

## STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of the Secretary of State  
Corporations Division  
148 W. River Street  
Providence, Rhode Island 02904-2615  
(401) 222-3040

### INSTRUCTIONS FOR FILING APPLICATION FOR RENEWAL OF REGISTRATION OF CORPORATE NAME

Section 7-1.2-404 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.**

1. A corporation, which has in effect a registration of its corporate name, may renew the registration from year to year by annually filing an Application for Renewal of Registration of Corporate Name (Form No. 623) with the Office of the Secretary of State, Corporations Division, at the above address. A renewal application must be filed prior to the expiration of the original application for registration or its last renewal and shall extend the registration for the following year.
2. When the Application for Renewal of Registration of Corporate Name has been completed, signed and submitted with the correct filing fee and Certificate of Good Standing as noted in item 3 below, a Certificate of Renewal of Registration of Corporate Name will be issued.
3. The Application for Renewal must be accompanied by a Certificate of Good Standing under the laws of the state or territory wherein it is organized, executed by the secretary of state of the state or territory or by any other official that may have custody of the records pertaining to corporations. The Certificate of Good Standing must be dated within sixty **(60) days** of the filing of the Application for Renewal.
4. The filing fee for an Application for Renewal is \$50.00, and payment should be made payable to the Rhode Island Secretary of State.
5. The Application for Renewal must be executed by an authorized officer of the corporation.

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.

**Filing Fee: \$50.00**



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

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**BUSINESS CORPORATION**

**APPLICATION FOR  
RENEWAL OF REGISTRATION OF CORPORATE NAME**

Pursuant to the provisions of Section 7-1.2-404 of the General Laws of Rhode Island, 1956, as amended, the undersigned foreign corporation hereby applies for a renewal of registration of its corporate name extending the registration for a period of one year from the date of expiration of the filing of its original application, or last renewal thereof, and submits the following statement:

1. The name of the corporation is \_\_\_\_\_
2. The corporation is incorporated under the laws of \_\_\_\_\_
3. The date of its incorporation is \_\_\_\_\_
4. The corporation is carrying on or doing business.
5. The business in which it is engaged is \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. This application is accompanied by (a) a certificate setting forth that the corporation is in good standing under the laws of the state or territory wherein it is organized, executed by the secretary of state of the state or territory or by any other official that may have custody of the records pertaining to corporations; and (b) the required registration fee.

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Officer of the Corporation

\_\_\_\_\_  
Type or Print Name of Authorized Officer

**Submitted By:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address  
\_\_\_\_\_