

**INSTRUCTIONS TO FORM LLC-1017 –
STATEMENT OF RESIGNATION OF REGISTERED AGENT**

Filing Requirements									
File Online Today	Paper Filing								
<p>Visit https://cis.scc.virginia.gov to file a statement of resignation of registered agent of a Limited Liability Company in real time.</p> <p>Questions? Visit the CIS help page at https://scc.virginia.gov/pages/CIS-Help for how-to guides, answers to frequently asked questions, and helpful videos.</p>	<p>Download from https://scc.virginia.gov/pages/Virginia-Limited-Liability-Companies and complete, print, and mail or deliver to address:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">State Corporation Commission</td> <td style="width: 40%;">Courier Delivery Address</td> </tr> <tr> <td>Clerk's Office</td> <td>1300 E. Main St, 1st floor</td> </tr> <tr> <td>P.O. Box 1197</td> <td>Richmond, VA 23219</td> </tr> <tr> <td>Richmond, VA 23218-1197</td> <td></td> </tr> </table>	State Corporation Commission	Courier Delivery Address	Clerk's Office	1300 E. Main St, 1 st floor	P.O. Box 1197	Richmond, VA 23219	Richmond, VA 23218-1197	
State Corporation Commission	Courier Delivery Address								
Clerk's Office	1300 E. Main St, 1 st floor								
P.O. Box 1197	Richmond, VA 23219								
Richmond, VA 23218-1197									

The statement 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 statement can be filed online in real time by visiting our website at <https://cis.scc.virginia.gov>.

If the registered agent is a business entity, the statement must be executed in the name of the business entity by a person authorized to act on behalf of the registered agent, and the printed name and title of the person signing on behalf of the registered agent must be set forth next to the signature.

It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing. See § 13.1-1006 of the Code of Virginia.

NOTE

The agency appointment will be terminated, and the registered office discontinued on the 31st day after the date on which the statement is filed with the Commission. See § 13.1-1017 B of the Code of Virginia.

Do not include personally identifiable information, such as a Social Security number, in a business entity document submitted to the Office of the Clerk for filing with the Commission. Information in these documents is available to the public. For more information, see Notice Regarding Personally Identifiable Information at www.scc.virginia.gov/pages/About-the-Clerks-Office



Form
LLC1017
(Rev. 07/21)

State Corporation
Commission

Statement of Resignation of Registered Agent of a Limited Liability Company

(name of individual or business entity serving as registered agent)

hereby resigns as the registered agent for

(name of limited liability company)

(limited liability company's SCC ID #)

The registered office of the limited liability company is also discontinued.

The above-named registered agent hereby certifies that a copy of this statement will be mailed by certified mail to the principal office of the limited liability company on or before the business day following the day on which this statement is filed with the Commission.

(signature of individual resigning as registered agent)

(printed name)

(date)

OR

(name of business entity resigning as registered agent)

By: _____

(signature of person signing on behalf of business entity resigning)

(printed name and title)

(date)

NOTICE TO THE ABOVE-REFERENCED LIMITED LIABILITY COMPANY

The registered agent's resignation becomes effective on the 31st day after the date on which the Statement of Resignation is filed with the Commission or on the date a statement of change to appoint a registered agent is filed with the Commission. The law requires each domestic and foreign limited liability company authorized to transact business in Virginia to continuously maintain in Virginia a registered agent and a registered office. The limited liability company must appoint a new registered agent and establish a new registered office on or before the effective date of the resignation by filing with the Commission a Statement of Change of Registered Office and/or Registered Agent on a form prescribed by the Commission. A Statement of Change form can be filed online in real time by visiting our website at <https://cis.scc.virginia.gov>. A paper Statement of Change form can also be requested on the Commission's website at <https://scc.virginia.gov/pages/Online-Forms-Request>. If the limited liability company fails to appoint a new registered agent and, if applicable, establish a new registered office, its existence or its certificate of registration to transact business in Virginia ultimately will be automatically canceled.