

**Form BRA-25. Ver. 6, February 2020.**  
**Instruction Sheet for Two-Year Report for Domestic & Foreign Filing Entity.**

**Who needs to file this report?**

All domestic (District) or foreign (non-District) filing entity that conducts business in the District of Columbia and that registered with Corporation Division.

Filing entity includes nonprofit and for-profit corporation, limited liability company, limited partnership, limited liability partnership, general cooperative association, limited cooperative association and statutory trust.

**When should this report be filed?**

The 1st biennial report shall be delivered for filing by April 1 of the year following the calendar year in which the domestic filing entity was formed or the foreign filing entity registered to do business in the District. Subsequent biennial reports shall be delivered by April 1st of each 2nd calendar year thereafter.

Existing domestic filing entities and qualified foreign entities should file subsequent reports every two years from the year of the last report filed.

**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. Late fees will be assessed to all filers that file after April 1<sup>st</sup>. Refer to specific corporate entity type under fee schedule to determine the fee amount.

**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 domestic or foreign filing entity of the responsibility to file and pay on time.

**How can I file this biennial report?**

**All filers are encouraged to file at Corponline site at <https://corponline.dcrd.dc.gov>.** Refer to Corporate Online Service Information below for more information.

This report can also be filed in person by visiting Business License Center at 1100 4<sup>th</sup> St., SW, 2<sup>nd</sup> Floor, Washington, DC 20024. Please, note that walk-in customers will be assessed expedited fee for same day service. Refer to fee schedule for more information.

Department of Consumer and Regulatory Affairs  
 Corporations Division  
 PO Box 92300  
 Washington, DC 20090  
**Phone: (202) 442-4432**

**Corporate Online Services Information:**

Many corporate filings are available by using CorpOnline Service.  
 Go to CorpOnline site at <https://corponline.dcrd.dc.gov>, create the profile, access the online services main page and proceed.  
 Online filers must pay by using the credit card.



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GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
**MURIEL BOWSER, MAYOR**  
District of Columbia Government  
Corporations Division

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**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 domestic or foreign filing entity.

**Item 2.**

Indicate the state of formation.

**Item 3.**

Indicate the principal address of the domestic or foreign filing entity.

**Item 4.**

Indicate the name and address of current registered agent as recorded with Corporations Division; if agent's information is not correct, indicate the name of the new agent.

**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.**

Item 10. State the names, residence and business addresses of each person (member, manager, officer, director, shareholder, partner, trustee, etc.) whose aggregate share of direct or indirect, legal or beneficial ownership of a governance or total distributional interest of the entity:

(A) Exceeds 10 percent; or

(B) Does not exceed 10 percent; provided, that the person:

(i) Controls the financial or operational decisions of such entity; or

(ii) Has the ability to direct the day-to-day operations of such entity."

**Item 7.**

In the case of a qualified foreign entity, a statement that the entity is in good standing in its state of formation or, if the entity is not in good standing, a description of the efforts of the entity to bring itself into good standing.

**Item 8.**

Sign this report; select and indicate the name of the governor or authorized person that executes this report.

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