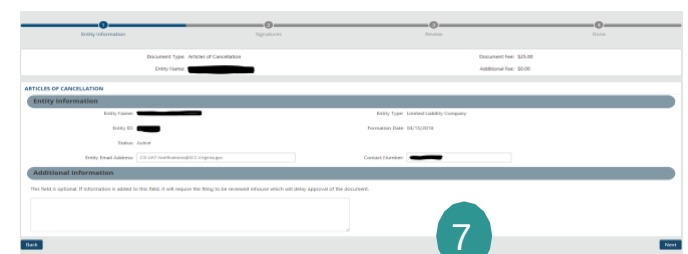
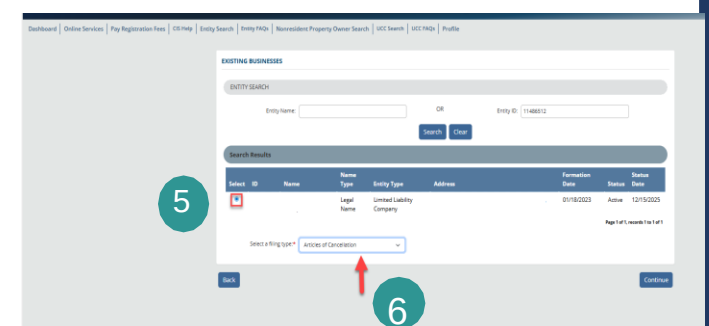
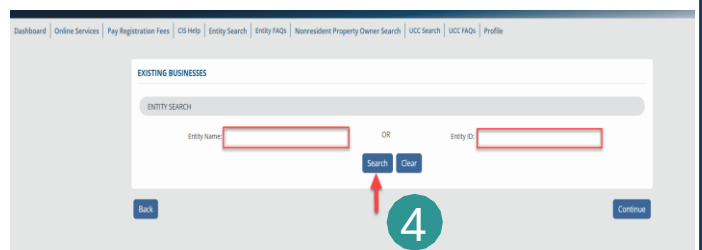
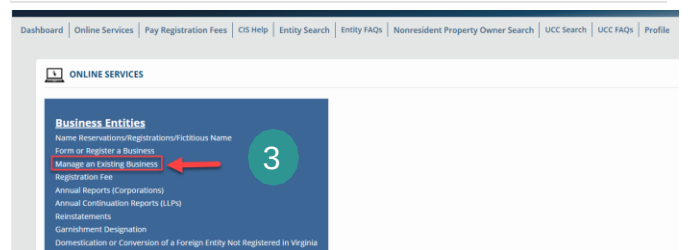
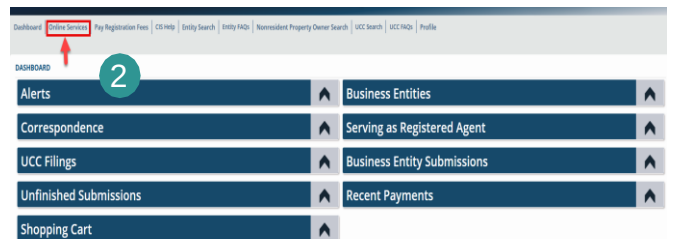


Filing to Cease Conducting Business for LP, BT, and LLC

This how-to guide will walk you through Filing to Cease Conducting Business online in the Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>. You must first pay any outstanding fees before filing. Once any outstanding fees are paid, you may file to Cease Conducting Business. If both of these actions are taken before the due date, then you will not be charged the annual registration fee.

- 1 Log on to CIS at cis.scc.virginia.gov
Note: Chrome, IE or Microsoft Edge are recommended.
- 2 At the top of the menu, select **Online Services**
- 3 On the left-side, select **Manage an Existing Business**
- 4 Enter **Entity Name** or **Entity ID** and Search.
- 5 Ensure your entity is selected.
- 6 Click the drop-down **Filing Type**: Select **Certificate** or **Articles of Cancellation**
Note: Foreign entities will select Application for a certificate of Cancellation. Select **Continue**
- 7 Confirm all information is correct, then select **Next**
Note: For foreign entities, the next step requires you to verify address.



Cease Conducting Business Online

8 Add your **Signature and Printed Name**
Note: Ensure that the signature and printed name are spelled exactly the same. Owner, Registered Agent, and officer are not allowable titles.

9 Select **Add**
Note: You will not be able to move forward until you add your name.

10 Check the boxes

11 Select **Next**
Note: You will not be able to move forward until you add your name.

12 Complete a review of your information, then click **Add To Shopping Cart**

13 Select **Checkout**

14 Select **Go To Payment**, and then Select **I Agree**

15 Input information, complete the Captcha field, and then select **Continue** in the bottom right.

16 Review your information and make sure everything is correct. Then, select the **Acknowledgement** box and select **Pay Now**

17 You will receive a confirmation screen when your payment is successfully processed.

ARTICLES OF CANCELLATION

Signature Information

The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally authorized to sign the document. The undersigned acknowledges that it is unlawful to sign a document that is false in any material respect with the intent that it be delivered to the Commission for filing.

Agency: ☐ Individual ☐ On behalf of Business/Entity

Signature: Title:

Printed Name:

First Name: Last Name: Title:

Save

10 The limited liability company has completed the winding up of its affairs.
11 The person signing this document on behalf of the limited liability company has been designated the right and power to manage the company's business and affairs.

Additional Information

Signature Information

The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally authorized to sign the document. The undersigned acknowledges that it is unlawful to sign a document that is false in any material respect with the intent that it be delivered to the Commission for filing.

Printed Name: Signature: Title:

12 The limited liability company has completed the winding up of its affairs.
13 The person signing this document on behalf of the limited liability company has been designated the right and power to manage the company's business and affairs.
14 The person who is authorized to sign on behalf of the limited liability company is the undersigned and is hereby designated the right and power to manage the business and affairs of the limited liability company.
15 The following filer is not an acceptable filer: Owner, Registered Agent, Attorney, Authorized Person, and Officer.

Shopping Cart

Payment Policy

Purchaser is advised there is no filing fee for an annual report.
Other information may be available in documents in this system for filing and a request for a refund is made timely.
A filing fee for this document is not applicable and no refund is available for this document.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Charge	Amount	Created Date/Time	Fee	Action
Articles of Cancellation	\$25.00	02/12/2022 08:05:14 PM	\$25.00	Remove

Grand Total: \$25.00

13 Continue Add to Shopping Cart

Checkout

14 Go To Payment

Agency Amount: \$25.00

Billing Address

ADDRESS TYPE

☒ Domestic (US and Puerto Rico) ☐ Military (APO/FPO) ☐ International (including Canada, Mexico)

Billing First Name*

Billing Last Name*

Billing Zip Code*

Billing Address Line1*

Billing Address Line2

Billing City*

Billing State*

E-mail*

Confirm E-mail*

Phone Number*

Payment Information

PAYMENT TYPE

☒ Card

Card Number*

Expiration Month*

Expiration Year*

Security Code*

We've provided this sample credit card to assist you in finding the security code.

Captcha*

Enter Captcha

15 Continue

State Corporation Commission Clerk's Information System

Agency Amount	\$25.00
Leads/Merch Service Fee	\$0.00
Total Amount	\$118.88

Billing Address

Billing First Name: Jane
Billing Last Name: Doe
Billing Zip Code: 23219
Billing Address Line1: 123 Any Street
Billing Address Line2:
Billing City: Richmond
Billing State: VA
Billing Country: United States of America
E-mail: jane.doe@gmail.com
Phone Number: (804) 374-9333

Payment Information

Credit Card

Card Number: ****-****-****-1234
Expiration Date: 01/2023

Payment Authorization

Total Amount: \$118.88

Acknowledgment

☒ By checking this box, I am authorizing the payment of the full amount plus the Leads/Merch Service Fee.

16 Pay Now



Submission Successful