



Instructions for Filing

Evidence of Amendment of Qualified Foreign Non-Profit Corporation

[Section 7-6-80](#) 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.

All filings are public records under RIGL [38-2-1](#), et seq. This means all information is available to the public by a variety of methods including, without limitations, inspections at our office, telephone inquiries and electronically through our online database.

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

How to submit your evidence :

1. Whenever the Articles of Incorporation of a foreign non-profit corporation authorized to conduct affairs in this state are amended, the foreign corporation must, within 30 days after the amendment becomes effective, file in the office of the secretary of state a copy of the amendment duly certified by the proper officer of the state or country under the laws of which it is incorporated. The certified copy must be dated within 60 days of the receipt and filing of the evidence of amendment.
2. If an amendment reflects a change in the corporate name or purpose an Application for an Amended Certificate of Authority must be filed.

How to pay the filing fee:

The filing fee is \$25, 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. Contact our office for further information.

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:

- Go to our [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 the [Rejected Filings Viewer](#) on our website.

How to maintain your status:

The corporation is responsible for filing an annual report each calendar year, excluding the year of registration, between June 1 and June 30. A courtesy reminder will be mailed to the registered agent prior to June 1 of each year. Be sure to follow up with your registered agent concerning the filing of this report. Failure to file an annual report or maintain a registered agent/office may result in the revocation of the Certificate of Authority pursuant to RIGL [7-6-85](#).

Your business may require additional licensing. Please visit our [website](#) for further information.