

CHECKLIST FOR ARTICLES OF DISSOLUTION WITH THE SECRETARY OF STATE – DOMESTIC ONLY

APPLICABILITY: THIS CHECKLIST APPLIES TO THE FOLLOWING DOMESTIC BUSINESSES:

- CORPORATIONS
- PROFESSIONAL CORPORATIONS
- STATUTORY CLOSED CORPORATIONS

THE SECRETARY OF STATE IS NOW REQUIRING ALL ATTACHMENTS (SIGNATURE SHEET AND FOR FOREIGN BUSINESSES, THE CERTIFICATE OF EXISTENCE) TO BE SCANNED AND ATTACHED TO THE APPLICATION. UNTIL THE SECRETARY OF STATE APPROVES THE REGISTRATION, NO CREDIT/DEBIT CARD OR ELECTRONIC FUNDS WITHDRAWAL WILL BE PROCESSED.

Business Identification

- Entity type
- Legal name of the existing business that is registered with the Secretary of State
- Date of Incorporation
- Current Registered Agent
- Current Registered Agent address

You will need the following additional information:

- Names and addresses of the corporation's current directors or equivalent
- Names and addresses of the corporation's current officers
- Date when the dissolution was authorized
- The method of dissolution:
 - Approved by shareholders
 - Approved by the incorporators or initial directors
- If approved by the shareholders:
 - Identify the voting groups involved in approving the dissolution (outstanding shares, votes cast, etc.)
- If dissolution was approved by the incorporator or initial directors:
 - Date of incorporation
 - Complies with Section 33-14-101 (no outstanding debts, asset distribution, etc.)
- Name and title of submitter

- Print, sign, scan, and upload the Signature Page to SCBOS
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You can start getting familiar with SCBOS by checking out the tutorials which will take you step by step through various topics associated with the SCBOS Web site.

Once you've had a chance to familiarize yourself with SCBOS, go to www.scbos.sc.gov and create a new user account by selecting the "Sign Up" link located in the top-right of the Home page. You must have a user account to apply, file, or pay.

Remember, you can always select the "Save and Stop" button to save your application and resume it later.