

## Articles of Organization of a Virginia Limited Liability Company Instructions

Filing Requirements									
<b>Required Fees</b>	<b>Filing Fee: \$100.00</b>								
<b>File Online Today</b>	<b>Paper Filing</b>								
Visit <a href="https://cis.scc.virginia.gov">https://cis.scc.virginia.gov</a> to file articles of organization of a Virginia Limited Liability Company in real time.  <b>Questions?</b>  Visit the CIS help page at <a href="https://scc.virginia.gov/pages/CIS-Help">https://scc.virginia.gov/pages/CIS-Help</a> for how-to guides, answers to frequently asked questions, and helpful videos.	Download from <a href="https://scc.virginia.gov/pages/Virginia-Limited-Liability-Companies">https://scc.virginia.gov/pages/Virginia-Limited-Liability-Companies</a> complete, print, and mail or deliver to below address:  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><b>State Corporation Commission</b></td> <td style="width: 50%;"><b>Courier Delivery Address</b></td> </tr> <tr> <td>Clerk's Office</td> <td>1300 E. Main St, 1<sup>st</sup> floor</td> </tr> <tr> <td>P.O. Box 1197</td> <td>Richmond, VA 23219</td> </tr> <tr> <td>Richmond, VA 23218-1197</td> <td></td> </tr> </table>	<b>State Corporation Commission</b>	<b>Courier Delivery Address</b>	Clerk's Office	1300 E. Main St, 1 <sup>st</sup> floor	P.O. Box 1197	Richmond, VA 23219	Richmond, VA 23218-1197	
<b>State Corporation Commission</b>	<b>Courier Delivery Address</b>								
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P.O. Box 1197	Richmond, VA 23219								
Richmond, VA 23218-1197									
Pay online with a credit card or eCheck. No additional processing fees apply for filing online.	Include a check payable to State Corporation Commission. <b>DO NOT SEND CASH.</b>								

### Specific Instructions

#### Article I Name

The limited liability company's name must contain one of the following designations:

- Limited Company
- Limited Liability Company
- L.C.
- LC
- L.L.C.
- LLC

The proposed name must be distinguishable from other entity names on record with the Commission. To check the availability of a proposed name, visit <https://cis.scc.virginia.gov>, or contact the Clerk's Office.

#### Article II Registered Agent

The registered agent's sole duty is to accept legal documents and notices on behalf of the company. The limited liability company may not serve as its own registered agent. The registered agent must be an individual or entity that meets one of the qualifications. Check the applicable box.

#### Article III Registered Office

The registered office location must be identical to the registered agent's business office.

- **Only use a rural route and box number if the registered office's location has no street address.**
- **Only use a post office box if (i) there is no street address or rural route and box number, or (ii) the town/city has a population of 2,000 or less.**

Provide the name of the county **or** independent city where the registered office is physically located.

#### Article IV Principal Office

The principal office is the location of the company's principal executive offices. Unless the information is available electronically, the company must keep a current list of its members and other internal company records at the principal office. Only use a rural route and box number if a principal office has no street address. A post office box is not allowed.

#### Signature(s) of Organizers

One or more organizers must sign the articles. Include the signature and printed name of each person who signs. Providing an entity phone number or email address allows for quicker communication if there is an issue with the filing.

If signing on behalf of an organizer that is a business entity, include the business entity's name, your printed name, and your role within the business entity.

### Important Information

This form contains the minimum Virginia statutory requirements for articles of organization. If the articles of organization need to include additional provisions, **separately** prepare and submit typewritten articles of organization. The articles must be in the English language, printed in black, using the following guidelines:

- |                         |   |  |
|-------------------------|---|--|
| • use solid white paper | • one-sided                                 | • minimum 1.25" top margin and 0.75" all other sides |
| • size 8 1/2" x 11"     | • no visible watermarks or background logos |  |

**Do not include personally identifiable information**, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at [www.scc.virginia.gov/clk](http://www.scc.virginia.gov/clk).



Form  
**LLC1011**  
(Rev. 09/21)

State Corporation  
Commission

## Articles of Organization of a Virginia Limited Liability Company

Pursuant to Chapter 12 of Title 13.1 of the Code of Virginia, the undersigned state(s) as follows:

**Article I** The limited liability company's name:

\_\_\_\_\_

\_\_\_\_\_

(The name must contain the words limited company or limited liability company or the abbreviation L.C., LC, L.L.C., or LLC)

**Article II** A. The name of the LLC's initial registered agent: \_\_\_\_\_

B. The initial registered agent is: **(Mark appropriate box.)**

(1) an INDIVIDUAL who is a resident of Virginia **and**

- a member or manager of the LLC.
- a member or manager of a limited liability company that is a member or manager of the LLC.
- an officer or director of a corporation that is a member or manager of the LLC.
- a general partner of a general or limited partnership that is a member or manager of the LLC.
- a trustee of a trust that is a member or manager of the LLC.
- a member of the Virginia State Bar.

**OR**

(2)  a domestic or foreign stock or nonstock corporation, limited liability company or registered limited liability partnership authorized to transact business in Virginia.

**Article III** A. The LLC's initial registered office address, including the street and number, if any, which is identical to the business office of the registered agent, is

\_\_\_\_\_, VA \_\_\_\_\_

(number/street) (city or town) (zip)

B. The registered office is located in the  county or  city of \_\_\_\_\_

**Article IV** The LLC's principal office address, including the street and number, is

\_\_\_\_\_

(number/street) (city or town) (state) (zip)

### Signature(s) of Organizer(s):

Signature	Printed Name	Date	Tel. # (optional)	Email Address (optional)

Business Tel. # (optional)	Business Email Address (optional)
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**Required Fee: \$100.00**