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

Instructions for Filing
Business Corporation
Statement of Change of Registered Office

Section 7-1.2-502(d) and 7-1.2-1409(d) 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. List the entity's ID number. The ID number can be found by looking up your entity in the Corporate Database.
2. List the name of the corporation. The entity name can be verified through our Corporate Database. If the corporate name has changed an amendment, form 101 or form 151, must be filed with this office. Electronic filing may be available.
3. List the address of the registered office as **PRESENTLY** shown in the records on file with our office. The entity's registered office can be verified through our Corporate Database.
4. List the address of the **NEW** registered office. 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. Check "Date Received" unless you prefer that the Change of Office go into effect at a later date than when the form is received in this office. Any later date must be within 30 days of filing.
6. A copy of this Statement has been mailed to the corporation (applicable when the agent records the statement).
7. The Registered Agent or Officer of the corporation **MUST** sign and date the form.

How to pay the filing fee:

There is no filing fee to record a statement of change of reigstered office.

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 incorporation, between January 1 and March 1. A courtesy reminder will be mailed to the registered agent prior to January 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 Incorporation/ Authority pursuant to RIGL 7-1.2-1310 and 7-1.2-1414.

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

STAMP
FOR SECRETARY OF STATE USE ONLY

Statement of Change of Registered Office

DOMESTIC or FOREIGN Business Corporation

→ No Filing Fee

Pursuant to the provisions of RIGL 7-1.2-502 or 7-1.2-1409 the undersigned corporation submits the following statement for the purpose of changing its registered agent in the State of Rhode Island:

1. Entity ID Number	2. Exact Name of the Corporation	
3. The address of the registered office as **PRESENTLY** shown in the records on file with the RI Department of State:		
Street Address		
City/Town	State **RHODE ISLAND**	Zip
4. The address of the **NEW** registered office is:		
Street Address (NOT a P.O. Box)		
City/Town	State **RHODE ISLAND**	Zip
5. Date when this Statement of Change of Registered Agent will be effective: CHECK ONLY ONE BOX		
☐ Date received (Upon filing)		
☐ Later effective date (Date must be no more than 90 days from the day of filing) _____		
6. A copy of this Statement has been mailed to the corporation (applicable when agent records statement).		
Under penalty of perjury, I declare and affirm that I have examined this Statement of Change of Registered Office, and that all statements contained herein are true and correct.		
Name of the Registered Agent/Officer of the Corporation		Date
Signature of the Registered Agent/Officer of the Corporation SIGN DOCUMENT HERE		

MAIL TO:
Division of Business Services
148 W. River Street, Providence, Rhode Island 02904-2615
Phone: (401) 222-3040
Website: www.sos.ri.gov

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

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.