

Instructions to Form BTA1217 – Guide for Articles of Restatement of the Articles of Trust of a Domestic Business Trust

Filing Requirements									
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.									
Required Fees	Filing Fee: \$25.00								
File Online Today	Paper Filing								
Visit https://cis.scc.virginia.gov to file the articles of restatement of the articles of trust in real time.	Download from https://scc.virginia.gov/pages/Virginia-Business-Trusts complete, print, and mail or deliver to below address:								
Questions? Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.	<table border="0"> <tr> <td>State Corporation Commission</td> <td>Courier Delivery Address</td> </tr> <tr> <td>Clerk's Office</td> <td>1300 E. Main St, 1st 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>	State Corporation Commission	Courier Delivery Address	Clerk's Office	1300 E. Main St, 1 st floor	P.O. Box 1197	Richmond, VA 23219	Richmond, VA 23218-1197	
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Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. DO NOT SEND CASH.								

Guideform BTA1217 has been produced by the Commission as a guide to help you prepare the business trust's articles of restatement. 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 restatement may include one or more amendments to the articles of trust. If an amendment is included, title the restated articles "Amended and Restated Articles of Trust."

Attach the (amended and) restated articles of trust to the articles of restatement.

The restatement must be adopted by the sole trustee, a majority of the trustees, or as otherwise provided in the articles of trust or the governing instrument. See § 13.1-1217 of the Code of Virginia.

The certificate must be signed by a trustee or 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.

NOTE

The format suggested by this form to make the restated articles of trust an attachment to the articles of restatement contemplated by § 13.1-1217 is not mandatory. Other formats are acceptable, including articles of restatement that sets forth both the information required for the articles of restatement and the restated articles of trust within the body of the articles of restatement.

The registered office and/or registered agent cannot be changed by filing an amendment 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, 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>. No fee is associated with the filing of a statement of change.

Important Information

The articles must be in the English language, typewritten or legibly printed in black, using the following guidelines:

- use solid white paper
- one-sided
- size 8 1/2" x 11"
- no visible watermarks or background logos
- minimum 1.25" top margin and 0.75" all other sides

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.



State Corporation Commission

Form
BTA1217
(Rev. 08/20)

Guide for Articles of Restatement of the Articles of Trust of a Domestic Business Trust

ARTICLES OF RESTATEMENT 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 business trust immediately prior to the filing of these articles of restatement is _____ *(name currently on record with the SCC)* _____.
2. The text of the [Amended and] Restated Articles of Trust is attached.
3. The restatement of the articles of trust was adopted in accordance with the articles of trust and the governing instrument of the business trust.
4. The restatement of the articles of trust was adopted on _____ *(date)* _____.

Executed in the name of the business trust by:

_____ <i>(signature)</i>	_____ <i>(date)</i>
_____ <i>(printed name)</i>	_____ <i>(title)</i>
_____ <i>(business trust's SCC ID no.)</i>	_____ <i>(telephone number (optional))</i>

(The articles must be executed 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.)

THIS FORM IS TO BE USED AS A GUIDE ONLY.