



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
District of Columbia Government

Corporations Division

Form BRA-25. Version 2, July 2010.

Instruction Sheet for Two-Year Report for Domestic & Foreign Business, Close & Professional Corporation.

Who needs to file this report?

All domestic (District) or foreign (non-District) for-profit corporations that conduct business in the District of Columbia and that registered with Corporation Division. Corporations include close, professional and general business corporations. Registered corporation is the one that have certificate of incorporation (for domestic entities) or certificate of authority (for foreign entities) from Corporations Division. Corporation must be in active status to file report.

When should this report be filed?

- 1 Business Corporations inclusive of domestic or foreign business, professional or close corporations that register or commence conducting business on or before April 15th of any given year must file a two-year report by April 15 that same year and every two years thereafter.
- 2 Business Corporations inclusive of domestic or foreign business, professional or close corporations that register or commence conducting business after April 15th must file their first two-year report by April 15 the very next year after registration and every two years thereafter.

What are the filing fees?

Refer to Corporate Fee Schedule posted online.

What are the late fees and/or penalties for not filing on time?

Refer to Corporate Fee Schedule posted online for Penalty for Domestic profit and for foreign profit corporations if report is not filed by April 15.

What is the interest charged if report is not filed on time?

If the two year report of any DOMESTIC PROFIT CORPORATION is unpaid on April 15 on which the same is due, the two year report fee shall bear interest at the rate of 5 per centum per month until paid.

Please, note that foreign corporation does not have to pay any interest.

Do I have to file this report even if I do not get notice from Corporations division?

Failure to receive a report form does not relieve a corporation of the responsibility to file and pay on time.

What are the special requirements for professional corporations in the District of Columbia?

Professional service is defined as service performed by certified public accountants, attorneys, architects, practitioners of the healing arts, dentists, optometrists, podiatrists, or professional engineers.

All professional corporations must attach additional sheet and answer items 14 and 15.

Mail all forms and required payment to:
Department of Consumer and Regulatory Affairs
Corporations Division
PO Box 92300
Washington, DC 20090
Phone: (202) 442-4400



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Instruction Sheet for Two-Year Report for Domestic & Foreign Business, Close & Professional Corp.

Step-By-Step Guide:

Indicate file number if known; indicate the year of filing, date of filing and filing fee.

- Item 1.** Indicate the name of the corporation as it is stated in the certificate of incorporation / certificate of authority; if corporate name is changed in the state of domicile for foreign corporation, application for certificate of amended authority should be filed simultaneously to effect this change.
- Item 2.** Indicate the state of formation; if corporation re-domesticated to another state, then application for certificate of amended authority should be filed simultaneously to effect this change.
- Item 3.** Indicate the address in the state of formation; if corporate address is located outside the state of formation, indicate the address of registered agent.
- Item 4.** Indicate the name and address of current registered agent as recorded with Corporations Division; if you need to update registered agent name and/or address, please, use forms RA-1 and RA-3 which is part of Registered Agent combined form to effect said change; both forms can be filed along with report form.
- Item 5.** Provide brief statement of business or affairs conducted in the District of Columbia; do not use "any lawful business" or similar statement - be specific.
- Item 6.** **FOR DOMESTIC FOR-PROFIT CORPORATION ONLY:**
Indicate corporate street address; foreign corporation may skip this item.
- Item 7.** Indicate the name and address of all corporate officers / directors; you may attach list to satisfy this requirement.
- Items 8 & 9.** **FOR DOMESTIC FOR-PROFIT CORPORATION ONLY:**
Indicate the aggregate number of shares Corporation has authority to issue and the number of shares that has been issued so far.
- Item 10.** **FOR FOREIGN NON-DISTRICT FOR-PROFIT CORPORATIONS ONLY:**
Indicate the date of incorporation in the state of formation.
- Item 11.** Indicate the term of existence - perpetual or specific date.
- Item 12.** Indicate whether the corporation is in good standing and in compliance in the state of formation.
NOTE: This report may not be filed for corporation that has been dissolved, revoked or out of compliance in the state of formation.
- Item 13.** **FOR PROFESSIONAL CORPORATIONS ONLY: (Attach additional sheet)**
Attach the names and addresses, including street and number of all shareholders for Domestic Professional Corporation; foreign Professional Corporation can skip this item.
- Item 14A.** A statement signed by an officer of Domestic Professional Corporation that each shareholder, director and officer of the corporation is currently licensed to render a professional service for which the corporation is organized.
- Item 14B.** Foreign Professional Corporation should provide the letter on company's letterhead that lists the corporate employees that perform professional services in the District of Columbia and their license information.
- Items 15/16.** Date and sign this report; select and indicate the corporate officer that executes this report.

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District of Columbia Government
Corporations Division

Form BRA-25. Version 2, July 2010.

Two-Year Report for Domestic & Foreign Business & Professional Corporations

Use this form to file a two-year report for a domestic or foreign for-profit corporation.	Year of Filing:
	File Number:
	Date of Filing:
	Filing Fee:

1. Entity Name.

2. Organized under the laws of which state or country.

3. If this is a foreign corporation, address of principal office in state or country where it is organized.

4. Name of Registered Agent and address of registered office in DC

5. Brief statement of business affairs conducted in DC.

6. If this is domestic corporation, address of principal office in DC.

7. List all corporation directors and officers (attach list if needed)

TITLE	NAME	ADDRESS
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DOMESTIC FOR-PROFIT CORPORATIONS: ANSWER 8-9	NO. OF SHARES	CLASS	SERIES	PAR VALUE PER SHARE
8. Aggregate number of shares corporation has authority to issue				
9. Aggregate number of shares issued				

FOREIGN FOR-PROFIT CORPORATIONS: ANSWER 12-14

10. Date Organized	11. Term of existence authorized	12. Is corporation in good standing in state / country where it is organized? <input type="checkbox"/> Yes <input type="checkbox"/> No
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PROFESSIONAL CORPORATIONS ONLY;
Domestic Professional Corporations - Answer 13 and 14A; Foreign Professional Corporation - Answer 14B.

13. Attach the names and addresses, including street and number of all shareholders for Domestic Professional Corporation.

14A. Attach a statement signed by an officer of Domestic Professional Corporation that each shareholder, director and officer of the corporation is currently licensed to render a professional service for which the corporation is organized.

14B. Attach a letter on company's letterhead that lists the corporate employees that perform professional services in the District of Columbia and their license information.

15. Select and indicate corporate officer executing this <input type="checkbox"/> President / Vice-President <input type="checkbox"/> Secretary / Assistant Secretary <input type="checkbox"/> Treasury / Assistant Treasury	16. Signature
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If you sign anywhere on the Two-Year Report Form, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to \$1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.

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