virginia.gov">https://cis.scc.virginia.gov</a> to file the amended application for registration as a foreign business trust in real time.	Download from <a href="https://scc.virginia.gov/pages/Foreign-Business-Trusts">https://scc.virginia.gov/pages/Foreign-Business-Trusts</a> complete, print, and mail or deliver to below address:								
<b>Questions?</b> Visit the CIS help page at <a href="https://scc.virginia.gov/pages/CIS-Help">https://scc.virginia.gov/pages/CIS-Help</a> for how-to guides, answers to frequently asked questions, and helpful videos.	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>State Corporation Commission</b></td> <td style="width: 50%;"><b>Courier Delivery Address</b></td> </tr> <tr> <td>Clerk's Office</td> <td>1300 E. Main St, 1<sup>st</sup> floor</td> </tr> <tr> <td>P.O. Box 1197</td> <td>Richmond, VA 23219</td> </tr> <tr> <td>Richmond, VA 23218-1197</td> <td></td> </tr> </table>	<b>State Corporation Commission</b>	<b>Courier Delivery Address</b>	Clerk's Office	1300 E. Main St, 1 <sup>st</sup> floor	P.O. Box 1197	Richmond, VA 23219	Richmond, VA 23218-1197	
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Richmond, VA 23218-1197									
Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. <b>DO NOT SEND CASH.</b>								

This amended application, which has been prescribed and furnished by the Commission pursuant to § 13.1-1245 of the Code of Virginia, must be used by a foreign business trust that needs to amend its application for a certificate of registration to transact business in Virginia.

If the business trust's new name contains one of the following words or phrases "trust company," "corporation," "professional corporation," "incorporated," "limited company," "limited liability company," "professional limited liability company," "limited partnership," "registered limited liability partnership," "limited liability partnership," "registered limited liability limited partnership," or "limited liability limited partnership;" the abbreviations "Corp.," "Inc.," "L.C.," "LC," "L.L.C.," "LLC," "P.C.," "PC," "P.L.C.," "PLC," "P.L.L.C.," "PLLC," "L.P.," "LP," "R.L.L.P.," "RLLP," "L.L.P.," "LLP," "R.L.L.L.P.," "RLLLPL," "L.L.L.P.," or "LLLPL;" or any word or phrase the use of which is prohibited by law for the business trust, or if the business trust's new name is not available or distinguishable upon the records of the Commission, it will need to adopt a designated name for use in Virginia that is distinguishable on the Commission's records. See §§ 13.1-1242 and 13.1-1244 of the Code of Virginia. State the "for use in Virginia" name in paragraph 2 (b). To check the availability of a business trust name, or a designated name, please contact the Clerk's Office Call Center at (804) 371-9733 or toll-free in Virginia at (866) 722-2551.

The principal office is the office where the principal executive offices of the business trust are located. See § 13.1-1242 of the Code of Virginia. The principal office address must include a street and number, if one is associated with the principal office's location. A rural route and box number may only be used if no street address is associated with the principal office's location. A post office box is not acceptable given the aforementioned statutory provision.

This amended application must be executed on behalf of the foreign business trust by a person who, under the laws of the business trust's jurisdiction of formation, is authorized to execute post-formation articles, certificates, etc. filed with the Secretary of State or other official having custody of business trust records in such jurisdiction. The person signing this amended application must print his or her name and the capacity in which he or she is signing beneath or opposite his or her signature. A person signing on behalf of a business entity must set forth the name of the business entity, its relationship to the business trust (e.g., trustee), the individual's printed name and the capacity in which he or she is signing on behalf of the business entity. 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.***

### NOTE

The registered office and/or registered agent cannot be changed by filing an amended application. This change may only be accomplished by filing a statement of change of a registered office and/or registered agent on form BTA1221, which can be **filed online** in real time by visiting our website at <https://cis.scc.virginia.gov>. A request for a paper version of this form can also be made via the Commission's website at <https://scc.virginia.gov/pages/Online-Forms-Request>.

### Important Information

The application must be in the English language, typewritten or printed in black, legible and reproducible. The document must be presented on uniformly white, opaque paper, free of any visible watermarks and background logos.

**Do not include personally identifiable information**, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at [www.scc.virginia.gov/clk](http://www.scc.virginia.gov/clk).



Form  
**BTA1245**  
(Rev. 08/20)

State Corporation Commission

## Amended Application for Registration as a Foreign Business Trust

The undersigned, on behalf of the foreign business trust set forth below, pursuant to § 13.1-1245 of the Code of Virginia, states as follows:

1. The name of the foreign business trust, as it currently appears on the records of the State Corporation Commission, is

\_\_\_\_\_  
\_\_\_\_\_.

2. The business trust's application for a certificate of registration to transact business in Virginia as a foreign business trust is amended as follows:

- (a) The name of the foreign business trust has been changed to

\_\_\_\_\_  
\_\_\_\_\_.

- (b) If the new name of the business trust is not available or does not comply with the requirements of Virginia law, the designated name adopted by the business trust for use in Virginia is

\_\_\_\_\_  
\_\_\_\_\_.

- (c) The state or other jurisdiction of formation has been changed to \_\_\_\_\_  
and/or the date of formation is corrected to \_\_\_\_\_.

- (d) The principal office address, including the street and number, if any, has been changed to

\_\_\_\_\_.

- (e) Any other amendments or changes to matters stated or described in the application:

\_\_\_\_\_  
\_\_\_\_\_.

Executed in the name of the foreign business trust by:

\_\_\_\_\_  
(signature of authorized person)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(printed name)

\_\_\_\_\_  
(title (e.g., trustee or title of officer))

\_\_\_\_\_  
(business trust's SCC ID no.)

\_\_\_\_\_  
(telephone number (optional))