

Form a new Virginia 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 new Virginia Stock Corporation 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 **Form or Register a Business**.

4 Select **Virginia Entity** and **Continue**.

5 Select **Stock Corporation** from dropdown, then **Articles of Incorporation** from the dropdown and click **Continue**.

6 Review the business entity name information.

6a If you have reserved a name, click the radio button next to **Yes** to update the page.
Otherwise, skip 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 first screenshot shows the CIS dashboard with 'Online Services' highlighted in the top left. The second screenshot shows the 'Business Entities' section with 'Form or Register a Business' selected. The third screenshot shows the 'CREATING A BUSINESS' form where 'Virginia Entity' is selected. The fourth screenshot shows the 'CREATING A BUSINESS' form with 'Stock Corporation' and 'Articles of Incorporation' selected from dropdowns.

The screenshot shows the 'ARTICLES OF INCORPORATION' page. It contains a section for 'ENTITY NAME CHECK' with a radio button for 'Yes' selected. Below this are input fields for 'Reservation ID' and 'Reservation PIN', and a 'Search' button.

The screenshot shows the 'ENTITY NAME CHECK' page. It contains a section for 'Do you have a name reserved?' with a radio button for 'Yes' selected. Below this are input fields for 'Reservation ID' and 'Reservation PIN'. There is also a section for 'Entity Name' with a dropdown menu showing 'Job Aids, Inc.' and an 'Update Name' button. At the bottom, there is a table with columns 'Reservation ID', 'Entity Name', and 'Expiration Date'. The table contains one row with the values '11015168', 'Job Aids, Inc.', and '06/12/2020'. A 'Next' button is at the bottom right.

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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**.
Note: Click the  icon for name requirements.

- 12 Once the system indicates the name is available and acceptable, click **Next**.

- 13 Enter the **Entity Email Address** and **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** the entity is authorized to issue.

Note: The charter fee varies by the number of shares. See the [Stock Corporation Charter Fee Schedule here](#).

- 17 Click **Next**.

- 18 Indicate if the Registered Agent (RA) will be an Individual or an Entity. If the RA will be an Entity, check the **Entity** radio button.

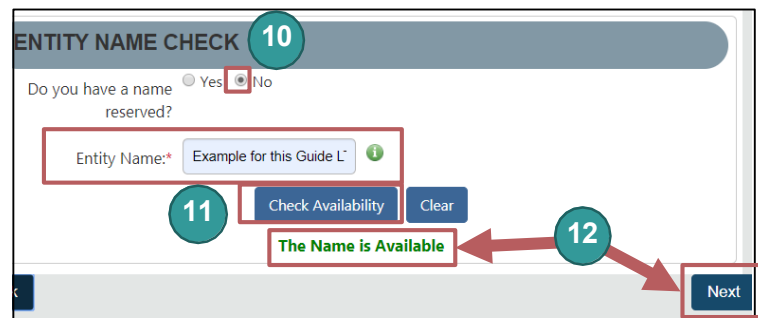
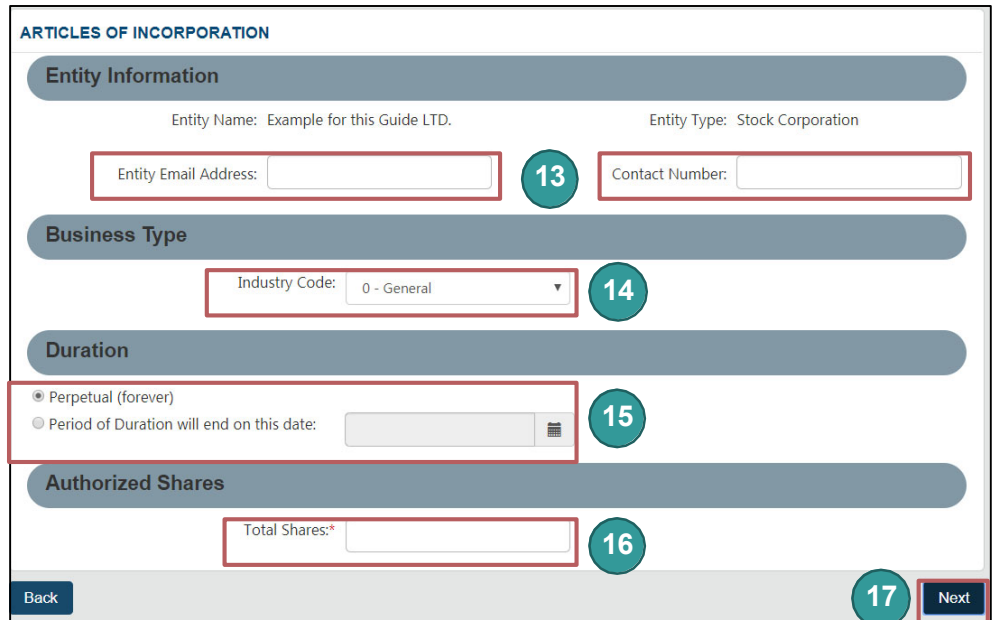
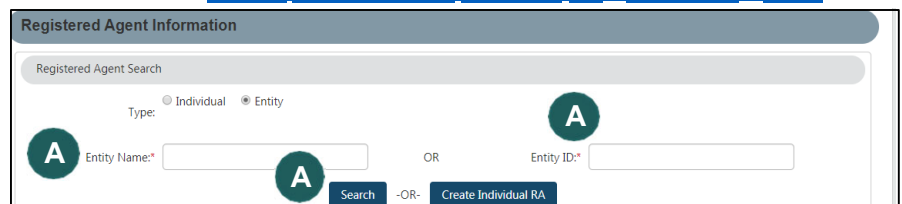
- A. Enter the **Entity Name** or **Entity ID** and click **Search**.

-  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.

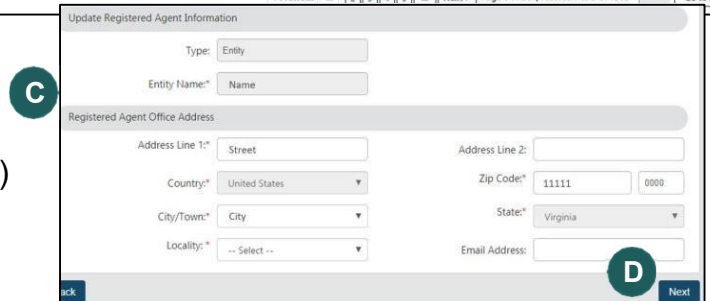
- D Click **Next**.

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	
☐	J P.C.	11111111	USA	Active	

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- 19** 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.

Registered Agent Information

Registered Agent Search

Type: ☒ Individual ☐ Entity

First Name:

Middle Name:

Last Name:

Suffix: -- Select --

--OR--

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**.

Update Registered Agent Information

RA Capacity:

Type: Individual

First Name: J Middle Name: S Suffix: -- Select --

Last Name: S

Registered Agent Office Address

Address Line 1: 3 Crossroads Address Line 2:

Country: United States Zip Code: 23968

City/Town: S State: Virginia

Locality: VIRGINIA CITY Email Address: @yahoo.com

To create a new Individual RA:

- 2A** Click **Create Individual RA**.
- 2B** In the pop up window, complete 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: -- Select --

First Name: Middle Name:

Last Name: Suffix: -- Select --

Registered Agent Office Address

Address Line 1: Address Line 2:

Country: United States Zip Code:

City/Town: State: Virginia

Locality: -- Select -- Email Address:

Registered Agent Office Address

Address Line 1: 3010 Fuman Ln Apt 402 Address Line 2:

Country: United States Zip Code: 22306

City/Town: Alexandria State: Virginia

Locality: FAIRFAX Email Address:

- 20** As an optional step, enter the **Principal Office Address** information. Complete all fields marked with an asterisk (*).

- 21** Click **Next**.

Principal Office Address

Attention:

Address Line 1: Address Line 2:

Country: United States Zip Code:

City/Town: State: Virginia

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22 If the RA serves as the Initial Director of the Corporation, check the **Director** radio button.

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

24 Check the **Same as Principal Office Address** radio button or complete all Principal Office Address fields marked with an asterisk (*).

25 Click **Add Principal**.

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

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

28 **OPTIONAL:** Upload Articles of Incorporation. Check the **The uploaded document will act as the filing image** radio button.

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

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.

29 Click **Next**.

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

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

Click **Add**.

Principal Information

22 ☒ Director

First Name: Middle Name:

23 Last Name*: Suffix:

☒ Same as Principal Office Address

24 Address Line 1*: Address Line 2:

Country*: Zip Code*:

City/Town*: State*:

Email Address:

25 **Add Principal**

26 **Principal Saved Successfully** **OK**

Director	Name	Address	Action
Yes	Darrell H. Hodge	10011 Menlo, Richmond, VA, 23214-1304, USA	

27 **Next**

Upload Attachments

The system will create a filing image based on the information you entered. Alternatively you may upload your own complete document. The upload will result in the document being reviewed by the Clerk's Office prior to filing.

☐ The uploaded document will act as the filing image.

Attach Document

Note: Only PDF

File Name

Back

28 **Attach**

29 **Next**

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.

30 ☒ Individual ☐ On Behalf of Business Entity

Entity Information

Entity Name*: Entity Type*:

Signature

Signature*: Title*:

Printed Name

First Name*: Middle Name:

Last Name*: Suffix:

30 **Add**

40 **Add**

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

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

33 Review each section of the **Articles of Incorporation** and make any edits, as necessary.

34 Click **Add To Shopping Cart** on the bottom right.

35 Click **Checkout**.

36 Click **Go To Payment**.

37 In the Confirmation pop-up window, click **I Agree**.
Note: You will be taken to a site administered by LexisNexis to complete your payment.

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

39 Click **Continue**.

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

Note: Do not close the browser window.

41 You will be directed to a confirmation screen.