

INSTRUCTIONS TO FORM SCC631

The application must be in the English language, typewritten or printed in black, legible and reproducible. The document must be presented on uniformly white, opaque paper, free of visible watermarks and background logos.

This form can be downloaded from our website at www.scc.virginia.gov/clk/formfee.aspx.

A proposed business entity name does not need to include an entity designation (such as “Inc.” or “LLC”) in order for it to be reserved.

The proposed business entity name for which a reservation is requested must be distinguishable upon the records of the Commission. See §§ 13.1-631, 13.1-830, 13.1-1013, 13.1-1215, or 50-73.3 of the Code of Virginia. To check the availability of a proposed business entity name, visit our website at <https://sccefile.scc.virginia.gov/NameAvailability> or contact the Clerk’s Office at (804) 371-9733 or toll-free in Virginia, 1-866-722-2551.

A reserved business entity name may be used by its owner in connection with (i) the formation or an amendment to change the name of a domestic stock or nonstock corporation, limited liability company, business trust or limited partnership, (ii) an application for a certificate of authority or registration to transact business in the Commonwealth as a foreign stock or nonstock corporation, limited liability company, business trust or limited partnership, or (iii) an amended application for such authority or registration, provided that the proposed name complies with the provisions of § 13.1-630, § 13.1-762, § 13.1-829, § 13.1-924, § 13.1-1012, § 13.1-1054, § 13.1-1214, § 13.1-1244, § 50-73.2 or § 50-73.56, as the case may be.

“Applicant” is the individual or entity that will become the sole owner of the reserved name upon the filing of the application.

Renewals: The owner of a reserved business entity name may renew the reservation for successive periods of 120 days each by filing with the Commission, during the 45-day period preceding the date of expiration of the reservation, a renewal application. See §§ 13.1-631, 13.1-830, 13.1-1013, 13.1-1215, or 50-73.3 of the Code of Virginia.

A name reservation may be renewed only by or on behalf of the owner of the reserved name.

Submit the signed application to State Corporation Commission, Office of the Clerk, P.O. Box 1197, Richmond, Virginia 23218-1197, (Street address: 1300 East Main Street, Tyler Building, 1st Floor, Richmond, Virginia 23219), along with a check for the filing fee in the amount of **\$10.00**, payable to the State Corporation Commission. **DO NOT SEND CASH.** If you have any questions, contact the Clerk’s Office at (804) 371-9733 or toll-free in Virginia, 1-866-722-2551.

NOTES

A reserved name cannot be used to complete the incorporation of a Virginia stock corporation, or the formation of a Virginia limited liability company, in SCC eFile through eFile Express.

The reservation of a business entity name that includes a restricted word (e.g., “bank” or “engineering”) does not ensure that the name will be accepted for use by the business entity for which it is intended. The determination of whether a reserved name can be used will be made when the business entity’s organizational instrument (e.g., articles of incorporation) is presented for filing. For more information regarding restricted words in a business entity name, see Frequently Asked Questions regarding Business Entity Names at www.scc.virginia.gov/clk/befaq/name.aspx.

The owner of a reserved business entity name may **transfer** the reservation to another person by submitting to the Clerk’s Office a written notice that sets forth the reserved name and the name and address of the person to whom the reserved name is to be transferred, accompanied by a check in the amount of \$10.00 made payable to State Corporation Commission. The notice must be signed by the owner or by the owner’s authorized agent.