



COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

BTA1212
(07/05)

ARTICLES OF TRUST OF A
DOMESTIC BUSINESS TRUST

Pursuant to Title 13.1, Chapter 14, Article 2 of the Code of Virginia, the undersigned states as follows:

1. The name of the business trust is

_____.

2. A. The name of the business trust's initial registered agent is

_____.

B. The registered agent is **(mark appropriate box)**:

(1) an INDIVIDUAL who is a resident of Virginia **and**

- a trustee or officer of the business trust
- an officer or director of a corporation that is a trustee of the business trust
- a general partner of a general or limited partnership that is a trustee of the business trust
- a member or manager of a limited liability company that is a trustee of the business trust
- a trustee of a business trust or other trust that is a trustee of the business trust
- a member of the Virginia State Bar

OR

(2) a domestic or foreign stock or nonstock corporation, limited liability company, registered limited liability partnership or business trust authorized to transact business in Virginia.

3. The business trust's initial registered office address, including the street and number, if any, which is identical to the business office of the registered agent, is

_____, VA _____,
(number/street) (city or town) (zip)

which is physically located in the county **or** city of _____.

4. The business trust's principal office is located at

(number/street) (city or town) (state) (zip)

5. Signature(s) of person(s) forming the domestic business trust:

(signature) (date)

(printed name) (telephone number (optional))

SEE INSTRUCTIONS ON THE REVERSE

INSTRUCTIONS

The articles 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 visible watermarks and background logos.

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

The business trust name may not include the 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.,” “RLLLP,” “L.L.L.P.,” or “LLLP;” or any word or phrase the use of which is prohibited by law for the business trust. See § 13.1-1214 of the Code of Virginia.

The proposed business trust name must be distinguishable upon the records of the Commission. See § 13.1-1214 of the Code of Virginia. To check the availability of a business trust name, please contact the Clerk’s Office Call Center at (804) 371-9733 or toll-free in Virginia at (866) 722-2551.

The business trust may not serve as its own registered agent.

The location of the registered office must be identical to the business office of the registered agent. See § 13.1-1220 of the Code of Virginia.

The address of the registered office must include a street address. A rural route and box number may only be used if no street address is associated with the registered office’s location. A post office box is only acceptable for towns/cities that have a population of 2,000 or less if no street address or rural route and box number is associated with the registered office’s location. Set forth the name of the county or independent city in which the office is physically located. Counties and independent cities in Virginia are separate local jurisdictions.

The articles may not set forth a separate address for the mailing of correspondence to the registered office. However, a post office box may be included within the address of the registered office, as long as the street name and number are also included (e.g., street and number, P.O. box; city or town; state; zip).

The principal office is the location at which a beneficial owner may inspect the business trust’s governing instrument as well as other information and records specified in Section 13.1-1278 E of the Code of Virginia. See Section 13.1-1279 of the Code of Virginia.

The articles must set forth the address at which the principal office is physically located, which is to include a street and number, city or town, state and zip code. See Section 13.1-1212 of the Code of Virginia. 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 since it is not a location at which business records can be inspected.

The articles may not set forth a separate address for the mailing of correspondence to the principal office. However, a post office box may be included within the address of the principal office, as long as the street name and number are also included (e.g., street and number, P.O. box; city or town; state; zip).

The articles must be executed by the person(s) forming the trust. 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.

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 **\$100.00**, 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, 1-866-722-2551.