



## Instructions for Filing

### Application for Registration for a Foreign Limited Liability Company

[Section 7-16-49](#) of the General Laws of Rhode Island, 1956, as amended

The attached form is designed to meet minimal statutory filing requirements pursuant to the relevant statutory provision. This form and the information provided are not substitutes for the advice and services of an attorney and/or tax specialist.

**This legal document should be typed. All illegible documents will be REJECTED.**

#### How to complete the form:

1. State the name of the limited liability company. It must match the name on your [Certificate of Good Standing/ Letter of Status](#) from the state or country of formation, which must be attached to this form. Your entity name must be distinguishable from any name on file in this office. You may check [name availability](#) on our website; however, this does not ensure the name will still be available upon filing. If you are proposing a different name for transacting business in Rhode Island, you may write it in the second available space. In addition, check yes or no to indicate if this is a low-profit limited liability company.
2. List the state or country under whose laws the limited liability company was organized.
3. State the date the original Articles of Organization were filed in the state or country of formation. Check the appropriate box for the duration of the limited liability company. Check "date certain for dissolution" only if there is a designated dissolution date in the state of formation, otherwise, check "perpetual."
4. State the name of the resident agent. The resident agent is an individual or entity that will accept all legal service for this entity. The agent must be a Rhode Island resident or entity qualified to do business in this state. A Rhode Island street address is required, **NOT** a P.O. Box. In addition to all legal service of process, other important correspondence from the state will be sent to this address.
5. In the event that the resident agent cannot be contacted, the Department of State will accept legal service of process for the limited liability company.
6. List the office address required to be maintained in the state or country of formation.
7. List the mailing address for the limited liability company.
8. Indicate whether the limited liability company will be managed by its members or by one or more managers. If it will be managed by managers, list their names and business addresses.
9. This filing must include a [Certificate of Good Standing/ Letter of Status](#) from the state or country of formation dated within 60 days of when you file this application.
10. Check "Date received" unless you prefer that the Registration goes into effect at a later date than when it is received in this office. Any later date must be within 30 days of filing.
11. An Authorized Person **MUST** sign and date the form.

#### How to pay the filing fee:

The filing fee is \$150, payable either in person via cash, credit card, or check at the Business Services Division, or by mail to the Business Services Division via check payable to RI Department of State.

#### How to confirm your filing:

Entity records are retrievable and viewable through our website. Successful filings will **NOT** result in a mailed confirmation. Filings that cannot be processed will be posted [online](#) and then returned. To confirm your submission and obtain evidence of your filing:

- Log on to the [Corporate Database](#)
- Enter the name or ID number of your entity and click "Search"
- Click on the link to your entity record, scroll down, select "All Filings" and then "View Filing"
- Identify desired type of filing and click on "PDF" under "Files" to view and print the record
- Filing rejections can be viewed online, via our [Rejected Filings Viewer](#)



State of Rhode Island and Providence Plantations  
Department of State - Business Services Division

## Instructions for Filing (continued)

### Application for Registration for a Foreign Limited Liability Company

[Section 7-16-49](#) of the General Laws of Rhode Island, 1956, as amended

## Evidence necessary for businesses providing professional services:

The following professionals require evidence of a current application with the appropriate licensing agency prior to filing with the Department of State.

- Engineering (401) 462-9592 [www.bdp.ri.gov](http://www.bdp.ri.gov)
- Land Surveying (401) 462-9595 [www.bdp.ri.gov](http://www.bdp.ri.gov)
- Architecture (401) 462-9594 [www.bdp.ri.gov](http://www.bdp.ri.gov)
- Landscape Architecture (401) 462-9595 [www.bdp.ri.gov](http://www.bdp.ri.gov)

If the entity is engaged in the practice of law, the applicant must apply for a limited liability entity license from the Rhode Island Supreme Court within thirty (30) days of filing with the Department of State. You may contact the Rhode Island Supreme Court Clerk's Office at (401) 222-3272 or [www.courts.ri.gov](http://www.courts.ri.gov).

## How to maintain your status:

The limited liability company is responsible for filing an annual report each calendar year, excluding the year of registration, between September 1 and November 1. A courtesy reminder will be mailed to the resident agent prior to September 1 of each year. Be sure to follow up with your resident agent concerning the filing of this report. Failure to file an annual report or maintain a resident agent/office may result in the revocation of the Certificate of Registration pursuant to RIGL [7-16-41](#).

Every entity registered with the Rhode Island Department of State - Business Services Division may have filing requirements with the [Rhode Island Division of Taxation](#), even if no business is conducted within Rhode Island for a particular year. Your business may require additional licensing. Please visit our [website](#) for further information.



State of Rhode Island and Providence Plantations  
Department of State - Business Services Division  
148 W. River Street, Providence, Rhode Island 02904-2615  
Phone: (401) 222-3040 | Email: corporations@sos.ri.gov | Website: www.sos.ri.gov

STAMP

FOR  
SECRETARY OF STATE  
USE ONLY

## Application for Registration FOREIGN Limited Liability Company

Filing Fee: \$150.00

Pursuant to the provisions of RIGL [7-16-49](#), the undersigned foreign limited liability company hereby applies for a Certificate of Registration to transact business in the state of Rhode Island, and for that purpose submits the following statement:

1. The name of the limited liability company is:		
Is this company organized in its state or country of formation as a low-profit limited liability company? Yes <input type="checkbox"/> No <input type="checkbox"/>		
The name, if different, under which it proposes to register and transact business in Rhode Island is:		
2. The LLC is organized under the laws of:		
3. The date of its organization is:		
And the period of its duration is: <b>CHECK ONLY ONE BOX</b>		
<input type="checkbox"/> Perpetual (on-going)		
<input type="checkbox"/> Date certain for dissolution _____		
4. The name and address of the resident agent/office in Rhode Island is:		
Agent Name		
Street Address ( <u>NOT</u> a P.O. Box)		
City/Town	State <b>RHODE ISLAND</b>	Zip Code
5. The Department of State is appointed the agent of the foreign limited liability company for service of process if at any time there is no resident agent or if the resident agent cannot be found or served following the exercise of reasonable diligence.		
6. The address of any office required to be maintained in the state or other jurisdiction under the laws of which the limited liability company is organized is:		

STAMP

FOR  
SECRETARY OF STATE  
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7. The mailing address for the limited liability company is:

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8. Management of the Limited Liability Company:

The limited liability company is managed:

- By its members (If you have checked this box, go to Section 9. **(DO NOT** fill out the chart below.)
- By one (1) or more managers (List managers below)

MANAGER	ADDRESS

9. This application is accompanied by a Certificate of Good Standing/Letter of Status issued by the proper officer of the state or country under the laws of which it is formed that is dated within 60 days of the filing of this document.

10. Date when this application for Certificate of Registration will be effective: **CHECK ONLY ONE BOX**

- Date received (Upon filing)
- Later effective date (Date must be no more than 30 days from the day of filing) \_\_\_\_\_

*Under penalty of perjury, I declare and affirm that I have examined this Application for Registration, including any accompanying attachments, and that all statements contained herein are true and correct.*

Signature of Authorized Person  <b>SIGN DOCUMENT HERE</b>	Type or Print Name of LLC	Date
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**If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email [corporations@sos.ri.gov](mailto:corporations@sos.ri.gov).**



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**Department of State - Business Services Division**  
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**Phone:** (401) 222-3040 | **Email:** corporations@sos.ri.gov | **Website:** www.sos.ri.gov

## Filer Contact Information

In the event our office needs more information in order to complete the filing of this document, we ask for the filer's contact information. **All fields are REQUIRED.**

Name:		Phone Number:
Proposed Entity Name:		
Street Address:		
City:	State:	Zip Code:
Email Address:		

**If you have any questions, please call us at (401) 222-3040, Monday through Friday, between 8:30 a.m. and 4:30 p.m., or email corporations@sos.ri.gov.**