

File an Annual Continuation Report for GP in the Clerk's Information System

To maintain its status in Virginia as a limited liability partnership (LLP), a general partnership (GP) must file an Annual Continuation Report each year. This how-to guide will walk you through filing an Annual Continuation Report online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

- 1 Log on to CIS at <https://cis.scc.virginia.gov/>.

Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.

- 2 Click **Online Services** on the top left.

- 3 Under Business Entities, click **Annual Continuation Reports (LLPs)**.



- 4 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.

EXISTING BUSINESSES

4 SEARCH

Entity Name: OR Entity ID:

4 Search Clear

- 5 Click the **Select** button next to your business' name. DO NOT click the green entity name.

- 6 Click **Continue**.

Search Results

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
☒	J0042680	3A Broker Services LLP	Legal Name	General Partnership	VA, 20176 - 0000, USA	03/01/2012	Active	08/30/2017

Page 1 of 1, records 1 to 1 of 1

Back Continue

- 7 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**.

- 8 Click **Next**.

ANNUAL CONTINUATION REPORT

Entity Information

Entity Name: 3A Broker Services LLP Entity Type: General Partnership

Entity ID: J0042680 VA Qualification Date: 03/01/2012

Status: Active Jurisdiction: Virginia

Entity Email Address: Contact Number:

Back Next

File an Annual Continuation Report for GP

- 9 Review the Principal Office Address information. If it is correct, skip to step 10. If it is not correct, skip to step 12.
- 10 If the principal office address is correct, check the box next to **The address listed above is the current address of the general partnership principal office.**
- 11 Click **Next**. Skip to step 16.
- 12 If the principal office is not correct, check the box next to **The address listed above is not the current address of the general partnership principal office.**
- 13 Make the necessary changes to the principal office address, completing all fields marked with an asterisk (*).
- 14 Check the box next to **The address listed above is the current address of the general partnership principal office.**
- 15 Click **Next**.
- 16 **OPTIONAL:** Upload continuation report documents. Check the **The uploaded document will act as the filing image** radio button.

Click **Attach**, select the file you want to upload, and click **Open**.

Note: If you upload a document, your submission will not be approved in real-time, but instead will be reviewed by the Clerk's Office.

- 17 Click **Next**.

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18 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.

19 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.

20 Click **OK** in the pop-up box.

21 The signature information will populate. Click **Next**.

22 Review each section of the **Annual Continuation Report**, and make any edits, as needed.

23 Click **Add To Shopping Cart**.

24 Click **Checkout**.

25 Click **Go To Payment**.

26 In the Confirmation pop-up window, click **I Agree**.

Note: You will be taken to a site administered by LexisNexis to complete your payment.

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.

The person signing this document certifies that after the foregoing change or changes are made, the corporation will be in compliance with the requirements of § 13.1-634 or § 13.1-633 of the Code of Virginia, as the case may be.

Signing as: ☒ Individual ☐ On Behalf of Business Entity

Signature

Signature*

Printed Name

First Name* Middle Name* Last Name* Suffix*

Add

Signature Added Successfully

OK

Entity Information

Entity Name* Entity Type*

Signature

Printed Name

First Name* Middle Name* Last Name* Suffix*

Add

Annual Continuation Report

Entity Information

Entity Name: 3A Broker Services LLP Entity Type: General Partnership

Entity ID: J0042680 VA Qualification Date: 03/01/2012

Status: Active Jurisdiction: Virginia

Entity Email Address: Contact Number:

Principal Office Address (No P.O. Box or PMB Numbers Allowed)

Address

Leesburg, VA, 20176-7466, USA

Supporting Documentation

File Name

Continuation Report.pdf

Signature Information

Printed Name Signature Title

Teresa Hudgins Teresa Hudgins Member

Add To Shopping Cart

SHOPPING CART

Payment Policy

Pursuant to statute, there is no filing fee for an annual report.

Other payments may be refundable if a document is not accepted for filing and a request for a refund is made timely.

A filing fee paid for one document cannot be transferred to another document.

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

Filings

Document Type	Entity Name	Created Date/Time	Fee	Action
Annual Continuation Report	3A Broker Services LLP	06/30/2020 02:33 PM	\$50.00	Checkout

Grand Total: \$50.00

Confirmation

I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitting and confirm the information is accurate and complete. After a filing is completed, inaccurate information can only be corrected by making an additional filing, which will require the payment of additional fees in most cases.

If you do not receive a confirmation page, please use the Feedback button on the home page to let us know.

I Agree **Close**

CHECKOUT

Filings

Document Type	Entity Name	Created Date/Time	Fee
Annual Continuation Report	3A Broker Services LLP	06/30/2020 02:33 PM	\$50.00

Grand Total: \$50.00

Go To Payment

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27 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.

28 Click **Continue**.

29 Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

30 You will be directed to a confirmation screen.

Agency Amount	\$50.00
LexisNexis Service Fee	\$0.00
Total Amount	\$50.00

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) 3719733

Payment Information

Credit Card

Card Number: *****0248 (MASTERCARD)

Expiration Date: 07/2022

Payment Authorization

Total Amount: \$50.00

Acknowledgment

☒ By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

Previous Page

29

Pay Now

30

✓

Submission Successful

Payment Confirmation Number: 200020449

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Annual Continuation Report	3A Broker Services LLP	06/30/2020 02:38 PM	\$50.00	Submitted For Processing
Total Paid:			\$50.00	

A PDF copy of your evidence can be accessed from Correspondence or UCC Filing/Business Entity Submissions section of your dashboard.