SCC
STATE CORPORATION COMMISSION

# File a Reinstatement in the Clerk's Information System

If a business entity's existence or registration to transact business in Virginia has lapsed, you can file a reinstatement online. The reinstatement must be filed **within 5 years** after the date on which the existence was terminated, canceled, revoked, or withdrawn. This how-to guide will walk you through reinstating a business entity online in the new Clerk's Information System (CIS) https://cis.scc.virginia.gov/.

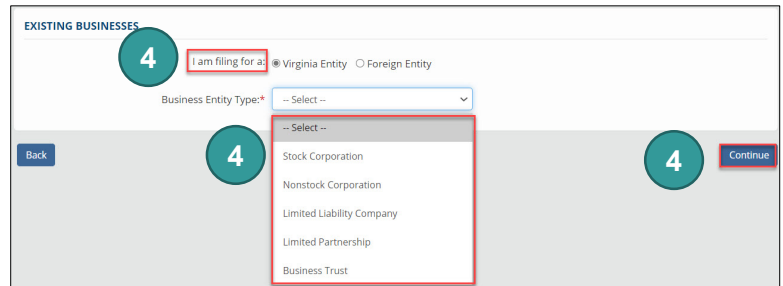**1** Log on to CIS at https://cis.scc.virginia.gov/.

Note: Google Chrome, Internet Explorer or Microsoft Edge are recommended.

2 Click **Online Services** on the top left.
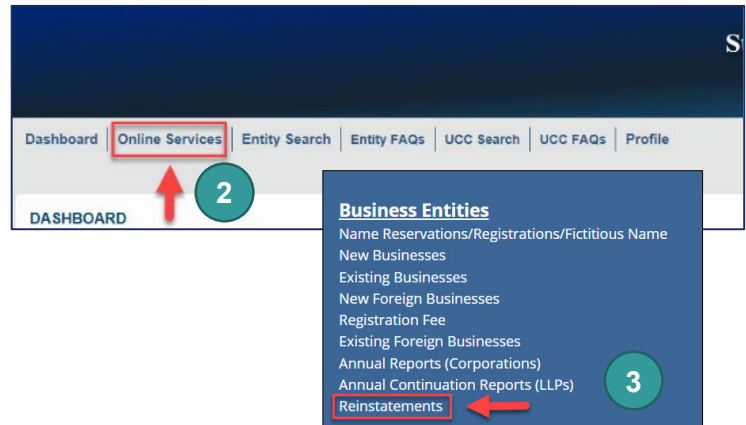
3 Under Business Entities, click **Reinstatements**.

4 Select the appropriate Entity button. Then, select the appropriate **Business Entity Type** from the drop-down and click **Continue**.

5 Locate your business in the system by either:
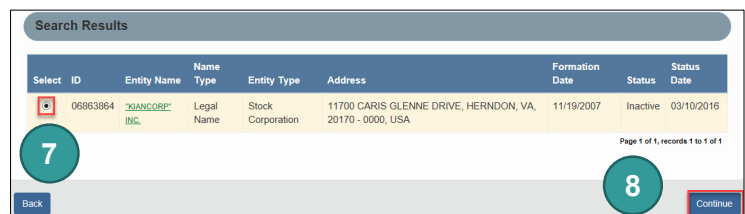
  A. Searching for it using the **Entity Name** field, OR
  B. Entering your **Entity ID**.

6 Click **Search.**

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

8 Click **Continue**.

File a Reinstatement

9 Once the Entity Information appears, click **Next**.

10 **OPTIONAL:** Upload reinstatement 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.

11 Click **Next**.

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

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

Click **Add**.

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

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

16 Click **Start Filing** under Additional Filings Required and complete each step for the required filing.

REINSTATEMENT

Entity Information

Entity Name: "KIANCORP" INC.   Entity Type: Stock Corporation

Entity ID: 06863864   Formation Date 11/19/2007

Status: Inactive

Entity Email Address: _____ Contact Number: _____

To reinstate, you are required to complete the following:

- Registration Fee payment – entity owes $430.00 for past due registration fees/penalties
- Annual Report – entity owes current year Annual Report

You will be directed to complete these filing(s) within the Reinstatement.

Back   Next

Upload Attachments

The [ ] will create a filing image based on the information you entered. Alternatively you may upload your own co[ ] 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 Documen[ ]   [ ] may be uploaded if needed.   Attach

Note: Only PDF

File Name   Action

Back   Next

Signature Information

The undersigned affirms that the information contained in this electronic submission is accurate and complete and that the undersigned is legally author[ ] to sign the document. The undersigned acknowledges that it is unlawful to sign a document that is false in [ ] al respect with the intent that it be delivered to the Commission for filing.

Signing as: ⦿ Individual   ○ On Behalf of Business Entity

Signature

Signature:* _____   Title:* Incorporator

Printed Name

First Name:* _____   Middle Name: _____

Last Name:* _____   Suffix: -- Select --

Add

Entity Information

Entity Name:* _____   Entity Type:* -- Select --

Signature

Signature:* _____   Title:* Incorporator

Printed Name

First Name:* _____   Middle Name: _____

Last Name:* _____   Suffix: -- Select --

Add

✓ Signature Added Successfully

Printed Name		Title	Action
Teresa Hudgins		Incorporator	🖊️ 🗑️

Back   OK   Next

Additional Filings Required

Date Time	Entity Type	Filing Type	St[ ]	Action
03/13/2020 04:12 PM	Stock Corporation	Annual Report		Start Filing
03/13/2020 04:12 PM	Stock Corporation	Registration Fee	Pending	Start Filing

File a Reinstatement

17 If additional filings are required, click **Start Filing** and complete all of the required steps.

Registration Fee List

REINSTATEMENT

Additional Filings Required

Date Time	Entity Type	Filing Type	Status	Action
03/13/2020 04:14 PM	Stock Corporation	Annual Report	...ding	✏ 🗑
03/13/2020 04:19 PM	Stock Corporation	Registration Fee	...ing	Start Filing

			Balance Due
			$100.00
			$100.00
			$10.00
			$100.00
03/31/2019	Registration Penalty Fee	03/13/2020	$0.00	$10.00
11/30/2019	Registration Fee	03/13/2020	$0.00	$100.00
03/31/2020	Registration Penalty Fee	03/13/2020	$0.00	$10.00

Fee Due: $430.00

Back   **18** Next

18 Review the Registration Fee List and click **Next**.

19 Review the Registration Fee List and click **Continue**.

11/30/2019	Registration Fee	03/13/2020	$0.00	$100.00
03/31/2020	Registration Penalty Fee	03/13/2020	$0.00	$10.00

Total Fee Due: $430.00

Back   **19** Continue

Date Time	Entity Type	Filing Type	Status	Action
03/13/2020 04:14 PM	Stock Corporation	Annual Report	Pending	✏ 🗑
03/13/2020 04:20 PM	Stock Corporation	Registration Fee	Pending	✏ 🗑

...t Details

	Filing Fee
...nt	$100.00
...ort	$0.00
...Fee	$430.00
Grand Total:	$530.00

Back   **20** Next

20 Click **Next**.

21 Review each section of the Reinstatement, and make any edits, as necessary.

Entity Information

21 Entity Name: "KIANCORP" INC.
Entity ID: 06863864
Status: Inactive
Entity Email Address: _____@scc.virginia.gov   Contact Number:

Upload Attachments   Edit

File Name
No records to vi...

Signature Information

Printed Name	Signature
Teresa Hudgins	Teresa Hudgins

Additional Filings Required

Date Time	Entity Type
03/13/2020 04:14 PM	Stock Corporation
03/13/2020 04:20 PM	Stock Corporation

22 Click **Add To Shopping Cart** on the bottom right.

23 Click **Checkout**.

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: $530.00

Document Type	Entity Name	Created Date/Time	Fee	Action
Registration Fee	"KIANCORP" INC.	03/13/2020 04:24 PM	$430.00	⚙ 🗑
Annual Report	"KIANCORP" INC.	03/13/2020 04:24 PM	$0.00	⚙ 🗑
Reinstatement	"KIANCO...	03/13/2020 04:24 PM	$100.00	⚙ 🗑

23 Checkout   Add Another Filing

24 Click **Go To Payment**.

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

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

Payment Details   Edit

Filing Type	Filing Fee
Reinstatement	$100.00
Annual Report	$0.00
Registration Fee	$430.00
Grand Total:	$530.00

Back   **22** Add To Shopping Cart

CHECKOUT

Filings   Grand Total: $530.00

Document Type	Entity Name	Created Date/Time	Fee
Registration Fee	"KIANCORP" INC.	03/13/2020 04:24 PM	$430.00
Annual Report	"KIANCORP" INC.	03/13/2020 04:24 PM	$0.00
Reinstatement	"KIANCORP" INC.	03/13/2020 04:24 PM	$100.00

24 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.

25 I Agree   Close

File a Reinstatement

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**.

Note: Do not close the browser window.

29 You will be directed to a confirmation screen.