

Form a Foreign Stock Corporation in the Clerk's Information System

Stock corporations are authorized to issue shares to persons who become shareholders (the owners of the corporation) and are usually formed to generate a profit for the shareholders. This how-to guide will walk you through forming a Foreign Stock Corporation online in the new Clerk's Information System (CIS)
<https://cis.scc.virginia.gov/>.

Use the [Foreign Business Registration Checklist](#) to complete this filing. This checklist shows all required documents you'll need.

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 **Form** or **Register a Business**.

4 Select **Foreign Entity** and **Continue**.

5 Select **Stock Corporation** from the drop-down and click **Continue**.

6 Review the business entity name information. If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 10. *Note: Reserving a name is not required.*

7 Enter the **Reservation ID** and **Reservation PIN**.

*Note: The ID and PIN can be found in the "Application for Reservation of Name Acceptance" letter located in the **Correspondence** dropdown on your dashboard.*

8 Click **Search**.

9 Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right.

The screenshots illustrate the following steps in the CIS interface:

- Step 1:** The login page with the 'Log On' button highlighted.
- Step 2:** The 'Online Services' dropdown menu on the top left.
- Step 3:** The 'Business Entities' section with 'Form' or 'Register a Business' highlighted.
- Step 4:** The 'Create a Business' form with 'Foreign Entity' selected.
- Step 5:** The 'Create a Business' form with 'Stock Corporation' selected.
- Step 6:** The 'Entity Name Check' screen with a warning about name distinguishability.
- Step 7:** The 'Entity Name Check' screen with the 'Do you have a name reserved?' radio button set to 'Yes'.
- Step 8:** The 'Entity Name Check' screen with the 'Reservation ID' and 'Reservation PIN' fields filled in.
- Step 9:** The 'Entity Name Check' screen with the 'Entity Name' field filled in and the 'Update Name' button highlighted.

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- 10 If you have not reserved a name, you must check that your proposed name is available and acceptable. Click the radio button next to **No**.
- 11 Enter an **Entity Name** and click **Check Availability**.
- 12 Once the system indicates the name is available and acceptable, click **Next**.
- 13 Enter the **Entity Email Address** and/or **Contact Number**.
- 14 Choose an **Industry Code** from the **Business Type** drop-down.
Note: Most select "0 - General".
- 15 Under **Duration**, select if the entity is intended to exist forever (perpetual) or enter the date it will end.
Note: Most select "Perpetual".
- 16 Enter the number of **Total Shares** authorized that is listed on the home state articles of incorporation.
- 17 Complete all fields marked with an asterisk (*) in the **Jurisdiction of Formation and Date of Formation** section.
- 18 Complete the **Name** section and click **Next**.

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- 19 Indicate if the Registered Agent (RA) will be an Individual or an Entity. They must be in Virginia and have a Virginia address. If the RA will be an Entity, check the **Entity** radio button.

SEARCH RESULTS

Select	Name	Entity ID	Principal Office Address	Status	Email
☒	J. [REDACTED]	11111111	[REDACTED] USA	Active	
☐	J. [REDACTED]	11111111	[REDACTED] USA	Active	
☐	J. [REDACTED]	11111111	[REDACTED] USA	Active	
☐	J. [REDACTED]	11111111	[REDACTED] USA	Active	
☐	J. [REDACTED]	11111111	[REDACTED] USA	Active	
☐	P.C.		USA		

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A Enter the **Entity Name** or **Entity ID** and click **Search**.

B Click the radio button to the left of the desired entity name.

Note: Clicking the green Entity ID will open entity information in a different tab.

C Make sure all fields marked with an asterisk (*) are filled in.

D Click **Next**.

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- 20** If the Registered Agent (RA) will be an Individual, check the **Individual** radio button. You can search for an existing RA or create a new individual RA.

To search for an existing RA:

- 1A** Enter their **Last Name** and click **Search**.
- 1B** Under **Search Results**, click the radio button next to the desired RA's name.
- 1C** Select the **RA Capacity** from the drop-down menu.
- 1D** Review and confirm all fields marked with an asterisk (*) are filled in.
- 1E** Click **Next**.

Registered Agent Information

Registered Agent Search

Type: ☒ Individual ☐ Entity

First Name:

Middle Name:

Last Name:

Suffix: -- Select --

1A Search **2A** Create Individual RA

SEARCH

Index	First Name	Initials	Last Name	Address	City	State	Zip	Email
1	J	S	3	Crossroads, VIRGINIA	CITY, VA	23968	USA	@yahoo.com

Page 1 of 1, records 1 to 1 of 1

Update Registered Agent Information

RA Capacity:

Type: Individual

First Name: Middle Name:

Last Name: Suffix: -- Select --

Registered Agent Office Address

Address Line 1: Address Line 2:

Country: Zip Code:

City/Town: State:

Locality: Email Address:

1E Next

To create a new Individual RA:

- 2A** Click **Create Individual RA**.
- 2B** In the pop up window, complete all fields marked with an asterisk (*).
- 2C** Click **Done**.
- 2D** Review the **Registered Agent Information** and the **Registered Agent Office Address**.
- 2E** Click **Next**.

Create Registered Agent

RA Capacity:

First Name: Middle Name:

Last Name: Suffix: -- Select --

Registered Agent Office Address

Address Line 1: Address Line 2:

Country: Zip Code:

City/Town: State:

Locality: Email Address:

2C Done Cancel

Create Registered Agent

RA Capacity: Initial Director of the Corporation

Type: Individual

First Name: Ralyn Middle Name:

Last Name: Piper Suffix: -- Select --

Address

Address Line 1: 3015 Fuman Ln Apt 402 Address Line 2:

Country: United States Zip Code: 22306

City/Town: Alexandria State: Virginia

Locality: FAIRFAX Email Address:

2E Next

- 21** Enter the **Principal Office Address** information. Complete all fields marked with an asterisk (*).

- 22** Click **Next**.

Principal Office Address

Attention:

Address Line 1: Address Line 2:

Country: United States Zip Code:

City/Town: State:

22 Next

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23 Enter the **Principal Information**, completing all fields marked with an asterisk (*).

24 Click **Add Principal**.

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

26 The principal information will populate. Click **Next**.

27 Check whether the entity was previously registered in Virginia by entering the **Entity Name** or **Entity ID**.

Click **Search**.

28 If no records were found, click **OK**.

29 If records were found, click the **Select** button next to your business's name. DO NOT click the green entity name.

30 Click **Add Entity**.

31 Click **Next**.

32 Upload certified articles of incorporation and all amendments. They must have been certified within the past 12 months. To upload documents, check the **uploaded document will act as the filing image** radio button.

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

33 Click **Next**.

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

35 Complete all fields with an asterisk (*) in the **Signature Information** section.

Click **Add**.

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

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

38 Review each section of the **Application for a Certificate of Authority to Transact Business in Virginia** and make any edits, as necessary.

39 Click **Go To Payment Details** on the bottom right.

40 Click **Add To Shopping Cart**.

41 Click **Checkout**.

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.

Signing as: ☒ Individual ☐ On Behalf of Business Entity

Entity Information

Entity Name: Entity Type:

Signature: Title:

Printed Name:

First Name: Middle Name:

Last Name: Suffix:

Add

36 

Signature Added Successfully

OK

37 

REVIEW OF APPLICATION FOR A CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

Entity Information **Edit**

Entity Name: DocHelp, Inc. Entity Type: Stock Corporation

Entity Email Address: teresa.hutgins@scc.virginia.gov Contact Number: [800-251-4848](tel:800-251-4848)

Business Type

Industry Code: 0 - General

Duration

Perpetual (Forever)

Authorized Shares

Total Shares: 500

Jurisdiction of Formation and Date of Formation

Jurisdiction (Country): United States

Jurisdiction (State): Arizona

Date of Formation: 03/01/2020

Name

Name in jurisdiction of formation, with no additions or changes.

Registered Agent Information **Edit**

RA Capacity: Director of the Corporation

Type: Individual

Name: Teresa Hutgins Address: 1300 E Main St, Richmond, VA, 23219-3630, USA Email: teresa.hutgins@scc.virginia.gov

Principal Office Address **Edit**

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 **Grand Total: \$75.00**

Document Type	Entity Name	Created Date/Time	Fee	Action
Application for a Certificate of Authority to Transact Business in Virginia	DocHelp, Inc.	03/27/2020 04:35 PM	\$75.00	 

41 **Checkout** **Add Another Filing**

PAYMENT DETAILS

Document Fees

Document Type	Fee
Application for a Certificate of Authority to Transact Business in Virginia	\$25.00

Processing Options

☐ Same Day \$200.00

☐ Next Day \$100.00

☒ Regular \$0.00

Document Total **\$75.00**

40 **Add To Shopping Cart**

39 **Go To Payment Details**

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42 Click **Go To Payment**.

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

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

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

45 Click **Continue**.

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

Note: Do not close the browser window.

47 You will be directed to a confirmation screen.

Document Type	Entity Name	Created Date/Time	Fee
Application for a Certificate of Authority to Transact Business in Virginia	DocHelp, Inc.	03/27/2020 04:35 PM	\$75.00

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.

Billing Address

ADDRESS TYPE: ☒ Domestic (US and Puerto Rico) ☐ Military (APO/FPO) ☐ International (includes 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: ☒ Credit Card

Card Number*
Expiration Month*
Expiration Year*
Security Code*
Captcha*
Enter Captcha

Agency Amount \$75.00
LexisNexis Service Fee \$0.00
Total Amount \$75.00

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: 05/2022

Payment Authorization

Total Amount: \$75.00

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

Submission Successful

Payment Confirmation Number: 200002781

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Application for a Certificate of Authority to Transact Business in Virginia	DocHelp, Inc.	03/27/2020 04:40 PM	\$75.00	Submitted For Processing

Total Paid: \$75.00