

## 2. RECORDS KEPT AT THE PRINCIPAL OFFICE.

The Corporation shall keep a copy of the following records at its principal office:

- (1) Its Articles of Incorporation or restated Articles of Incorporation and all amendments thereto currently in effect;
- (2) Its Bylaws or restated Bylaws and all amendments to them currently in effect;
- (3) The minutes of all Directors' meetings, records of all action taken by Directors without a meeting, and records of all actions taken by a committee of the Board of Directors in place of the Board on behalf of the Corporation;
- (4) A list of the names and business addresses of its current Directors and Officers; and
- (5) Its most recent annual report delivered to the Commission under VCA § 13.1-936, as amended from time to time.

VCA § 13.1-932(A) and (E).

## 3. ANNUAL REPORT AND FEE.

The Corporation shall deliver to the Commission for filing an annual report that sets forth the following:

- (1) The name of the Corporation, the address of its principal office, and the fact that it is incorporated in the Commonwealth of Virginia;
- (2) The post-office address with street and number, if any, including the zip code, of its registered office, the county or city in which the office is located, and the name of its registered agent at that office in Virginia;
- (3) The names and post-office addresses, including the zip code, of its Directors and principal Officers; and

The Corporation shall file the annual report with the Commission by the last day of the twelfth month next succeeding that date it was incorporated or authorized to transact business in Virginia, and by such date in each year thereafter. The annual report shall be filed no earlier than three (3) months prior to its due date each year. The Corporation shall pay the annual registration fee to the Virginia State Treasury VCA § 13.1-936 and § 13.1-