

Withdraw a Foreign Corporation in the Clerk's Information System

A foreign stock or nonstock corporation authorized to transact business in Virginia can be voluntarily withdrawn online. To do so, you can file an Application for a Certificate of Withdrawal. This how-to guide will walk you through withdrawing a foreign stock or nonstock corporation 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 Make sure the Foreign Entity radio button is selected. Then, select **Stock Corporation** or **Nonstock Corporation** from the drop-down.

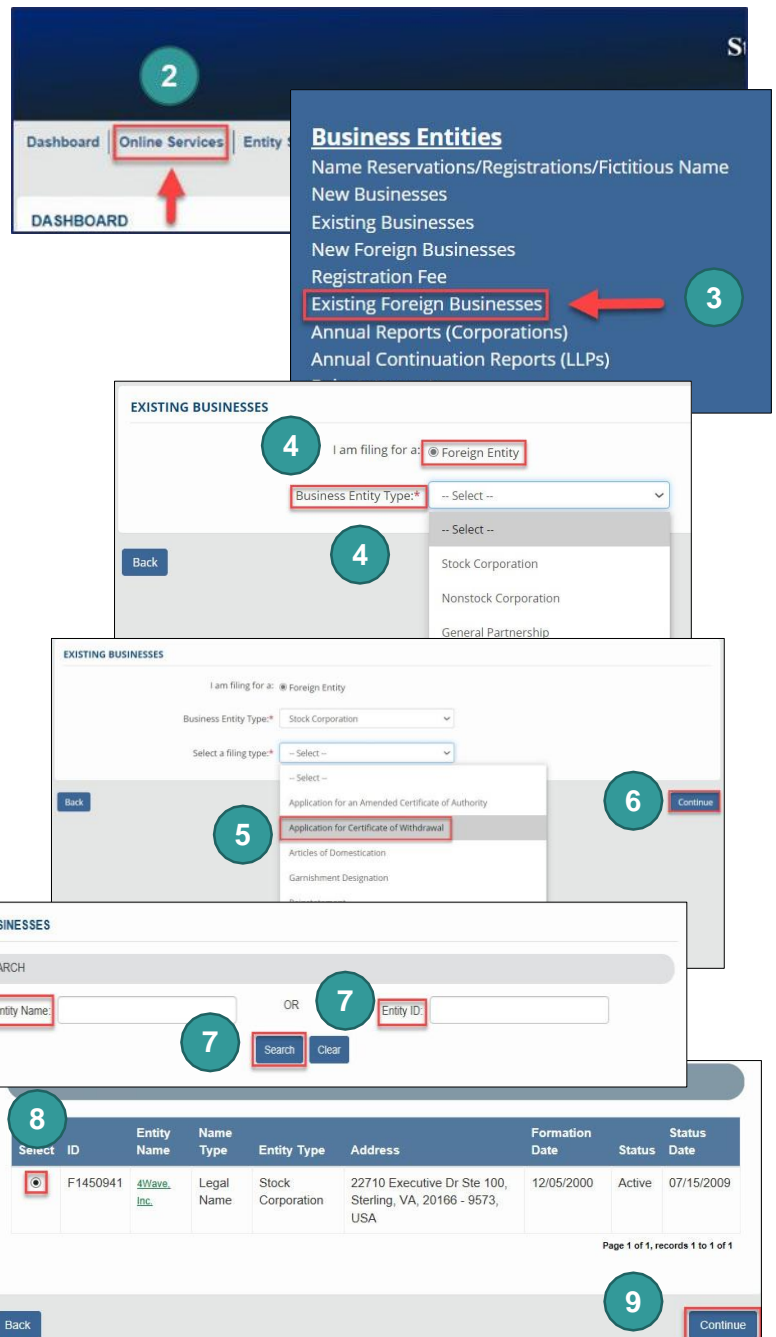
5 Select **Application for Certificate of Withdrawal** from the drop-down.

6 Click **Continue**.

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
New Foreign Businesses
Registration Fee
Existing Foreign Businesses
Annual Reports (Corporations)
Annual Continuation Reports (LLPs)

EXISTING BUSINESSES
I am filing for as: Foreign Entity
Business Entity Type:* -- Select --
-- Select --
Back
Stock Corporation
Nonstock Corporation
General Partnership

EXISTING BUSINESSES
I am filing for as: Foreign Entity
Business Entity Type:* Stock Corporation
Select a filing type:* -- Select --
-- Select --
Back
Application for an Amended Certificate of Authority
Application for Certificate of Withdrawal
Articles of Domestication
Garnishment Designation

EXISTING BUSINESSES
ENTITY SEARCH
Entity Name: OR Entity ID:
Search Clear

Select	ID	Entity Name	Name Type	Entity Type	Address	Formation Date	Status	Status Date
<input checked="" type="checkbox"/>	F1450941	4Wave, Inc.	Legal Name	Stock Corporation	22710 Executive Dr Ste 100, Sterling, VA, 20166 - 9573, USA	12/05/2000	Active	07/15/2009

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Withdraw a Foreign Corporation

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

11 Complete all fields marked with an asterisk (*) in the **Mailing Address for Process** section and click **Next**.

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.

13 Click **Next**.

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

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

17 Click **Next**.

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

1A Foreign Stock Corporation

1B Foreign Nonstock Corporation

19 Click **Next**.

Withdraw a Foreign Corporation

- 20 Review each section of the **Application for Certificate of Withdrawal**, and make any edits, as needed.
- 21 Click **Add To Shopping Cart**.
- 22 Click **Checkout**.
- 23 Click **Go To Payment**.
- 24 In the Confirmation pop-up window, click **I Agree**.

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

Document Type	Entity Name	Created Date/Time	Fee	Action
Application for Certificate of Withdrawal	4Wave, Inc.	03/19/2020 02:58 PM	\$10.00	

Document Type	Entity Name	Created Date/Time
Application for Certificate of Withdrawal	4Wave, Inc.	03/19/2020 02:58 PM

- 25 Enter your **Billing Address** and **Payment Information**, completing all fields marked with an asterisk (*). You must complete the **Captcha** field.
- 26 Click **Continue**.
- 27 Check the **Acknowledgement** radio button and click **Pay Now**.

Note: Do not close the browser window.

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Application for Certificate of Withdrawal	4Wave, Inc.	03/19/2020 03:15 PM	\$10.00	Approved

- 28 You will be directed to a confirmation screen.

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Application for Certificate of Withdrawal	4Wave, Inc.	03/19/2020 03:15 PM	\$10.00	Approved

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