

Filing to Cease Conducting Business for Virginia Corporation

The existence of a Virginia stock or nonstock corporation can be voluntarily terminated through the CIS at <https://cis.scc.virginia.gov/>. The method of voluntarily terminating the existence of a Virginia stock or nonstock corporation depends on the corporation's circumstances. Choose from the following:

Virginia Stock Corporations

If the corporation has issued shares and commenced business, file both:

Articles of Dissolution	AND	Articles of Termination
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If the corporation has not issued shares, OR if the corporation has issued shares but not commenced business, file:

Articles of Termination

Virginia Nonstock Corporations

If the corporation has commenced business, file both:

Articles of Dissolution	AND	Articles of Termination
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If the corporation has not commenced business, file:

Articles of Termination

The Articles of Dissolution must be filed and approved before the Articles of Termination may be submitted. Existence of the corporation does not cease until Articles of Termination is successfully filed.

Articles of Dissolution

- 1 Log on to CIS at <https://cis.scc.virginia.gov/>.
- 2 Click **Online Services** on the top left.
- 3 Under Business Entities, click **Existing Businesses**.
- 4 Select the **Virginia Entity** radio button. Then, select **Stock Corporation** or **Nonstock Corporation** from the drop-down.

The screenshot shows the CIS Online Services interface. Step 1: The URL https://cis.scc.virginia.gov/ is shown in the browser address bar. Step 2: The 'Online Services' button is highlighted with a red box and an arrow. Step 3: The 'Business Entities' section is shown, with the 'Existing Businesses' link highlighted with a red box and an arrow. Step 4: The 'EXISTING BUSINESSES' page is displayed, showing the 'Business Entity Type' dropdown menu with 'Stock Corporation' and 'Nonstock Corporation' options highlighted with red boxes.

Terminate a Virginia Corporation

5 Select **Articles of Dissolution** from the drop-down.

6 Click **Continue** on the bottom right.

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

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

9 Click **Continue**.

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

11 Complete all fields marked with an asterisk (*) in the **Jurisdiction of Formation** section and click **Next**.

12 Enter the **Date of Adoption** in the Adoption and Vote section.

13 Select the appropriate Approval method radio button for either:

1A Virginia Stock Corporation

1B Virginia Nonstock Corporation

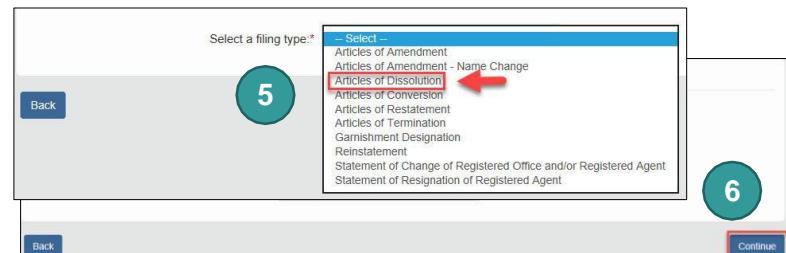
14 Click **Next**.

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

16 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.

17 Click **Next**.

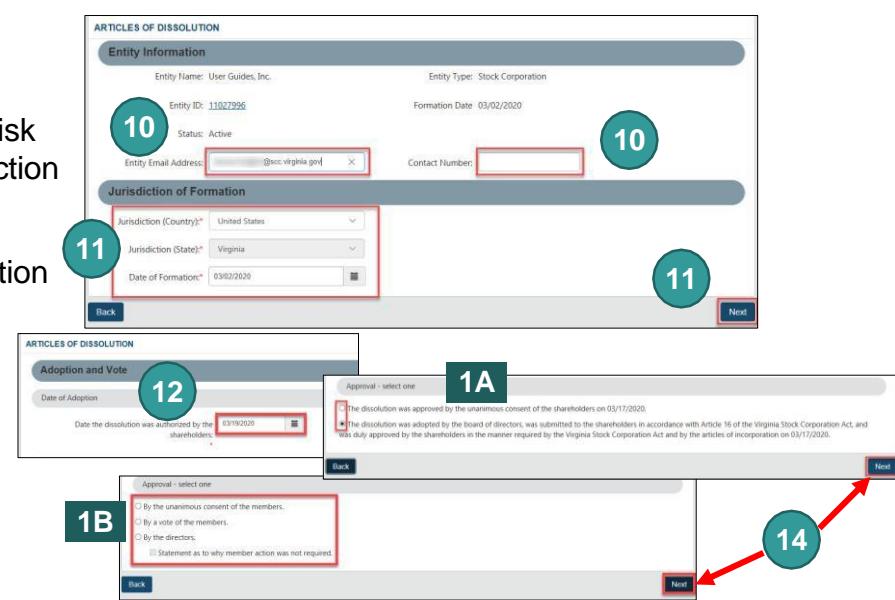


Select a filing type: *
Articles of Amendment
Articles of Amendment - Name Change
Articles of Dissolution (highlighted)
Articles of Conversion
Articles of Restatement
Articles of Termination
Garnishment/Designation
Restatement
Statement of Change of Registered Office and/or Registered Agent
Statement of Resignation of Registered Agent



SEARCH	Entity Name	OR	Entity ID
<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
<input type="checkbox"/>	11027996	User Guides, Inc.	Legal Name
			Stock Corporation
		3010 Furman Ln Apt 402, Alexandria, VA, 22306 - 1020, USA	Date 03/02/2020
			Status Active Date 03/02/2020

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ARTICLES OF DISSOLUTION

Entity Information

Entity Name: User Guides, Inc. Entity Type: Stock Corporation

Entity ID: 11027996 Formation Date: 03/02/2020

Status: Active Contact Number:

Jurisdiction of Formation

Affiliation (Country): United States
Jurisdiction (State): Virginia
Date of Formation: 03/02/2020

Adoption and Vote

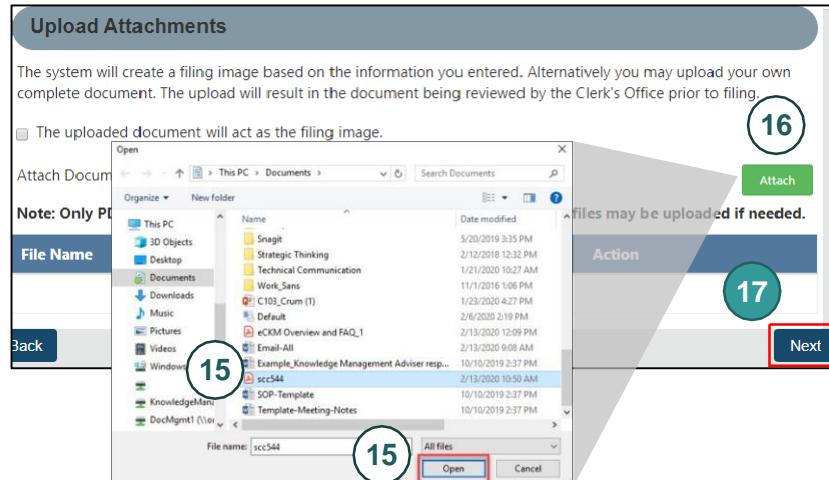
Date of Adoption: 03/19/2020

Approval - select one

The dissolution was approved by the unanimous consent of the shareholders on 03/17/2020.
 The dissolution was adopted by the board of directors; was submitted to the shareholders in accordance with Article 16 of the Virginia Stock Corporation Act, and was duly approved by the shareholders in the manner required by the Virginia Stock Corporation Act and by the articles of incorporation on 03/17/2020.

Approval - select one

By the unanimous consent of the members.
 By a vote of the members.
 By the directors.
 Statement as to why member action was not required



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 files may be uploaded if needed.

File Name:

Back

Action

files may be uploaded if needed.

File Name:

Open

16 Attach

17 Next

18 Action

19 File Name

20 Open

21 File Name

Terminate a Virginia Corporation

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

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.

18
Signing as: Individual On Behalf of Business Entity

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

Signature

Signature*:
Printed Name
First Name*: Middle Name:
Last Name*: Suffix:
Add

19

Entity Information

Entity Name*: Entity Type*:
Signature
Printed Name
First Name*: Middle Name:
Last Name*: Suffix:
Add

19

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



21 Click **Next**.

22 Review each section of the **Articles of Dissolution**, and make any edits, as needed.

Printed Name **Signature** **Title** **Action**

Teresa Hudges	Teresa Hudges	President	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Next"/>
---------------	---------------	-----------	---

21

23 Click **Add To Shopping Cart**.

REVIEW OF ARTICLES OF DISSOLUTION

Entity Information

Entity Name: User Guides, Inc.
Entity ID: 11027996
Status: Active
Entity Email Address: teresa.hudges@ucc.virginia.gov
Contact Number:

Jurisdiction of Formation

Jurisdiction (Country): United States
Jurisdiction (State): Virginia
Date of Formation: 03/02/2020

Adoption and Vote

Date of Adoption
Date the dissolution was adopted
Approved: select one
The dissolution was adopted by the board of directors, was duly approved by the shareholders in the manner required by law.

SHOPPING CART

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

Filings	Entity Name	Created Date/Time	Fee	Action
Articles of Dissolution	User Guides, Inc.	03/17/2020 03:19:PM	\$10.00	<input type="button" value="Checkout"/> <input type="button" value="Add Another Filing"/>

Upload Attachments

File Name: SCC743-2.pdf

Signature Information

Printed Name: Signature: Title: Incorporator:
Teresa Hudges Teresa Hudges

22

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23

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.

Confirmation

I acknowledge that I have reviewed all information entered for inclusion in the documents 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.

25

26

I Agree **Close**

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

28 Click **Continue**.

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*: (999) 999-9999

Payment Information

PAYMENT TYPE
 Credit 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:

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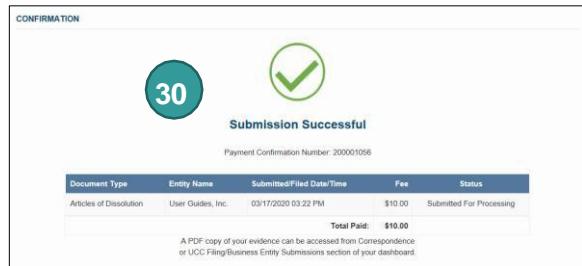
Cancel **Continue**

Terminate a Virginia Corporation

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.



CONFIRMATION

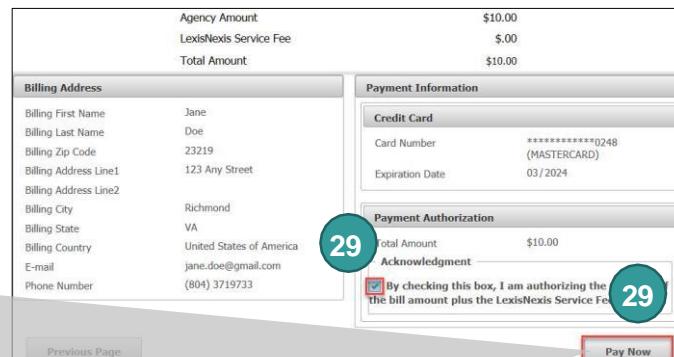
30 Submission Successful

Payment Confirmation Number: 200001056

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Articles of Dissolution	User Guides, Inc.	03/17/2020 03:22 PM	\$10.00	Submitted For Processing

Total Paid: \$10.00

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



Agency Amount: \$10.00
LexisNexis Service Fee: \$0.00
Total Amount: \$10.00

Billing Address

Billing First Name	Jane
Billing Last Name	Doe
Billing Zip Code	23219
Billing Address Line1	123 Any Street
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	03/2024

Payment Authorization

Total Amount	\$10.00
Acknowledgment	<input checked="" type="checkbox"/> By checking this box, I am authorizing the bill amount plus the LexisNexis Service Fee.

29 **Pay Now**

Articles of Termination

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 **Existing Businesses**.

4 Select the **Virginia Entity** radio button. Then, select **Stock Corporation** or **Nonstock Corporation** from the drop-down.

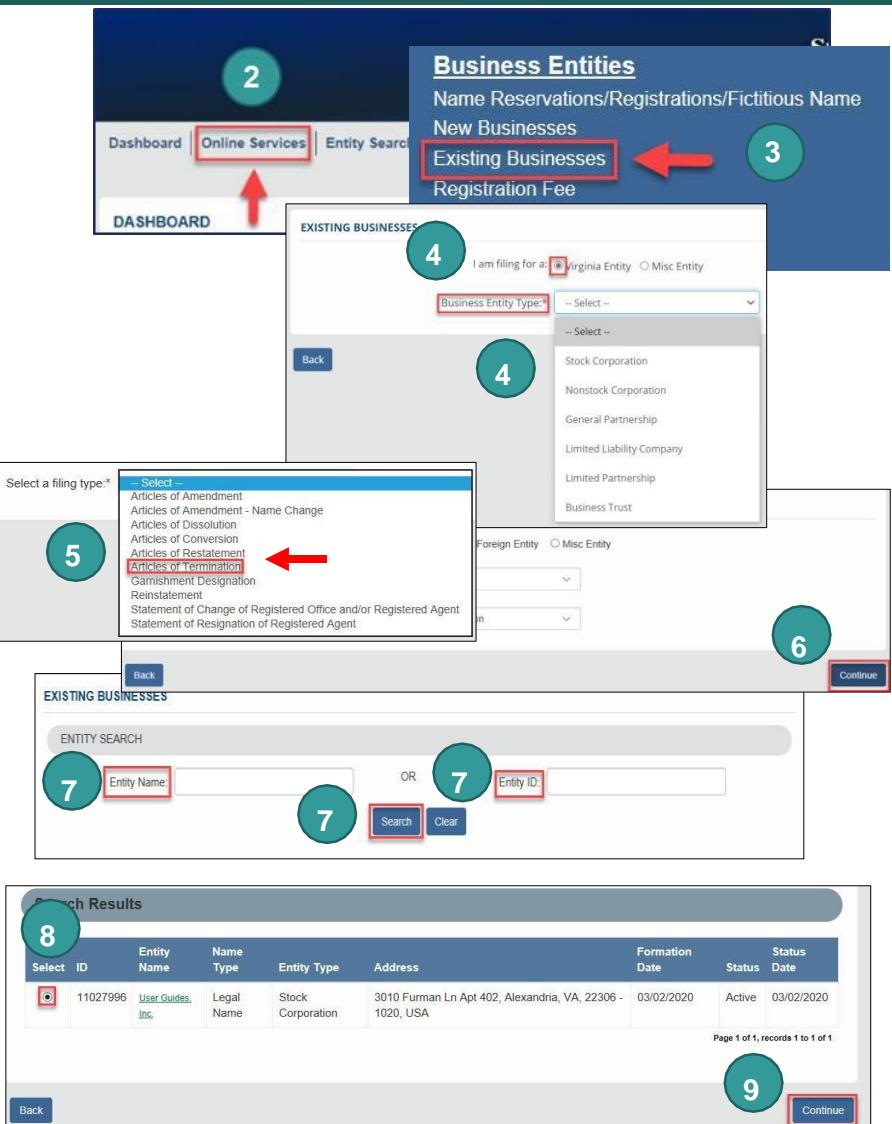
5 Select **Articles of Termination** from the drop-down.

6 Click **Continue** on the bottom right.

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

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

9 Click **Continue**.



2 **Online Services**

3 **Existing Businesses**

4 **Business Entity Type**

5 **Articles of Termination**

6 **Continue**

7 **Entity Name** or **Entity ID**

8 **Select**

9 **Continue**

Search Results

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status Date
<input checked="" type="checkbox"/>	11027996	User Guides, Inc.	Legal Name	Stock Corporation	3010 Furman Ln Apt 402, Alexandria, VA, 22306 - 1020, USA	03/02/2020	Active 03/02/2020

Page 1 of 1, records 1 to 1 of 1

Terminate a Virginia Corporation

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

11 Click **Next**.

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

13 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.

14 Click **Next**.

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

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

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

18 Click **Next**.

19 Select the appropriate circumstance radio button(s) for either:

1A Virginia Stock Corporation

1B Virginia Nonstock Corporation

20 Click **Next**.

ARTICLES OF TERMINATION

Entity Information

Entity Name: User Guides, Inc. Entity Type: Stock Corporation

Entity ID: 11027996 Formation Date: 03/02/2020

Status: Active

Entity Email Address: Contact Number:

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11

Back Next

Upload Attachments

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

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The uploaded document will act as the filing image.

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Files may be uploaded if needed.

Action

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

Printed Name

First Name: Middle Name:

Last Name: Suffix: Title:

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Signature Added Successfully

OK

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Terminate a Virginia Corporation

21 Review each section of the **Articles of Termination**, and make any edits, as needed.

22 Click **Add To Shopping Cart**.

23 Click **Checkout**.

24 Click **Go To Payment**.

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

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

REVIEW OF ARTICLES OF TERMINATION

Entity Information

Entity Name: User Guides, Inc.
Entity ID: 11027998
Status: Active
Entity Email Address: teresa.hudgins@cc.virginia.gov

Upload Attachments

File Name

Signature Information

Printed Name
Teresa Hudgins

All the assets of the corporation have been distributed to its creditors.
The dissolution of the corporation has not been revoked.
The corporation certifies that it has filed returns and has paid all debts and obligations to its creditors.

OR

No debt of the corporation remains unpaid.
If shares were issued, the net assets of the corporation remaining after winding up have been distributed to the shareholders.

Filings

Document Type	Entity Name	Created Date/Time	Fee	Action
Articles of Termination	User Guides, Inc.	03/18/2020 09:37 AM	\$10.00	

Checkout Add Another Filing

Back

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

27 Click **Continue**.

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

Note: Do not close the browser window.

29 You will be directed to a confirmation screen.

CHECKOUT

Filings

Document Type	Entity Name	Created Date/Time
Articles of Termination	User Guides, Inc.	03/18/2020 09:37 AM

Go To Payment

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

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

Credit 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

b8n3y

Cancel Continue

Agency Amount \$10.00
LexisNexis Service Fee \$0.00
Total Amount \$10.00

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: 03 / 2024

Payment Authorization

Total Amount: \$10.00
Acknowledgment: By checking this box, I am authorizing the bill amount plus the LexisNexis Service Fee.

28 Pay Now

CONFIRMATION

Submission Successful

Payment Confirmation Number: 200001081

Document Type	Entity Name	Submitted/Filled Date/Time	Fee	Status
Articles of Termination	User Guides, Inc.	03/18/2020 09:40 AM	\$10.00	Submitted For Processing

Total Paid: \$10.00

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

29 Pay Now