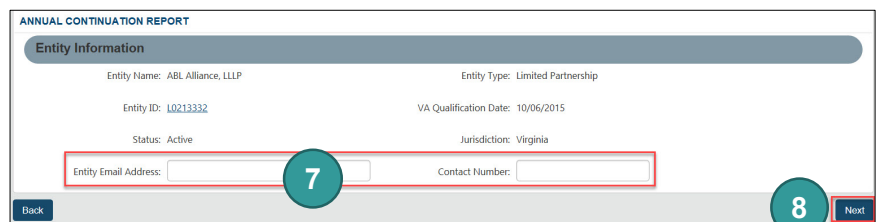
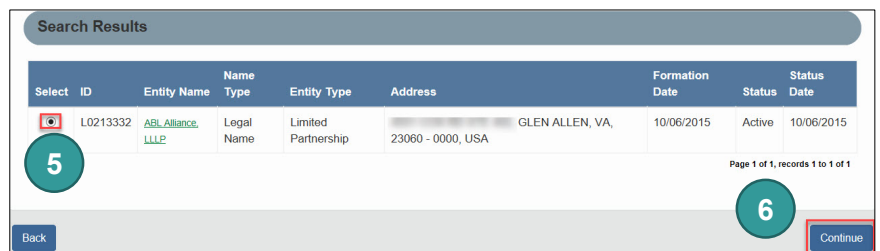
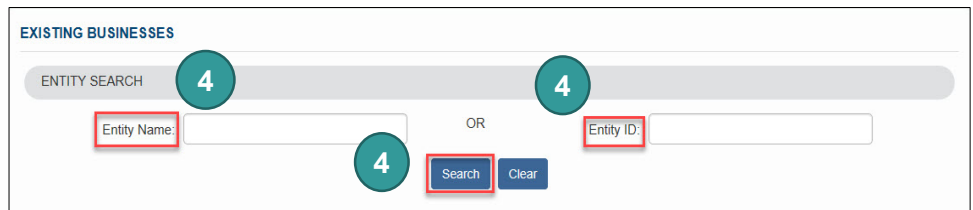
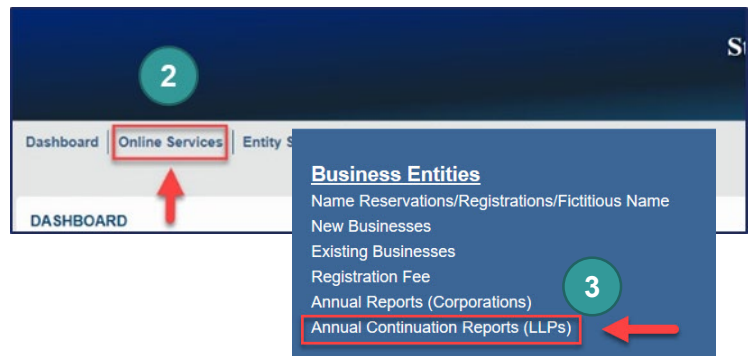


File an Annual Continuation Report for LP in the Clerk's Information System

To maintain its status in Virginia as a limited liability partnership (LLP), a limited partnership (LP) must file an Annual Continuation Report each year. If the principal office has changed, the LP must also file an amendment. This how-to guide will walk you through filing an Annual Continuation Report online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

No Principal Office Change

- 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 **Annual Continuation Reports (LLPs)**.
- 4 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.
- 5 Click the **Select** button next to your business' name. DO NOT click the green entity name.
- 6 Click **Continue**.
- 7 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**.
- 8 Click **Next**.



File an Annual Continuation Report for LP

9 Review the Principal Office Address information, and check the box next to **The address listed above is the current address of the limited partnership principal office.**

10 Click **Next**.

11 **OPTIONAL:** Upload continuation report documents. Check the **The uploaded document will act as the filing image** radio button.

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

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.

12 Click **Next**.

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

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

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

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

17 Review each section of the **Annual Continuation Report**, and make any edits, as needed.

18 Click **Add To Shopping Cart**.

19 Click **Checkout**.

Printed Name	Signature	Title	Action
Teresa Hudgins	Teresa Hudgins	Member	[Edit] [Delete]

Document Type	Entity Name	Created Date/Time	Fee	Action
Annual Continuation Report	ABL Alliance, L.L.P.	07/05/2020 01:38 PM	\$50.00	[Checkout] [Add Another Item]

File an Annual Continuation Report for LP

20 Click **Go To Payment**.

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

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

23 Click **Continue**.

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

Note: Do not close the browser window.

25 You will be directed to a confirmation screen.

Document Type	Entity Name	Created Date/Time	Fee
Annual Continuation Report	ABL Alliance, LLLP	07/01/2020 01:30 PM	\$50.00

Grand Total: \$50.00

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, 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 Personal Check Business Check

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

Continue

Agency Amount	\$50.00
LexisNexis Service Fee	\$.00
Total Amount	\$50.00

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: 07/2022

Payment Authorization

Total Amount: \$50.00

Acknowledgment

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

Pay Now

Submission Successful

Payment Confirmation Number: 200020403

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Annual Continuation Report	ABL Alliance, LLLP	07/01/2020 01:43 PM	\$50.00	Approved

Total Paid: \$50.00

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

File an Annual Continuation Report for LP

Principal Office Change – Virginia Entities

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 **Annual Continuation Reports (LLPs)**.



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

A screenshot of the 'EXISTING BUSINESSES' search interface. It features an 'ENTITY SEARCH' section with two input fields: 'Entity Name' and 'Entity ID'. Both fields are highlighted with red boxes and a green circle with the number 4. There are 'Search' and 'Clear' buttons below the fields, also highlighted with red boxes and a green circle with the number 4.

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

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="checkbox"/>	L0213332	ABL Alliance, LLLP	Legal Name	Limited Partnership	23060 - 0000, USA GLEN ALLEN, VA,	10/06/2015	Active	10/06/2015

Page 1 of 1, records 1 to 1 of 1

Buttons: Back, Continue

6 Click **Continue**.

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

Entity Information

Entity Name: ABL Alliance, LLLP Entity Type: Limited Partnership

Entity ID: L0213332 VA Qualification Date: 10/06/2015

Status: Active Jurisdiction: Virginia

Entity Email Address: Contact Number:

Buttons: Back, Next

8 Click **Next**.

9 Check the box next to **The address listed above is not the current address of the limited partnership principal office.**

10 Click **Next**.

11 Click **OK**. You will be directed to file an amendment to change the principal office address.

Document Type: Annual Continuation Report
Entity Name: ABL Alliance, LLLP

ANNUAL CONTINUATION REPORT

Principal Office Address

Address Line 1: 4551 COX RD STE 402

Country: USA

City/Town: GLEN ALLEN State: VA

The address listed above is the current address of the limited partnership principal office.
 The address listed above is not the current address of the limited partnership principal office.

Confirmation Dialog:
You must file an amendment to change the Principal Office Address. Are you sure you want to file an amendment?
Buttons: Cancel, OK

Buttons: Back, Next

File an Annual Continuation Report for LP

- 12 Select the entity you are filing for.
- 13 Select **Limited Partnership**.
- 14 Select **Certificate of Amendment of a Certificate of Limited Partnership**.
- 15 Click **Continue**.
- 16 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.
- 17 Click the **Select** button next to your business' name. **DO NOT** click the green entity name.
- 18 Click **Continue**.
- 19 Click **No**.
- 20 Under Amendment Type, select **Change Principal Office**.
- 21 Click the > button.
- 22 Click **Next**.

EXISTING BUSINESSES

I am filing for a: Virginia Entity Foreign Entity Misc Entity

Business Entity Type:*

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

Back

EXISTING BUSINESSES

I am filing for a: Virginia Entity Foreign Entity Misc Entity

Business Entity Type:*

- Select --
- Articles of Conversion
- Articles of Merger
- Certificate of Amendment of a Certificate of Limited Partnership
- Certificate of Cancellation
- Reinstatement
- Statement of Change of Registered Office and/or Registered Agent
- Statement of Registration
- Statement of Resignation of Registered Agent
- Statement of Amendment of a Statement of Registration of a Registered LLP
- LLP Restoration
- Statement of Cancellation of a Statement of Registration

Select a filing type.*

Back

Continue

EXISTING BUSINESSES

ENTITY SEARCH

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"/>	L0213332	ABL Alliance, LLLP	Legal Name	Limited Partnership	23060 - 0000, USA GLEN ALLEN, VA,	10/06/2015	Active	10/06/2015

Page 1 of 1, records 1 to 1 of 1

Back

Continue

!

Will the entity be changing it's name in this amendment?

No Yes

CERTIFICATE OF AMENDMENT OF A CERTIFICATE OF LIMITED PARTNERSHIP

Entity Information

Entity Name: ABL Alliance, LLLP Entity Type: Limited Partnership

Entity ID: L0213332 Formation Date: 10/06/2015

Status: Active LLPStatus: Yes

Entity Email Address: Contact Number:

Business Type

Industry Code: 0 - Genera

Duration

Perpetual (forever)
 Period of Duration will end on this date:

Amendment Type

Amendment Type:*

- Add Partner
- Change Principal Office
- Industry Code
- Modify Partner
- Other
- Period of Duration
- Remove Partner

Change Principal Office

Next

File an Annual Continuation Report for LP

- 23 Make the necessary changes to the principal office address, completing all fields marked with an asterisk (*).
- 24 Click **Next**.
- 25 Check the box next to **Use this address**.
- 26 Click **Next**.
- 27 **OPTIONAL:** Upload amendment documents. Check the **The uploaded document will act as the filing image** radio button.

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

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.

- 28 Click **Next**.
- 29 Indicate if you are signing as an **Individual** or **On Behalf of Business Entity** by checking the appropriate radio button.
- 30 Complete all fields marked with an asterisk (*) in the **Signature Information** section and click **Add**.

File an Annual Continuation Report for LP

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

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

33 Click **Next**.

34 Review each section of the **Certificate of Amendment of a Certificate of Limited Partnership**, and make any edits, as necessary.

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

36 Click **Checkout**.

37 Click **Go To Payment**.

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

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

File an Annual Continuation Report for LP

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

40 Click **Continue**.

41 Check the **Acknowledgement** radio button and click **Pay Now**.
Note: Do not close the browser window.

42 You will be directed to a confirmation screen.

43 You must file an Annual Continuation Report after you complete your amendment. Repeat steps 2-8.

44 Review the Principal Office Address information, and check the box next to **The address listed above is the current address of the limited partnership principal office.**

45 Click **Next**.

46 **OPTIONAL:** Upload continuation report documents. Check the **The uploaded document will act as the filing image** radio button.

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.

47 Click **Next**.

File an Annual Continuation Report for LP

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

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

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

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

52 Review each section of the **Annual Continuation Report**, and make any edits, as needed.

53 Click **Add To Shopping Cart**.

54 Click **Checkout**.

55 Click **Go To Payment**.

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

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

Printed Name	Signature	Action
Teresa Hudgins	Teresa Hudgins	OK

Document Type	Entity Name	Created Date/Time	Fee	Action
Annual Continuation Report	ABL Alliance, LLLP	07/01/2020 01:39 PM	\$50.00	Checkout

Document Type	Entity Name	Created Date/Time	Fee
Annual Continuation Report	ABL Alliance, LLLP	07/01/2020 01:39 PM	\$50.00

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

File an Annual Continuation Report for LP

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

58 Click **Continue**.

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

Note: Do not close the browser window.

60 You will be directed to a confirmation screen.

Agency Amount	\$50.00
LexisNexis Service Fee	\$.00
Total Amount	\$50.00

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: 07 / 2022

Payment Authorization

Total Amount: \$50.00

Acknowledgment

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

59 Pay Now

60

Submission Successful

Payment Confirmation Number: 200020493

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Annual Continuation Report	ABL Alliance, LLLP	07/01/2020 01:43 PM	\$50.00	Approved
Total Paid:			\$50.00	

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

File an Annual Continuation Report for LP

Principal Office Change – Foreign Entities

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 **Annual Continuation Reports (LLPs)**.



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

A screenshot of the 'EXISTING BUSINESSES' search interface. It features an 'ENTITY SEARCH' section with two input fields: 'Entity Name' and 'Entity ID'. Both fields are highlighted with red boxes and a green circle with the number 4. There are 'Search' and 'Clear' buttons below the fields, also highlighted with red boxes and a green circle with the number 4.

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

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="checkbox"/>	L0213332	ABL Alliance, LLLP	Legal Name	Limited Partnership	23060 - 0000, USA	GLEN ALLEN, VA, 10/06/2015	Active	10/06/2015

Page 1 of 1, records 1 to 1 of 1

Buttons: Back, Continue

6 Click **Continue**.

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

A screenshot of the 'ANNUAL CONTINUATION REPORT' Entity Information form. It displays details for 'ABL Alliance, LLLP' with fields for Entity Name, Entity ID (L0213332), Entity Type (Limited Partnership), VA Qualification Date (10/06/2015), Status (Active), and Jurisdiction (Virginia). There are input fields for 'Entity Email Address' and 'Contact Number', both highlighted with red boxes and a green circle with the number 8. A green circle with the number 7 is placed over the Entity ID field. Buttons for 'Back' and 'Next' are at the bottom.

8 Click **Next**.

9 Check the box next to **The address listed above is not the current address of the limited partnership principal office.**

10 Click **Next**.

11 Click **OK**. You will be directed to file an amendment to change the principal office address.

A screenshot of the 'Principal Office Address' form. It shows the address '4551 COX RD STE 402' in 'GLEN ALLEN, VA'. A warning dialog box is overlaid on the form, containing a red exclamation mark icon and the text: 'You must file an amendment to change the Principal Office Address. Are you sure you want to file an amendment?'. The dialog has 'Cancel' and 'OK' buttons, with 'OK' highlighted by a red box and a green circle with the number 11. Below the dialog, there are two radio button options: 'The address listed above is the current address of the limited partnership principal office.' (unselected) and 'The address listed above is not the current address of the limited partnership principal office.' (selected, highlighted with a red box and a green circle with the number 9). Buttons for 'Back' and 'Next' are at the bottom.

File an Annual Continuation Report for LP

- 12 Select the entity you are filing for.
- 13 Select **Limited Partnership**.
- 14 Select **Amended Application for a Certificate of Registration**.
- 15 Click **Continue**.
- 16 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.
- 17 Click the **Select** button next to your business' name. **DO NOT** click the green entity name.
- 18 Click **Continue**.
- 19 Click **No**.
- 20 Enter the **Date of Formation**, if the field is blank.
- 21 Under Amendment Type, select **Change Principal Office**.
- 22 Click the > button.
- 23 Click **Next**.

EXISTING BUSINESSES

I am filing for a: Virginia Entity Foreign Entity Misc Entity

Business Entity Type:*

Select a filing type:*

- Select --
- Stock Corporation
- Nonstock Corporation
- General Partnership
- Limited Liability Company
- Limited Partnership**
- Business Trust

Back

I am filing for a: Virginia Entity Foreign Entity Misc Entity

Business Entity Type:*

Select a filing type:*

- Select --
- Amended Application for a Certificate of Registration**

Back

Continue

EXISTING BUSINESSES

ENTITY SEARCH

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"/>	L0213332	ABL Alliance, LLLP	Legal Name	Limited Partnership	23060 - 0000, USA GLEN ALLEN, VA,	10/06/2015	Active	10/06/2015

Page 1 of 1, records 1 to 1 of 1

Back

Continue



Will the entity be changing it's name in this amendment?

No Yes

CERTIFICATE OF AMENDMENT OF A CERTIFICATE OF LIMITED PARTNERSHIP

Entity Information

Entity Name: ABL Alliance, LLLP Entity Type: Limited Partnership

Entity ID: L0213332 Formation Date: 10/06/2015

Status: Active LLPStatus: Yes

Entity Email Address: Contact Number:

Business Type

Industry Code: 0 - Gener

Duration

Perpetual (forever)
 Period of Duration will end on this date:

Amendment Type

Amendment Type:*

- Add Partner
- Change Principal Office**
- Industry Code
- Modify Partner
- Other
- Period of Duration
- Remove Partner

> >> < <<

Jurisdiction of Formation and Date of Formation

Jurisdiction (Country):*

Jurisdiction (State):*

Date of Formation:*

Change Principal Office

Next

File an Annual Continuation Report for LP

24 Make the necessary changes to the principal office address, completing all fields marked with an asterisk (*).

25 Click **Next**.

26 Check the box next to **Use this address**.

27 Click **Next**.

28 **OPTIONAL:** Upload amendment documents. (If your home state requires an amendment to be filed, you **MUST** upload a certified copy of the amendment here). Check the **The uploaded document will act as the filing image** radio button.

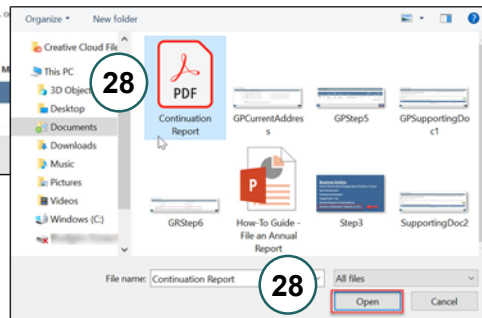
Click **Attach**, select the file you want to upload, and click **Open**.

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.

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



File an Annual Continuation Report for LP

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

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

34 Click **Next**.

35 Review each section of the **Amended Application for Certificate of Registration**, and make any edits, as necessary.

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

37 Click **Checkout**.

38 Click **Go To Payment**.

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

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

File an Annual Continuation Report for LP

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

41 Click **Continue**.

42 Check the **Acknowledgement** radio button and click **Pay Now**.
Note: Do not close the browser window.

43 You will be directed to a confirmation screen.

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Amended Application for a Certificate of Registration	Alder Branch Realty Limited Partnership LLLP	10/01/2020 02:47 PM	\$25.00	Approved
Total Paid:			\$25.00	

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

44 You must file an Annual Continuation Report after you complete your amendment. Repeat steps 2-8.

45 Review the Principal Office Address information, and check the box next to **The address listed above is the current address of the limited partnership principal office.**

46 Click **Next**.

47 **OPTIONAL:** Upload continuation report documents. Check the **The uploaded document will act as the filing image** radio button.

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.

48 Click **Next**.

File an Annual Continuation Report for LP

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

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

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

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

53 Review each section of the **Annual Continuation Report**, and make any edits, as needed.

54 Click **Add To Shopping Cart**.

55 Click **Checkout**.

56 Click **Go To Payment**.

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

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

File an Annual Continuation Report for LP

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

59 Click **Continue**.

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

Note: Do not close the browser window.

61 You will be directed to a confirmation screen.

Agency Amount	\$50.00
LexisNexis Service Fee	\$.00
Total Amount	\$50.00

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: 07 / 2022

Payment Authorization

Total Amount: \$50.00

Acknowledgment

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

60 Pay Now

61

Submission Successful

Payment Confirmation Number: 200020493

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Annual Continuation Report	ABL Alliance, LLLP	07/01/2020 01:43 PM	\$50.00	Approved
Total Paid:			\$50.00	

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