

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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

INSTRUCTIONS FOR FILING APPLICATION FOR CERTIFICATE OF AUTHORITY BY A FOREIGN NON-PROFIT CORPORATION

Section 7-6-74 of the General Laws of Rhode Island, 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. In order to procure a Certificate of Authority to conduct affairs in this state, a foreign non-profit corporation must file an Application for Certificate of Authority (Form No. 250) with the Office of the Secretary of State, Division of Business Services, at the above address. When the application is properly completed, signed and submitted with the correct filing fee and the certified copies noted in item 3 below, a Certificate of Authority shall be issued.
2. The Application for Certificate of Authority must be accompanied by a filing fee of \$50.00, and checks should be made payable to "Rhode Island Secretary of State".
3. Upon filing the Application, the corporation must provide certified copies of the corporation's articles of incorporation and any and all amendments thereto, duly authenticated by the secretary of state or other authorized officer of the jurisdiction of its incorporation. Certified copies must be dated within sixty (60) days of the receipt and filing of the application.
4. The name of any foreign non-profit corporation must be "distinguishable upon the records of the secretary of state." This means the Office of the Secretary of State will deny a request for a name if such name is identical to or not distinguishable from any entity, name reservation, or registration on file with the Business Section of the Corporations Division. A preliminary name availability check can be made by checking the Name Availability Database on our website, or by phoning us at the above telephone number. This preliminary check is not statutorily required, is not binding upon the Secretary of State, and does not ensure that the name will be available upon filing the Application for Certificate of Authority. It is suggested that you do not make any financial expenditures or execute documents utilizing the name based upon a preliminary name availability check. The final determination as to availability of the name will be made when the documents are submitted for filing.
5. Each foreign non-profit corporation authorized to conduct affairs in this state shall have and continuously maintain in this state a registered office which may be, but need not be, the same as its principal office, and a registered agent, which agent may be either an individual resident in this state whose business office is identical with the registered office, or a domestic corporation, whether for profit or not for profit, or a foreign corporation, whether for profit or not for profit, authorized to transact business in this state, having an office identical with the registered office. The registered agent so appointed by a corporation shall be an agent of the corporation upon whom any process, notice or demand required or permitted by law to be served upon the corporation may be served.
6. The Application must be signed by the corporation's president or vice president and secretary or assistant secretary. A signature must appear on each line even if the same person holds both offices.
7. The corporation is responsible for filing an annual report each calendar year during the month of June, beginning with the year following the year of qualification. An annual report form will be mailed to the registered agent prior to June 1 each year. Be sure to follow up with your registered agent concerning the filing of this report.
8. Failure to comply with Nos. 5 and 7 above may result in the revocation of the Certificate of Authority pursuant to the provisions of Section 7-6-85 of the General Laws, as amended.

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



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NON-PROFIT CORPORATION

APPLICATION FOR CERTIFICATE OF AUTHORITY

Pursuant to the provisions of Section 7-6-74 of the General Laws of Rhode Island, 1956, as amended, the undersigned foreign non-profit corporation hereby applies for a Certificate of Authority to conduct affairs in the State of Rhode Island, and for that purpose submits the following statement:

1. The name of the corporation is _____

2. It is incorporated under the laws of _____

3. The date of its incorporation is _____

4. The address of its principal office is _____

5. The address of its proposed registered office in Rhode Island is _____
(Street Address, not P.O. Box)

_____, RI _____ and the name of its proposed registered agent in Rhode Island at
(City/Town) (Zip Code)

that address is _____
(Name of Agent)

6. The specific purpose or purposes which it proposes to pursue in conducting its affairs in Rhode Island are:

7. The names and respective addresses of its directors and officers are:

	<u>Name</u>	<u>Address</u>
Director	_____	_____
Director	_____	_____
Director	_____	_____
President	_____	_____
Vice President	_____	_____
Treasurer	_____	_____
Secretary	_____	_____

8. This application is accompanied by certified copies of its articles of incorporation and all amendments thereto, duly authenticated by the secretary of state or other authorized officer of the jurisdiction of its incorporation.

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

Date: _____

Print Exact Name of Corporation Making Application

Signature of President or Vice President (check one)

Signature of Secretary or Assistant Secretary (check one)