

File an Annual Continuation Report for GP in the Clerk's Information System

To maintain its status in Virginia as a limited liability partnership (LLP), a general partnership (GP) must file an Annual Continuation Report each year. This how-to guide will walk you through filing an Annual Continuation Report 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.

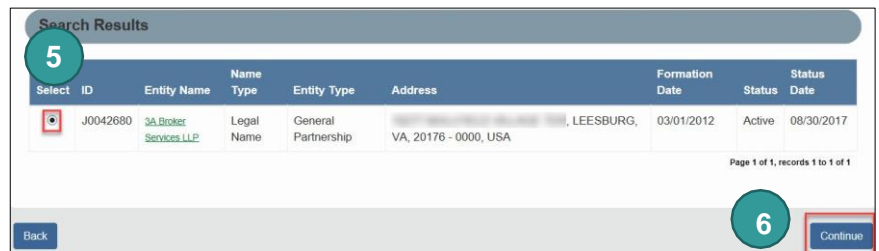


- 2 Click **Online Services** on the top left.
- 3 Under Business Entities, click **Annual Continuation Reports (LLPs)**.

- 4 Enter either the **Entity Name** or the **Entity ID** number and click **Search**.

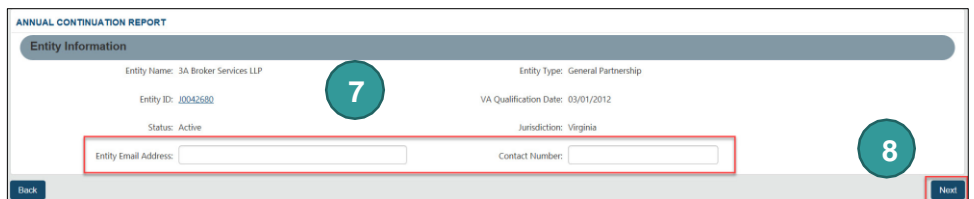


- 5 Click the **Select** button next to your business' name. DO NOT click the green entity name.



- 6 Click **Continue**.

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



- 8 Click **Next**.

File an Annual Continuation Report for GP

9 Review the Principal Office Address information. If it is correct, skip to step 10. If it is not correct, skip to step 12.

10 If the principal office address is correct, check the box next to **The address listed above is the current address of the general partnership principal office.**

11 Click **Next**. Skip to step 16.

12 If the principal office is not correct, check the box next to **The address listed above is not the current address of the general partnership principal office.**

13 Make the necessary changes to the principal office address, completing all fields marked with an asterisk (*).

14 Check the box next to **The address listed above is the current address of the general partnership principal office.**

15 Click **Next**.

16 **OPTIONAL:** Upload continuation report documents. Check the **The uploaded document will act as the filing image** radio button.

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

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**.

File an Annual Continuation Report for GP

- 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 The signature information will populate. Click **Next**.
- 22 Review each section of the **Annual Continuation Report**, 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.

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.

The person signing this document certifies that after the foregoing change or changes are made, the corporation will be in compliance with the requirements of § 13.1-634 or § 13.1-633 of the Code of Virginia, as the case may be.

Signing as: Individual On Behalf of Business Entity

Signature

Signature*

Printed Name

First Name* Middle Name

Last Name* Suffix: -- Select --

Add

Entity Information

Entity Name* Entity Type* -- Select --

Signature

Printed Name

First Name* Middle Name

Last Name* Suffix: -- Select --

Add

Signature Added Successfully

OK

| Printed Name | Signature | Action |
|----------------|----------------|-------------------------------------|
| Teresa Hudgins | Teresa Hudgins | <input checked="" type="checkbox"/> |

Next

REVIEW OF ANNUAL CONTINUATION REPORT

Entity Information

Entity Name: 3A Broker Services LLP Entity Type: General Partnership

Entity ID: J0042680 VA Qualification Date: 03/01/2012

Status: Active Jurisdiction: Virginia

Entity Email Address: Contact Number:

Principal Office Address (No P.O. Box or PMB Numbers Allowed)

Address: Leesburg, VA, 20176-7466, USA

Supporting Documentation

File Name: Continuation Report.pdf

Signature Information

| Printed Name | Signature | Title |
|----------------|----------------|--------|
| Teresa Hudgins | Teresa Hudgins | Member |

Add To Shopping Cart

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.

| Document Type | Entity Name | Created Date/Time | Fee | Action |
|----------------------------|------------------------|---------------------|---------|-------------------------------------|
| Annual Continuation Report | 3A Broker Services LLP | 06/30/2020 02:33 PM | \$50.00 | <input checked="" type="checkbox"/> |

Grand Total: \$50.00

Checkout **Add Another Filing**

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.

I Agree **Close**

CHECKOUT

| Document Type | Entity Name | Created Date/Time | Fee |
|----------------------------|------------------------|---------------------|---------|
| Annual Continuation Report | 3A Broker Services LLP | 06/30/2020 02:33 PM | \$50.00 |

Grand Total: \$50.00

Go To Payment

File an Annual Continuation Report for GP

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

28 Click **Continue**.

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.

The screenshot shows a web form with two main sections: 'Billing Address' and 'Payment Information'. Callout 27 points to the 'Billing Address' section, which includes fields for 'ADDRESS TYPE' (Domestic, Military, International), 'Billing First Name*', 'Billing Last Name*', 'Billing Zip Code*', 'Billing Address Line1*', 'Billing Address Line2', 'Billing City*', 'Billing State*', 'E-mail*', 'Confirm E-mail*', and 'Phone Number*'. Callout 28 points to the 'Payment Information' section, which includes 'PAYMENT TYPE' (Credit Card), 'Card Number*', 'Expiration Month*', 'Expiration Year*', 'Security Code*', a 'b2n3y' captcha image, and an 'Enter Captcha' field. A 'Continue' button is visible at the bottom right.

| | |
|------------------------|----------------|
| Agency Amount | \$50.00 |
| LexisNexis Service Fee | \$.00 |
| Total Amount | \$50.00 |

| 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 | 07/2022 |
| Payment Authorization | |
| Total Amount | \$50.00 |
| Acknowledgment | |
| <input checked="" type="checkbox"/> | By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee. |

29 **Pay Now**

30

Submission Successful

Payment Confirmation Number: 200020449

| Document Type | Entity Name | Submitted/Filed Date/Time | Fee | Status |
|----------------------------|------------------------|---------------------------|----------------|--------------------------|
| Annual Continuation Report | 3A Broker Services LLP | 06/30/2020 02:38 PM | \$50.00 | Submitted For Processing |
| Total Paid: | | | \$50.00 | |

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