

Form a Foreign 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 Foreign Stock Corporation online in the new Clerk's Information System (CIS) <https://cis.scc.virginia.gov/>.

Use the [Foreign Business Registration Checklist](#) to complete this filing. This checklist shows all required documents you'll need.

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 **New Foreign Businesses**.

4 Make sure the Foreign Entity button is selected. Select **Stock Corporation** from the drop-down and click **Continue**.

5 Review the business entity name information.

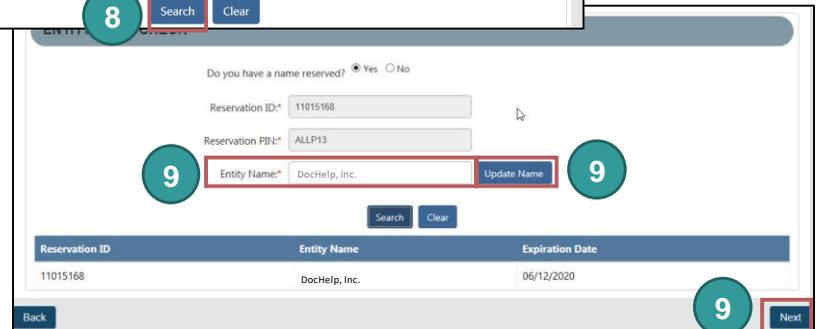
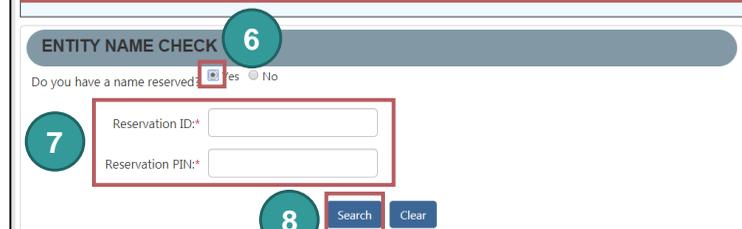
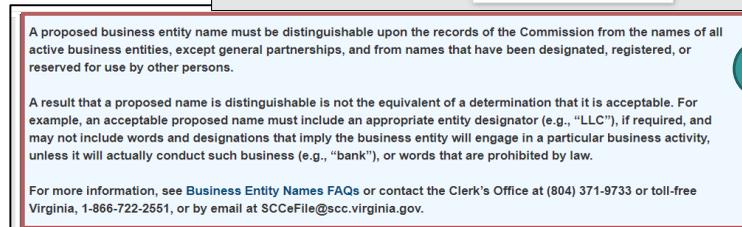
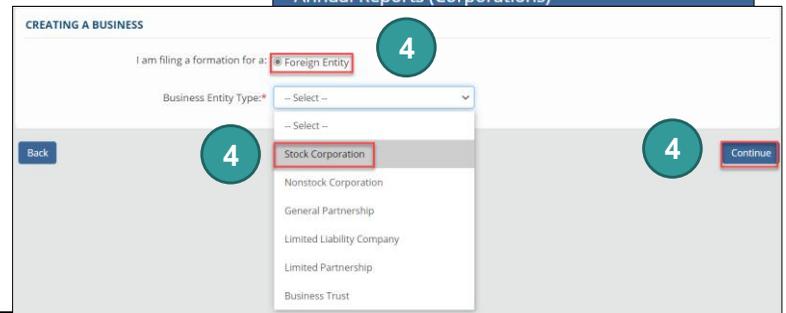
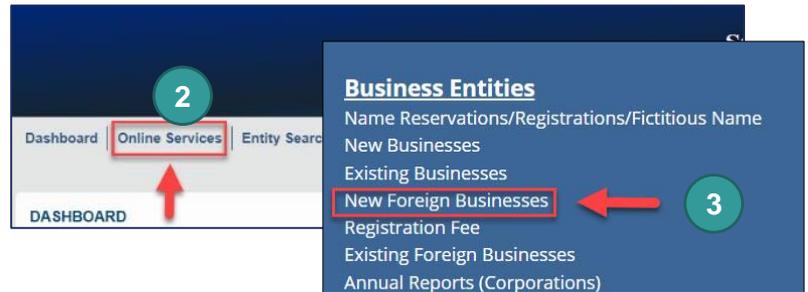
6 If you have reserved a name, click the radio button next to **Yes** to update the page. Otherwise, jump to step 10.
Note: Reserving a name is not required.

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**.
- 12 Once the system indicates the name is available and acceptable, click **Next**.
- 13 Enter the **Entity Email Address** and/or **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** authorized that is listed on the home state articles of incorporation.
- 17 Complete all fields marked with an asterisk (*) in the **Jurisdiction of Formation and Date of Formation** section.

- 18 Complete the **Name** section and click **Next**.
- 19 Indicate if the Registered Agent (RA) will be an Individual or an Entity. They must be in Virginia and have a Virginia address. 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 checked="" type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	[Redacted]	111111111	[Redacted] USA	Active	
<input type="radio"/>	P.C.		USA		

< Previous 1 2 3 4 5 Next > Page 1 of 261, records 1 to 5 of 1305 Go to Page

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- 20** 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 all fields marked with an asterisk (*).
- 2C** Click **Done**.
- 2D** Review the **Registered Agent Information** and the **Registered Agent Office Address**.
- 2E** Click **Next**.

- 21** Enter the **Principal Office Address** information. Complete all fields marked with an asterisk (*).

- 22** Click **Next**.

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23 Enter the **Principal Information**, completing all fields marked with an asterisk (*).

24 Click **Add Principal**.

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

26 The principal information will populate. Click **Next**.

27 Check whether the entity was previously registered in Virginia by entering the **Entity Name** or **Entity ID**.

Click **Search**.

28 If no records were found, click **OK**.

29 If records were found, click the **Select** button next to your business's name. **DO NOT** click the green entity name.

30 Click **Add Entity**.

31 Click **Next**.

32 Upload certified articles of incorporation and all amendments. They must have been certified within the past 12 months. To upload documents, check the **uploaded document will act as the filing image** radio button.

Click **Attach** and select the file you want to upload.

33 Click **Next**.

Name	Address	Action
Mary Smith	312 N 2nd St, Richmond, VA, 23219, USA	

26

Select	Entity ID	Name	Name Type	Type	Jurisdiction	Status	Status Date
<input checked="" type="checkbox"/>	F1879578	SS Foods, Inc.	Legal Name	Stock Corporation	NV	Inactive	09/29/2016 12:00 AM
<input type="checkbox"/>	S2940197	SS FOODS, LLC	Legal Name	Limited Liability Company		Inactive	12/31/2016 12:00 AM

29

Entity ID	Name	Name Type	Type	Jurisdiction	Status	Status Date	Action
F1879578	SS Foods, Inc.	Legal Name	Stock Corporation	NV	Inactive	09/29/2016 12:00 AM	

30

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

35 Complete all fields with an asterisk (*) in the **Signature Information** section.

Click **Add**.

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

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

38 Review each section of the **Application for a Certificate of Authority to Transact Business in Virginia** and make any edits, as necessary.

39 Click **Go To Payment Details** on the bottom right.

40 Click **Add To Shopping Cart**.

41 Click **Checkout**.

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.

Signing as: Individual On Behalf of Business Entity

Signature Information

Signature: _____ Title:

Printed Name: _____

First Name: _____ Middle Name: _____

Last Name: _____ Suffix:

Entity Information

Entity Name: Entity Type:

Signature: _____ Title:

Printed Name: _____

First Name: _____ Middle Name: _____

Last Name: _____ Suffix:

36

Signature Added Successfully

Entity Name	Entity Type
Docs for Documentation, Inc.	Stock Corporation

Name	Title	Action
Hudgins, Teresa	Incorporator	<input type="button" value="OK"/> <input type="button" value="Next"/>

REVIEW OF APPLICATION FOR A CERTIFICATE OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

Entity Information

Entity Name: DocsHelp, Inc. Entity Type: Stock Corporation

Entity Email Address: docs@help.com Contact Number: (555) 555-5555

Business Type

Industry Code: 0 - General

Duration

Perpetual (Forever)

Authorized Shares

Total Shares: 500

Jurisdiction of Formation and Date of Formation

Jurisdiction (Country): United States

Jurisdiction (State): Arizona

Date of Formation: 03/01/2020

Name

Name in jurisdiction of formation, with no additions or changes.

Registered Agent Information

RA Capacity: Director of the Corporation

Type: Individual

Name	Address	Email
Teresa Hudgins	1300 E Main St, Richmond, VA, 23219-3630, USA	teresa@help.com

Principal Office Address: _____

SHOPPING CART

Payment Policy

Pursuant to statute, there is no filing fee for an annual report. Other payments may be refundable if a document is not accepted for filing and a request for a refund is made timely. A filing fee paid for one document cannot be transferred to another document.

Review all information entered carefully. You will not be able to edit your filing information once the payment process is initiated.

Filings	Grand Total: \$75.00										
<table border="1"> <thead> <tr> <th>Document Type</th> <th>Entity Name</th> <th>Created Date/Time</th> <th>Fee</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Application for a Certificate of Authority to Transact Business in Virginia</td> <td>DocsHelp, Inc.</td> <td>03/27/2020 04:35 PM</td> <td>\$75.00</td> <td><input type="button" value="OK"/> <input type="button" value="Cancel"/></td> </tr> </tbody> </table>	Document Type	Entity Name	Created Date/Time	Fee	Action	Application for a Certificate of Authority to Transact Business in Virginia	DocsHelp, Inc.	03/27/2020 04:35 PM	\$75.00	<input type="button" value="OK"/> <input type="button" value="Cancel"/>	
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Application for a Certificate of Authority to Transact Business in Virginia	DocsHelp, Inc.	03/27/2020 04:35 PM	\$75.00	<input type="button" value="OK"/> <input type="button" value="Cancel"/>							

PAYMENT DETAILS

Document Fees	Fee
Application for a Certificate of Authority to Transact Business in Virginia	\$25.00

Processing Options

Same Day \$200.00

Next Day \$100.00

Regular \$0.00

Document Total \$75.00

Signature Information

Printed Name: Teresa Hudgins Signature: _____ Title: Director

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42 Click **Go To Payment**.

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

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

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

45 Click **Continue**.

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

Note: Do not close the browser window.

47 You will be directed to a confirmation screen.

CHECKOUT			
Filings			Grand Total: \$75.00
Document Type	Entity Name	Created Date/Time	Fee
Application for a Certificate of Authority to Transact Business in Virginia	DocHelp, Inc.	03/27/2020 04:35 PM	\$75.00

42 **Go To Payment**

Confirmation

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

If you do not receive a confirmation page, please use the Feedback button on the home page to let us know.

43 **I Agree** **Close**

Billing Address

ADDRESS TYPE

Domestic (US and Puerto Rico) Military (APO/FPO) International (including Canada, Mexico)

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*

Payment Information

PAYMENT TYPE

Credit Card Personal Check Business Check

Card Number*

Expiration Month*

Expiration Year*

Security Code*

We've provided this sample credit card to assist you in finding the security code.

Captcha*

Enter Captcha

44 **Continue**

Agency Amount	\$75.00
LexisNexis Service Fee	\$.00
Total Amount	\$75.00

Billing Address

Billing First Name Jane
 Billing Last Name Doe
 Billing Zip Code 23219
 Billing Address Line1 123 Any Street
 Billing Address Line2
 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: 05/2022

Payment Authorization

Total Amount \$75.00

Acknowledgment

By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

46 **Pay Now**

CONFIRMATION

47 **Submission Successful**

Payment Confirmation Number: 200002781

Document Type	Entity Name	Submitted/Filed Date/Time	Fee	Status
Application for a Certificate of Authority to Transact Business in Virginia	DocHelp, Inc.	03/27/2020 04:40 PM	\$75.00	Submitted For Processing

Total Paid: \$75.00

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