

UPDATE TO ALERT
(September 2015)

To learn of action taken by the Commonwealth of Virginia's Office of the Attorney General regarding the company cited in the "ALERT" below, visit <http://ag.virginia.gov/index.php/media-center/news-releases/611-september-9-2015-attorney-general-herring-announces-settlement-to-protect-businesses-from-false-advertising>.

ALERT TO VIRGINIA LIMITED LIABILITY COMPANIES REGARDING UNSOLICITED
MAILINGS FROM *ANNUAL BUSINESS SERVICES*
(April 2015)

The State Corporation Commission ("Commission") has received inquiries about unsolicited mailings directed to Virginia limited liability companies from Annual Business Services, 5806 Grove Avenue, #727, Richmond, Virginia 23226. The mailings include an official-looking form titled "2015 Annual Minutes" and instructions for completing the form.

The Annual Minutes form includes an offer from Annual Business Services to prepare, for a fee of \$125, "corporate minutes" that purport to meet the requirements of two sections of the Code of Virginia cited in the form. PLEASE BE ADVISED that the sections of the Code of Virginia cited in the form do not apply to Virginia limited liability companies. Furthermore, the Annual Minutes form is not required of limited liability companies by Virginia law and is not authorized by the Commission, and it will not be accepted for filing with the Commission.

A search of the Commission's business entity records in the Clerk's Office revealed no information about a company with the name Annual Business Services. Affected limited liability companies may wish to forward complaints to the United States Postal Inspection Service, Criminal Investigations Service Center, ATTN: Mail Fraud, 433 W. Harrison Street, Room 3255, Chicago, Illinois 60699-3255, or to the Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580.

Any limited liability company that has questions about the solicitation or the form is encouraged to consult with its lawyer or business advisor. 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 business entity documents that can be filed in this office.