

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

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

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

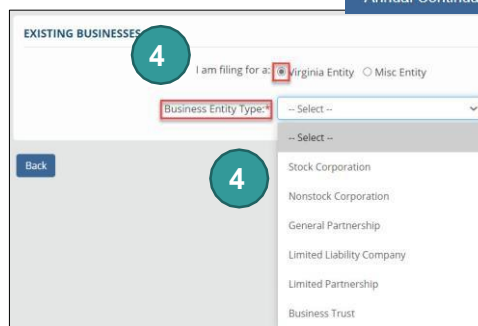
1 Log on to CIS at <https://cis.scc.virginia.gov/>.

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 Dissolution** from the drop-down.

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

9 Click **Continue**.

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

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.*

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- Select --
- Articles of Amendment
- Articles of Amendment - Name Change
- Articles of Dissolution
- Articles of Conversion
- Articles of Restatement
- Articles of Termination
- Garnishment Designation
- Reinstatement
- Statement of Change of Registered Office and/or Registered Agent
- Statement of Resignation of Registered Agent

6

Continue

EXISTING BUSINESSES

7 SEARCH 7

Entity Name: OR Entity ID:

7 Search Clear

8

Select	ID	Name	Type	Entity Type	Address	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

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ARTICLES OF DISSOLUTION

Entity Information

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

Entity ID: 11027296 Formation Date: 03/02/2020

Status: Active

Entity Email Address:

Contact Number:

Jurisdiction of Formation

Jurisdiction (Country)*:

Jurisdiction (State)*:

Date of Formation*:

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ARTICLES OF DISSOLUTION

12 Adoption and Vote

Date of Adoption

Date the dissolution was authorized by the shareholders

03/19/2020

1A 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.

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1B By whom?

☐ 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.

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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.

This screenshot shows the 'Attach Document' dialog box. It has two tabs: 'File Name' and 'Action'. The 'File Name' tab is active, displaying a file explorer view of the 'Documents' folder. A file named 'scc544' is selected. Callout 15 points to the file name field at the bottom, which contains 'scc544'. Callout 16 points to the 'Attach' button in the top right corner. Callout 17 points to the 'Next' button in the bottom right corner, which is highlighted with a red border. A grey arrow points from the 'Attach' button towards the 'Next' button, indicating a workflow step.

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.

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 Click **Next**.

22 Review each section of the **Articles of Dissolution**, 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.

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

28 Click **Continue**.

The screenshots illustrate the following steps:

- Step 18:** Selecting the signing entity type (Individual or On Behalf of Business Entity).
- Step 19:** Completing the signature and entity information fields.
- Step 20:** Confirming the successful addition of the signature.
- Step 21:** Proceeding to the next step.
- Step 22:** Reviewing the Articles of Dissolution and the Shopping Cart.
- Step 23:** Adding the document to the shopping cart.
- Step 24:** Initiating the checkout process.
- Step 25:** Proceeding to the payment section.
- Step 26:** Confirming the filing information and agreeing to the terms.
- Step 27:** Entering the billing address and payment information, including a captcha.
- Step 28:** Continuing the payment process.

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.	03/11/2020 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 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.

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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**.

Business Entities
Name Reservations/Registrations/Fictitious Name
New Businesses
Existing Businesses
Registration Fee

I am filing for a: ☒ Virginia Entity ☐ Misc Entity

Business Entity Type: -- Select --

Stock Corporation
Nonstock Corporation
General Partnership
Limited Liability Company
Limited Partnership
Business Trust

Select a filing type: -- Select --
Articles of Amendment
Articles of Amendment - Name Change
Articles of Dissolution
Articles of Conversion
Articles of Reinstatement
Articles of Termination
Carishment Designation
Reinstatement
Statement of Change of Registered Office and/or Registered Agent
Statement of Resignation of Registered Agent

Entity Name OR Entity ID

Search Clear

Search Results

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	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

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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: @scc.virginia.gov Contact Number:

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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.

☐ The uploaded document will act as the filing image.

Attach Document

Note: Only PDF files may be uploaded if needed.

File Name

Back

Open

File name: scc544

All Files Open Cancel

Attach

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.

The person signing this statement 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: -- Select --

Add

Entity Information

Entity Name* Entity Type* -- Select --

Signature*

Printed Name

First Name* Middle Name* Last Name* Suffix: -- Select --

Add

Signature Added Successfully

OK

Title

Printed Name	Signature	Title	Action
Teresa Hudgins	Teresa Hudgins	Incorporator	OK

Next

1A Virginia Stock Corporation

1B Virginia Nonstock Corporation

Next

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**.

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

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.