

# File a Registered Agent Resignation for a Foreign Business Entity in the Clerk's Information System

Every Virginia and foreign business entity authorized to transact business in Virginia must continuously maintain a Virginia-located registered agent and registered office. This how-to guide will walk you through filing a Statement of Resignation of Registered Agent 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 **Existing Foreign Businesses**.

4 Select the **Foreign Entity** button. Select the appropriate **Business Entity Type** from the drop-down.

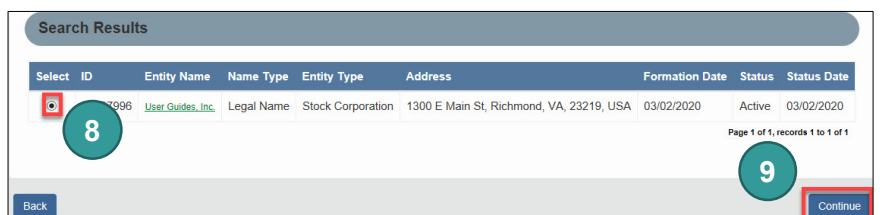
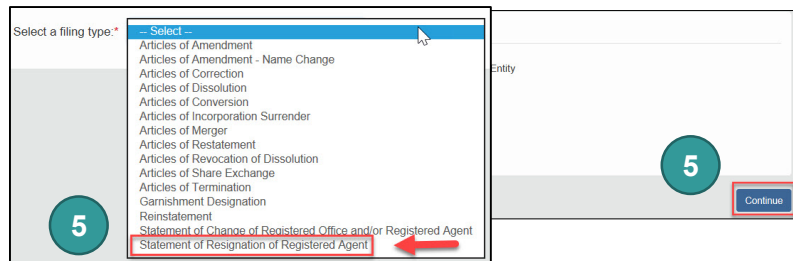
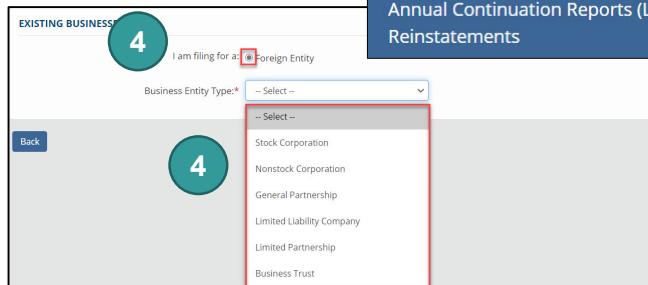
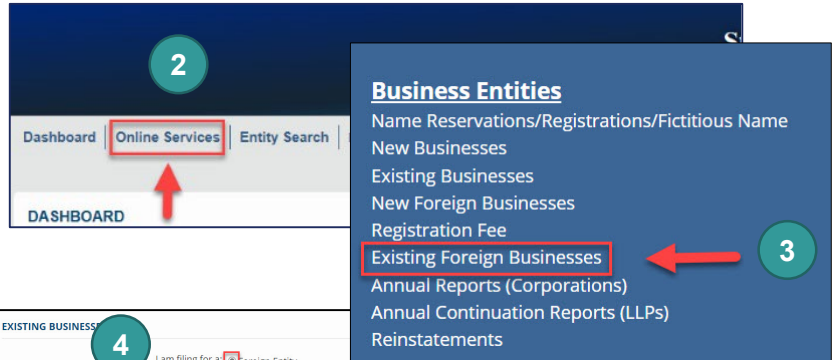
5 Select **Statement of Resignation of Registered Agent** from the filing type drop-down and click **Continue**.

6 Locate your business in the system by either:  
 A. Searching for it using the **Entity Name** field, OR  
 B. Entering your **Entity ID**.

7 Click **Search**.

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

9 Click **Continue**.



# File a Registered Agent Resignation – Virginia Business Entity

- 10 Once the Entity Information appears, click **Next**.
- 11 Review the Registered Agent Information sections. If applicable, check the **Registered Office is to be discontinued** box.
- 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 with an asterisk (\*) in the **Signature Information** section.
- 15 Click **Add**.
- 16 Click **OK** in the pop-up box.
- 17 The signature information will populate. Check the box beside the affirmation statement and click **Next**.

STATEMENT OF RESIGNATION OF REGISTERED AGENT

**Entity Information**

Entity Name: User Guides, Inc. Entity Type: Stock Corporation  
Entity ID: 11051469 Formation Date: 05/27/2020  
Status: Active  
Entity Email Address: @scc.virginia.gov Contact Number: [ ]

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STATEMENT OF RESIGNATION OF REGISTERED AGENT

**Registered Agent Information**

Registered Office is to be discontinued

Existing Registered Agent Information

RA Capacity: Director of the Corporation  
Type: Individual  
First Name: Teresa Middle Name: [ ]  
Last Name: Hudgins Suffix: -- Select --

Registered Agent Office Address

Address Line 1: 1300 E Main St Address Line 2: [ ]  
Country: United States Zip Code: 23219  
City/Town: Richmond State: Virginia  
Locality: RICHMOND CITY Email Address: @scc.virginia.gov

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**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 that after the foregoing change or changes are made, the corporation will be in compliance with the requirements of § 13.1-634 of the Code of Virginia, as the case may be.

Signing as:  Individual  On Behalf of Business Entity

Signature

Signature\*: Robyn Piper

Printed Name

First Name\*: Robyn Middle Name: [ ]  
Last Name\*: Piper Suffix: -- Select --

Add

Entity Information

Entity Name\*: [ ] Entity Type\*: -- Select --

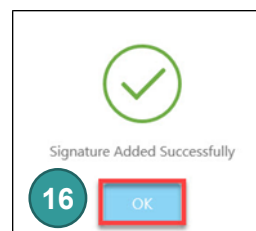
Signature

Signature\*: [ ]

Printed Name

First Name\*: [ ] Middle Name: [ ]  
Last Name\*: [ ] Suffix: -- Select --

Add



Printed Name	Signature	Title	Action
Teresa Hudgins	Teresa Hudgins	Incorporator	<input checked="" type="checkbox"/>

The above-named registered agent hereby certifies that a copy of this statement will be mailed by certified mail to the principal office of the corporation on or before the business day following the day on which this statement is filed with the Commission.

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# File a Registered Agent Resignation – Virginia Business Entity

- 18 Review each section of the **Statement of Resignation of Registered Agent**, and make any edits, as necessary.

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

- 19 You will be directed to a confirmation screen.

**REVIEW OF STATEMENT OF RESIGNATION OF REGISTERED AGENT**

**Entity Information** [Edit](#)

Entity Name: User Guides, Inc. Entity Type: Stock Corporation  
Entity ID: 11051469 Formation Date: 05/27/2020  
Status: Active  
Entity Email Address: @scc

**Registered Agent Information**

Registered Office is to be discontinued  
RA Capacity: Director of the Corporation  
Type: Individual

**Signature Information**

Printed Name	Signature	Title
Teresa Hudgins	Teresa Hudgins	Incorporator

The above-named registered agent hereby certifies that a copy of this statement will be mailed by certified mail to the principal office of the corporation on or before the business day following the day on which this statement is filed with the Commission.

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**CONFIRMATION**

19 **Submission Successful**  
Payment Confirmation Number: N/A

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Statement of Resignation of Registered Agent	User Guides, Inc.	05/27/2020 02:47 PM	\$0.00	Approved
			<b>Total Paid:</b>	<b>\$0.00</b>

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

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