

Form a Foreign Limited Liability Company in the Clerk's Information System

A limited liability company is an unincorporated association of one or more members (the owners) who share in the profits and losses of the company's business. This how-to guide will walk you through forming a Foreign Limited Liability Company online in the new Clerk's Information System (CIS) https://cis.scc.virginia.gov/.

Use the <u>Foreign Business Registration Checklist</u> 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.
- Click Online Services on the top left.
- Under Business Entities, click New Foreign Businesses.
- Make sure the Foreign Entity button is selected. Select **Limited Liability Company** from the drop-down and click **Continue**.
- 5 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.
- Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right.



- 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.
- 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".

Under **Duration**, select if the entity is intended to exist forever (perpetual) or enter the date it will end.

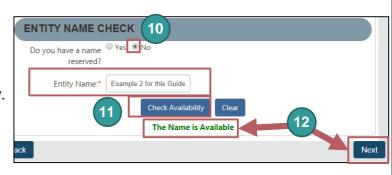
Note: Most select "Perpetual".

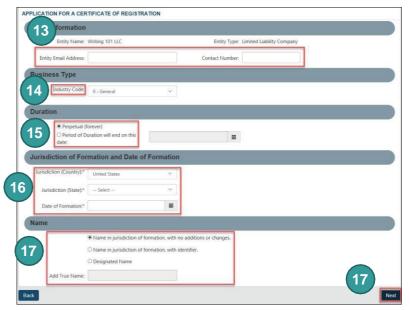
- Complete all fields marked with an asterisk

 (*) in the Jurisdiction of Formation and

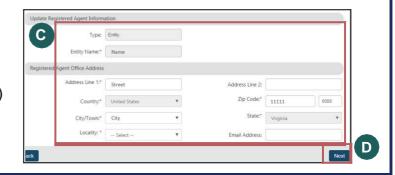
 Date of Formation section.
- 17 Complete the Name section and click Next.
- Indicate if the Registered Agent (RA) will be an Individual or an Entity. They must be in Virginia and have a Virginia address. If the RA will be an Entity, check the **Entity** radio button.
 - A Enter the Entity Name or Entity 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.
 - Make sure all fields marked with an asterisk (*) are filled in.
 - D Click Next.









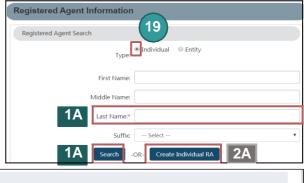
If the Registered Agent (RA) will be an Individual, check the **Individual** radio button. You can search for an existing RA or create a new individual RA.

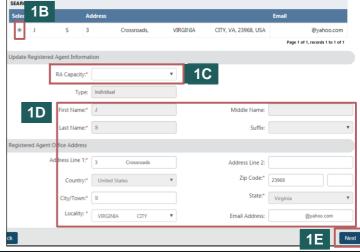
To search for an existing RA:

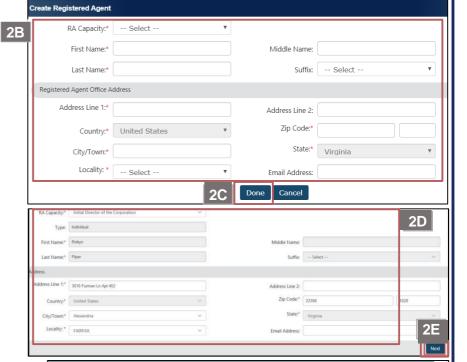
- 1A Enter their Last Name and click Search.
- 1B Under **Search Results**, click the radio button next to the desired RA's name.
- 1C Select the RA Capacity from the dropdown menu.
- 1D Review and confirm all fields marked with an asterisk (*) are filled in.
- 1E Click Next.

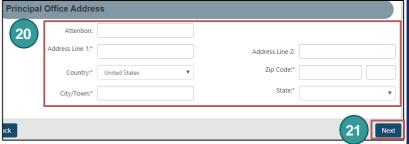
To create a new Individual RA:

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









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

Click Search.

- 23 If no records were found, click **OK**.
- If records were found, click the **Select** button next to your business's name.

 DO NOT click the green entity name.
- 25 Click Add Entity.
- 26 Click **Next**.
- Upload certified articles of organization 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.

- 28 Click Next.
- 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.

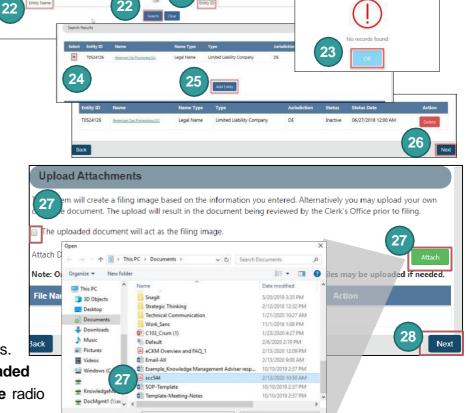


Signature Information

document that is false in an

Click Add.

- $_{30}$ Click **OK** in the pop-up box.
- The signature information will populate. Click **Next**.

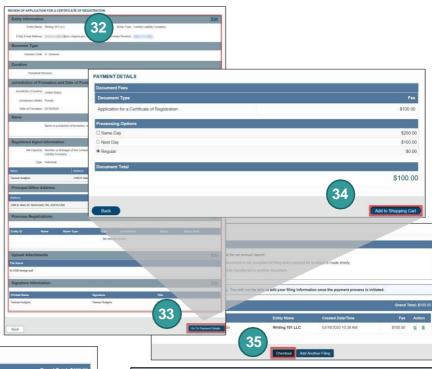


The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally authorized to sign the document. The undersigned acknowledges that it is unlawful to sign a

sial respect with the intent that it be delivered to the Commission for filing.



- Review each section of the Application for a Certificate of Registration and make any edits, as necessary.
- Click **Go To Payment Details** on the bottom right.
- 34 Click Add To Shopping Cart.
- 35 Click Checkout.
- Click Go To Payment.
- In the Confirmation pop up window, click I Agree.



will require the payment of additional fees in most cases

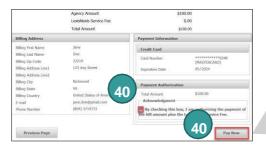


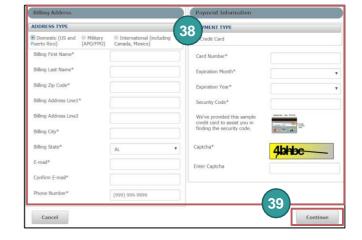
Note: You will be taken to a site administered by LexisNexis to complete your payment.

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





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

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

