

**MAYS & VALENTINE**  
L.L.P.

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1111 EAST MAIN STREET  
RICHMOND, VIRGINIA 23219

(804) 697-1200  
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NORFOLK, VIRGINIA 23514-3670  
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P.O. Box 1122  
RICHMOND, VIRGINIA 23218-1122

FILE NO. 19722.004

December 9, 1999

**CERTIFIED MAIL -**  
**RETURN RECEIPT REQUESTED**

Secretary of Labor  
Top Hat Plan Exemption  
Pension and Welfare Benefits Administration  
Room N-5644  
U.S. Department of Labor  
200 Constitution Avenue N.W.  
Washington, D.C. 20210

**Re: Science Museum of Virginia Foundation**  
**EIN: 23-7185836**  
**ERISA Reporting and Disclosure Exemption**  
**Per DOL Reg. § 2520.104-23**

Dear Mr. Secretary:

Please be advised that the Science Museum of Virginia Foundation, a Virginia non-stock corporation, with its principal offices at 4009 Fitzhugh Ave., 2<sup>nd</sup> Floor, Richmond, Virginia 23230, EIN 23-7185836, has established a non-qualified, unfunded, deferred compensation plan for the benefit of key management and/or highly compensated employees.

The Plan is known as the Science Museum of Virginia Foundation Supplemental Pension Plan. It has one participant. No other unfunded non-qualified deferred compensation plans have been established by the Science Museum of Virginia Foundation.

This notice is being provided pursuant to Department of Labor regulations Section 2520.104-23 in order to claim the reporting and disclosure exemption available thereunder for the plan. As required therein, a copy of the plan is available on request.

Sincerely,

  
Evelyn Small Traub

119/773

cc: David S. Cohn, Esquire  
Mrs. Adrienne Hines

627839

EST

**MAYS & VALENTINE**  
L.L.P.

1111 EAST MAIN STREET  
1122  
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Fold at line over top of envelope to  
the right of the return address

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