



State of Rhode Island and Providence Plantations

Office of the Secretary of State / Corporations Division

A. Ralph Mollis

Secretary of State



September 30, 2009

West Bay Christian Academy Charitable Foundation
C/O RICHARD SUTTIE
475 SCHOOL STREET
NORTH KINGSTOWN, RI 02852

Corporations Division

Business Section

Phone: 401-222-3040
Fax: 401-222-1309
corporations@sec.state.ri.us

Business Information Center

Phone: 401-222-2185
Fax: 401-222-1309
businessinfo@sec.state.ri.us

Notary & Trademark Sections

Phone: 401-222-1487
Fax: 401-222-3879
notaries@sec.state.ri.us
trademarks@sec.state.ri.us

UCC Section

Phone: 401-222-3040
Fax: 401-222-3879
ucc@sec.state.ri.us

148 W. River Street
Providence, RI
02904-2615

RE: Corporate ID# 484877
West Bay Christian Academy Charitable Foundation

Dear Sir or Madam:

Thank you for choosing to file your 2009 annual report electronically with the Office of Secretary of State A. Ralph Mollis. We have attempted to contact you several times via e-mail notifying you that a correction is required before we can formally accept the report for filing. Failure to comply with this request may subject your corporation to revocation proceedings.

Rhode Island nonprofit corporations are required by statute to maintain a board of directors of 3 or more individuals. We cannot accept the report if there are less than 3 individuals with the title "director" listed.

Please list the names and addresses of all of your directors in Section 7 in addition to the names and addresses of your officers (president, vice-president, secretary, treasurer, etc.) using the drop-down feature. Click the title of the director or officer and type in that person's name and address. Click "Add" and then repeat the procedure for every director and officer of the corporation. One of the officers provided in Section 7 must sign the report. Click on "Click here to submit this information", review your report to ensure that it is correct and then click on "Accept" in the bottom right-hand corner.

In order to correct your document you must go back into the Corporations Online Filing System at http://ucc.state.ri.us/loginsystem/login_form.asp and enter your CID and Pin Number in the appropriate fields. Click on the red link that has the word "rejected" next to it and correct the document. You may then sign and submit the document.

We have attached a sample annual report for your convenience. If you need further assistance in completing the report please do not hesitate to contact this office at 401-222-3040 and we will gladly assist you with the process.

Thank you for your cooperation.

Sincerely,

Corporations Division
Office of the Secretary of State

enc.