

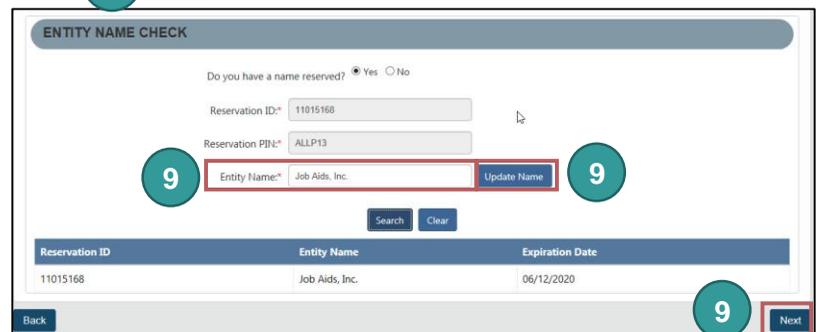
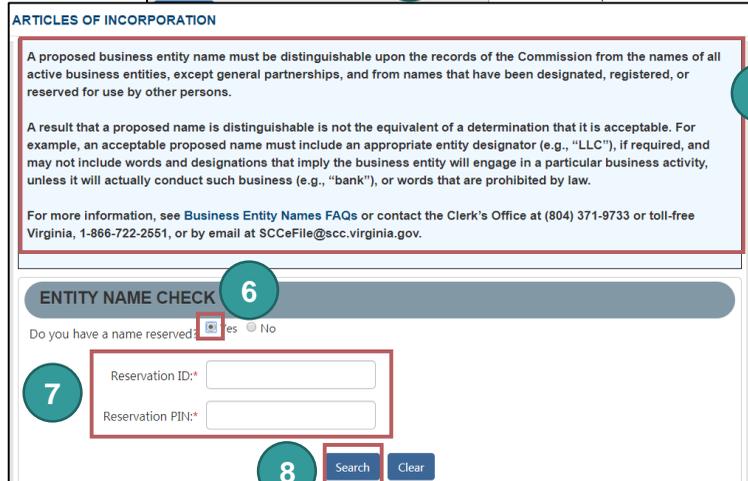
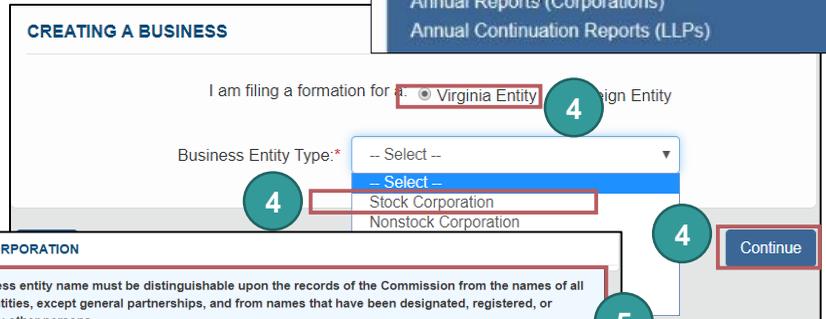
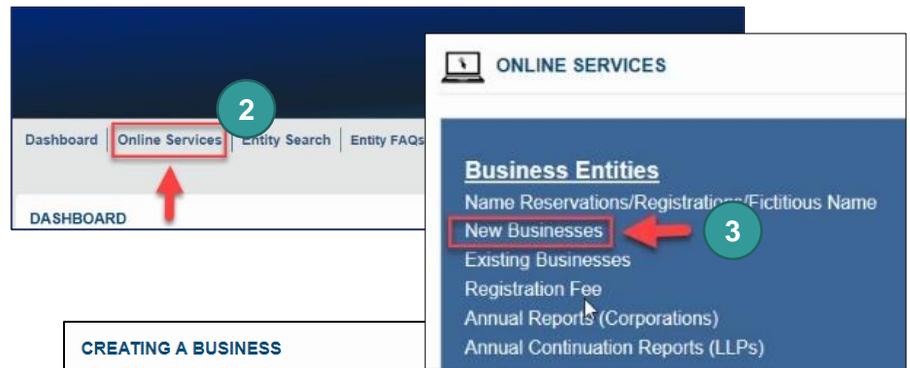
Form a new Virginia Stock Corporation in the Clerk's Information System

Stock corporations are authorized to issue shares to persons who become shareholders (the owners of the corporation) and are usually formed to generate a profit for the shareholders. This how-to guide will walk you through forming a new Virginia Stock Corporation online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

NOTE: Past SCC eFile account credentials **will not** work in CIS. If you do not already have an SCC CIS account, you will need to create one before you get started by clicking the green **Register** button on the CIS homepage.

- 1 Log on to CIS at cis.scc.virginia.gov
Note: Chrome, IE or Microsoft Edge are recommended
- 2 Click **Online Services** on the top left
- 3 Under Business Entities, click **New Businesses**
- 4 Make sure the Virginia Entity button is selected. Select **Stock Corporation** from the dropdown and click **Continue**.
- 5 Review the business entity name information
- 6 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**
- 9 Review the **Entity Name** that appears. If correct, click **Update Name** and then click **Next** on the bottom right



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10 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**
*Note: click the **i** icon for name requirements*

12 Once the system indicates the name is available and acceptable, click **Next**

13 Enter the **Entity Email Address** and **Contact Number**

14 Choose an **Industry Code** from the **Business Type** drop-down
Note: Most select "0 - General"

15 Under **Duration**, select if the entity is intended to exist forever (perpetual) or enter the date it will end
Note: Most select "Perpetual"

16 Enter the number of **Total Shares** the entity is authorized to issue.
Note: The charter fee varies by the number of shares. See the [Stock Corporation Charter Fee Schedule here](#)

17 Click **Next**

18 Indicate if the Registered Agent (RA) will be an Individual or an Entity. 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

C Make sure all fields marked with an asterisk (*) are filled in

D Click **Next**

SEARCH RESULTS

Select	Name	Entity ID	Principal Office Address	Status	Email
<input type="radio"/>	J [redacted]	11111111	[redacted] USA	Active	
<input type="radio"/>	J [redacted]	11111111	[redacted] USA	Active	
<input type="radio"/>	J [redacted]	11111111	[redacted] USA	Active	
<input type="radio"/>	J [redacted]	11111111	[redacted] USA	Active	
<input type="radio"/>	J [redacted] P.C.	11111111	[redacted] USA	Active	

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19 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 drop-down 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**

2B In the pop up window, complete fields marked with an asterisk (*)

2C Click **Done**

2D Review the **Registered Agent Information** and the **Registered Agent Office Address**

2E Click **Next**

20 As an optional step, enter the **Principal Office Address** information. Complete all fields marked with an asterisk (*)

21 Click **Next**

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- 22 If the RA serves as the Initial Director of the Corporation, check the **Director** radio button
- 23 Enter the **Principal Information**. Complete all fields marked with an asterisk (*)
- 24 Check the **Same as Principal Office Address** radio button or complete all Principal Office Address fields marked with an asterisk (*)
- 25 Click **Add Principal**
- 26 Click **OK** in the pop up box
- 27 The principal information will populate. Click **Next**

Director	Name	Address	Action
Yes	Leresa Hodge	11001 Main St, Hatteras, VA, 23274 - USA	[Icons]

- 28 **OPTIONAL:** Upload Articles of Incorporation. Check the **The uploaded document will act as the filing image** radio button

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.

- 29 Click **Next**
- 30 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

Click **Add**

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

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

33 Review each section of the **Articles of Incorporation** and make any edits, as necessary

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

35 Click **Checkout**

36 Click **Go To Payment**

37 In the Confirmation pop up window, click **I Agree**
Note: You will be taken to a site administered by LexisNexis to complete your payment

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

39 Click **Continue**

40 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

