



**DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS**  
**District of Columbia Government**

**Corporations Division**

**Form BRA-29. Version 2, July 2010.**

**Instruction Sheet for Two-Year Report for Domestic & Foreign Limited Liability Company.**

**Who needs to file this report?**

All domestic (District) or foreign (non-District) limited liability companies that conduct business in the District of Columbia and that registered with Corporation Division. Registered company is the one that have certificate of organization (for domestic entities) or certificate of registration (for foreign entities) from Corporations Division. Company must be in active status to file report.

**When should this report be filed?**

- 1 Limited Liability Companies inclusive of domestic and foreign, or professional companies that register or commence conducting business during any date of a particular year must file the first two-year report by June 16<sup>th</sup> the very next year 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 late fee for Domestic and Foreign LLCs if report is not filed by June 16th.

**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 company of the responsibility to file and pay on time.

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 Limited Liability Company.

**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 company as it is stated in the certificate of organization / certificate of registration; if corporate name is changed in the state of domicile for foreign LLC, application for certificate of amended registration should be filed simultaneously to effect this change.
- Item 2.** Indicate the state of formation; if company re-domesticated to another state, then application for certificate of amended registration should be filed simultaneously to effect this change.
- Item 3.** 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 4.** Indicate the address in the state of formation; if company's address is located outside the state of formation, indicate the address of registered agent.
- Item 5.** Indicate the name and address of all managers / members; you may attach list to satisfy this requirement.

**FOR FOREIGN LLCs ONLY: Answer items 6-8.**

- Item 6** Indicate the date of incorporation in the state of formation.
- Item 7.** Indicate the term of existence - perpetual or specific date.
- Item 8.** Indicate whether the company is in good standing and in compliance in the state of formation.  
**NOTE: This report may not be filed for company that has been dissolved, revoked or out of compliance in the state of formation.**
- Item 9.** Indicate the name and address of authorized person executing this report.
- Item 10.** Date and sign this report; select and indicate the company's representative that executes this report.

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**Corporations Division**

**Form BRA-29. Version 2, July 2010.**  
**Two-Year Report for Domestic & Foreign Limited Liability Company.**

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

1. Entity Name.

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

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

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4. Address of principal office in the state of formation.

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5. List all company's managers and members (attach list if needed).

| TITLE | NAME | ADDRESS |
|-------|------|---------|
|       |      |         |

**FOREIGN LLCs: ANSWER 12-14**

|                   |                                 |  |
|-------------------|---------------------------------|--|
| 6. Date Organized | 7. Term of existence authorized | 8. Is LLC in good standing in state / country where it is organized?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|-------------------|---------------------------------|--|

|  |                |
|--|----------------|
| 9. Select company representative executing this form.<br><input type="checkbox"/> Manager <input type="checkbox"/> Member <input type="checkbox"/> Authorized Person | 10. Signature. |
|--|----------------|

**If you sign anywhere on this 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.**

Mail all forms and required payment to:  
Department of Consumer and Regulatory Affairs  
Corporations Division <field xmlns="http://www.xfa.org/schema/xf-a-1.0" type="text" value="mailto:corps@dcra.dc.gov"/>  
PO Box 92300  
Washington, DC 20090  
Phone: (202) 442-4400

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