

Filing to Cease Conducting Business for Virginia Corporation

The existence of a Virginia stock or nonstock corporation can be voluntarily terminated through the CIS at <https://cis.scc.virginia.gov/>. The method of voluntarily terminating the existence of a Virginia stock or nonstock corporation depends on the corporation's circumstances. Choose from the following:

Virginia Stock Corporations

If the corporation has issued shares and commenced business, file both:

Articles of Dissolution	AND	Articles of Termination
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If the corporation has not issued shares, OR if the corporation has issued shares but not commenced business, file:

Articles of Termination

Virginia Nonstock Corporations

If the corporation has commenced business, file both:

Articles of Dissolution	AND	Articles of Termination
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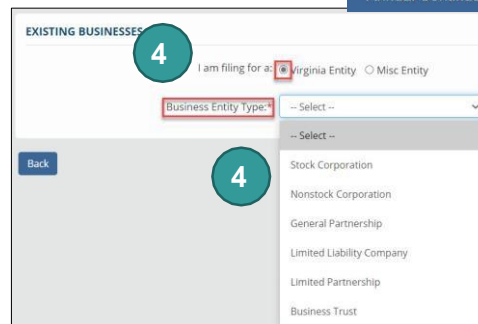
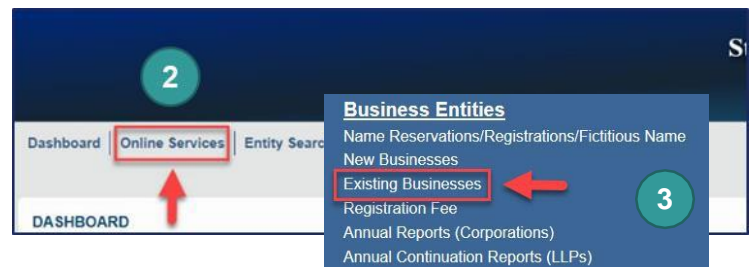
If the corporation has not commenced business, file:

Articles of Termination

The Articles of Dissolution must be filed and approved before the Articles of Termination may be submitted. Existence of the corporation does not cease until Articles of Termination is successfully filed.

Articles of Dissolution

- 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 Businesses**.
- 4 Select the **Virginia Entity** radio button. Then, select **Stock Corporation** or **Nonstock Corporation** from the drop-down.



Terminate a Virginia Corporation

- 5 Select **Articles of Dissolution** from the drop-down.
- 6 Click **Continue** on the bottom right.
- 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**.
- 10 Review the **Entity Information**. If needed, update the **Entity Email Address** and/or the **Contact Number**.
- 11 Complete all fields marked with an asterisk (*) in the **Jurisdiction of Formation** section and click **Next**.
- 12 Enter the **Date of Adoption** in the Adoption and Vote section.
- 13 Select the appropriate Approval method radio button for either:
 - 1A Virginia Stock Corporation
 - 1B Virginia Nonstock Corporation
- 14 Click **Next**.
- 15 **OPTIONAL:** Upload Articles of Dissolution. Check the **The uploaded document will act as the filing image** radio button.
- 16 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.
- 17 Click **Next**.

Select a filing type:*

- Articles of Amendment
- Articles of Amendment - Name Change
- Articles of Dissolution
- Articles of Conversion
- Articles of Restatement
- Articles of Termination
- Garnishment Designation
- Reinstatement
- Statement of Change of Registered Office and/or Registered Agent
- Statement of Resignation of Registered Agent

EXISTING BUSINESSES

SEARCH

Entity Name: OR Entity ID:

Search Clear

Select	ID	Name	Type	Entity Type	Address	Date	Status	Date
<input checked="" type="checkbox"/>	11027996	User Guides, Inc.	Legal Name	Stock Corporation	3010 Furman Ln Apt 402, Alexandria, VA, 22306 - 1020, USA	03/02/2020	Active	03/02/2020

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ARTICLES OF DISSOLUTION

Entity Information

Entity Name: User Guides, Inc. Entity Type: Stock Corporation

Entity ID: 11027996 Formation Date: 03/02/2020

Status: Active

Entity Email Address: @scc.virginia.gov Contact Number:

Jurisdiction of Formation

Jurisdiction (Country)*: United States

Jurisdiction (State)*: Virginia

Date of Formation*: 03/02/2020

ARTICLES OF DISSOLUTION

Adoption and Vote

Date of Adoption

Date the dissolution was authorized by the shareholders: 03/19/2020

Approval - select one

The dissolution was approved by the unanimous consent of the shareholders on 03/17/2020.

The dissolution was adopted by the board of directors, was submitted to the shareholders in accordance with Article 16 of the Virginia Stock Corporation Act, and was duly approved by the shareholders in the manner required by the Virginia Stock Corporation Act and by the articles of incorporation on 03/17/2020.

Approval - select one

By the unanimous consent of the members.

By a vote of the members.

By the directors.

Statement as to why member action was not required.

Upload Attachments

The system will create a filing image based on the information you entered. Alternatively you may upload your own complete document. The upload will result in the document being reviewed by the Clerk's Office prior to filing.

The uploaded document will act as the filing image.

Attach Document

Note: Only PDF files may be uploaded if needed.

File Name

File Name: scc544

Open

Attach

Next

Terminate a Virginia Corporation

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

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

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

21 Click **Next**.

22 Review each section of the **Articles of Dissolution**, and make any edits, as needed.

23 Click **Add To Shopping Cart**.

24 Click **Checkout**.

25 Click **Go To Payment**.

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

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

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

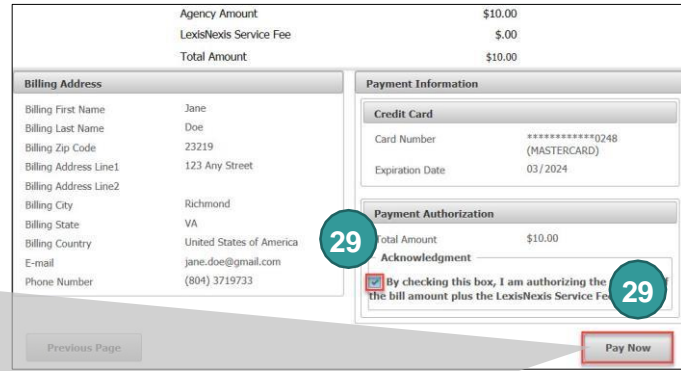
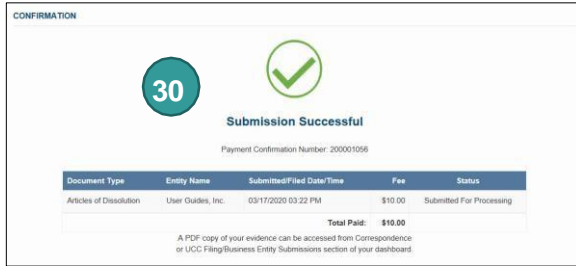
28 Click **Continue**.

Terminate a Virginia Corporation

- 29 Check the **Acknowledgement** radio button and click **Pay Now**.

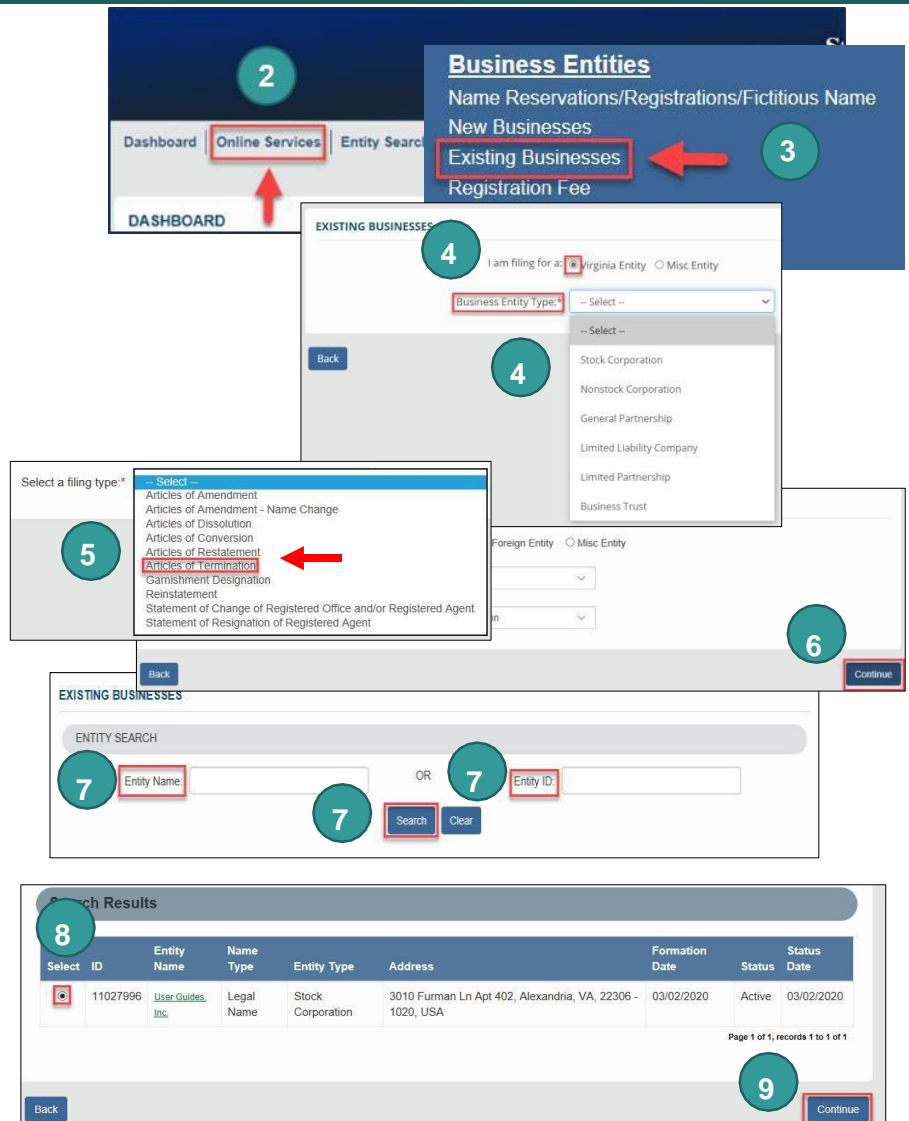
Note: Do not close the browser window.

- 30 You will be directed to a confirmation screen.



Articles of Termination

- 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 Businesses**.
- 4 Select the **Virginia Entity** radio button. Then, select **Stock Corporation** or **Nonstock Corporation** from the drop-down.
- 5 Select **Articles of Termination** from the drop-down.
- 6 Click **Continue** on the bottom right.
- 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**.



Terminate a Virginia Corporation

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

11 Click **Next**.

12 **OPTIONAL:** Upload Articles of Termination. Check the **The uploaded document will act as the filing image** radio button.

13 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.

14 Click **Next**.

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

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

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

18 Click **Next**.

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

1A Virginia Stock Corporation

1B Virginia Nonstock Corporation

20 Click **Next**.

Terminate a Virginia Corporation

21 Review each section of the **Articles of Termination**, and make any edits, as needed.

22 Click **Add To Shopping Cart**.

23 Click **Checkout**.

24 Click **Go To Payment**.

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

Entity Information: Entity Name: User Guides, Inc. Entity Type: Stock Corporation. Entity ID: 11027996. Formation Date: 03/02/2020. Status: Active. Entity Email Address: teresa.hudgins@scc.virginia.gov.

Shopping Cart: Grand Total: \$10.00. Document Type: Articles of Termination. Entity Name: User Guides, Inc. Created Date/Time: 03/18/2020 09:37 AM. Fee: \$10.00.

Confirmation: I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitted 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.

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

CHECKOUT: Document Type: Articles of Termination. Entity Name: User Guides, Inc. Created Date/Time: 03/18/2020 09:37 AM. Fee: \$10.00.

Confirmation: I acknowledge that I have reviewed all information entered for inclusion in the document(s) I am filing/submitted 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.

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

27 Click **Continue**.

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

Billing Address: 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* (999) 999-9999.

Payment Information: Credit Card. Card Number*, Expiration Month*, Expiration Year*, Security Code*. We've provided this sample credit card to assist you in finding the security code. b8n3y. Enter Captcha.

Note: Do not close the browser window.

29 You will be directed to a confirmation screen.

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

Billing Address: Billing First Name: Jane. Billing Last Name: Doe. Billing Zip Code: 23219. Billing Address Line1: 123 Any Street. Billing Address Line2: Richmond. 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: 03/2024.

Payment Authorization: Total Amount: \$10.00. Acknowledgment: By checking this box, I am authorizing the bill amount plus the LexisNexis Service Fee.

CONFIRMATION: Submission Successful. Payment Confirmation Number: 200001091.

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Articles of Termination	User Guides, Inc.	03/18/2020 09:40 AM	\$10.00	Submitted For Processing
Total Paid:			\$10.00	

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