



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

**Corporations Division**

**Form BRA-28. Version 2, July 2010.**

**Instruction Sheet for Two-Year Report for Domestic & Foreign Non-Profit Corporation.**

**Who needs to file this report?**

All domestic (District) or foreign (non-District) non-profit corporations that conduct business in the District of Columbia and that registered with Corporation Division. Registered corporation is the one that have certificate of incorporation (for domestic entities) or certificate of authority (for foreign entities) from Corporations Division. Corporation must be in active status to file report.

**When should this report be filed?**

**1 Non-profit corporations** inclusive of domestic or foreign corporations that register or commence conducting business during any given date of a year must **file two-year report by January 15<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 penalty for Domestic and Foreign non-profit corporation if report is not filed by January 15.

**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 corporation 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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**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 corporation as it is stated in the certificate of incorporation / certificate of authority; if corporate name is changed in the state of domicile for foreign corporation, application for certificate of amended authority should be filed simultaneously to effect this change.
- Item 2.** Indicate the state of formation; if corporation re-domesticated to another state, then application for certificate of amended authority should be filed simultaneously to effect this change.
- Item 3.** Indicate the address in the state of formation; if corporate address is located outside the state of formation, indicate the address of registered agent.
- Item 4.** 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 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.** **FOR DOMESTIC NON-PROFIT CORPORATION ONLY:**  
Indicate corporate street address; foreign corporation may skip this item.
- Item 7.** Indicate the name and address of all corporate officers / directors; you may attach list to satisfy this requirement; at least 3 directors / officers are required; president and secretary can not be the same person.  
**FOR FOREIGN NON-DISTRICT FOR-PROFIT CORPORATIONS ONLY:**
- Item 8.** Indicate the date of incorporation in the state of formation.
- Item 9.** Indicate the term of existence - perpetual or specific date.
- Item 10.** Indicate whether the corporation is in good standing and in compliance in the state of formation.  
**NOTE: This report may not be filed for corporation that has been dissolved, revoked or out of compliance in the state of formation.**
- Items 11/12.** Sign this report; select and indicate the corporate officer that executes this report.

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**District of Columbia Government**  
**Corporations Division**

**Form BRA-28. Version 2, July 2010.**  
**Two-Year Report for Domestic & Foreign Non-Profit Corporation**

Use this form to file a two-year report for a domestic or foreign non-profit corporation.

Year of Filing:

File Number:

Date of Filing:

Filing Fee:

1. Entity Name.

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

3. If this is a foreign corporation, address of principal office in state or country where it is organized.

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

5. Brief statement of business affairs conducted in DC.

6. If this is domestic corporation, address of principal office in DC.

7. List all corporation directors and officers (attach list if needed)

TITLE

NAME

ADDRESS

**FOREIGN NON-PROFIT CORPORATIONS: ANSWER 8-10**

8. Date Organized

9. Term of existence authorized

10. Is corporation in good standing in state / country where it is organized?

Yes

No

11. Select corporate officer executing this form:

President / Vice-President     Secretary / Assistant Secretary

Treasury / Assistant Treasury

12. Signature

**If you sign anywhere on the Two-Year Report 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.**

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