



**PROFIT CORPORATION ANNUAL REPORT FOR THE YEAR \_\_\_\_\_**

**Filing Period: January 1 - March 1 • Filing Fee: \$50.00\* THIS REPORT MUST BE TYPED OR PRINTED LEGIBLY IN BLACK INK**  
\* In accordance with R.I.G.L. 7-1.2-1501(e), each corporation failing or refusing to file its annual report within thirty (30) days after the time prescribed by law (R.I.G.L. 7-1.2-1501(c&d)) is subject to a penalty fee of \$25.00.

1. Corporate ID No.		2. Name of Corporation			
3. Street Address Principal Business Office			City	State	Zip
4. Business Phone No.		5. State of Incorporation			
6. Brief Description of the Character of Business Conducted in Rhode Island					
<b>7. NAMES AND ADDRESSES OF THE OFFICERS: ("X" BOX FOR ATTACHMENT) <input type="checkbox"/> FILL IN SPACES BEFORE USING ATTACHMENTS</b>					
President Name			Vice President Name		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Secretary Name			Treasurer Name		
Street Address			Street Address		
City	State	Zip	City	State	Zip
<b>8. NAMES AND ADDRESSES OF THE DIRECTORS: ("X" BOX FOR ATTACHMENT) <input type="checkbox"/> FILL IN SPACES BEFORE USING ATTACHMENTS</b>					
Director Name			Director Name		
Street Address			Street Address		
City	State	Zip	City	State	Zip
Director Name			Director Name		
Street Address			Street Address		
City	State	Zip	City	State	Zip
<b>9. SHARES AUTHORIZED ("X" BOX FOR ATTACHMENT) <input type="checkbox"/></b>			<b>10. SHARES ISSUED ("X" BOX FOR ATTACHMENT) <input type="checkbox"/></b>		
AUTHORIZED SHARES			ISSUED SHARES — THIS SECTION <b>MUST</b> BE COMPLETED		
Number of Shares	Class/Series	Par Value	Number of Shares	Class/Series	Par Value

This report must be executed on behalf of the corporation by an authorized representative. If the corporation is in the hands of a receiver or trustee, this report must be executed on behalf of the corporation by the receiver or trustee.

File Date \_\_\_\_\_

Check No. \_\_\_\_\_

By: \_\_\_\_\_

FOR SECRETARY OF STATE USE ONLY

Under penalty of perjury, I declare and affirm that I have examined this report, including any accompanying schedules and statements, and that all statements contained herein are true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print or Type Name \_\_\_\_\_

Title \_\_\_\_\_

# INSTRUCTIONS FOR FILING A PROFIT CORPORATION ANNUAL REPORT – Form 630

*To avoid possible delays, please read all instructions carefully before completing the report.*

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**All sections, including the signature and date, must be completed; otherwise, the report will be returned to you.**

## **THE REPORT MUST BE TYPED OR PRINTED LEGIBLY IN BLACK INK.**

The report must be signed and dated. It shall be executed on behalf of the corporation by an authorized representative; or, if the corporation is in the hands of a receiver or trustee, it shall be executed on behalf of the corporation by the receiver or trustee.

Annual Reports are to be filed annually between the first day of January and the first day of March, but in no event should they be submitted for filing more than sixty (60) days prior to the commencement of the filing period. Failure to file the report and filing fee may result in revocation of the Certificate of Incorporation or the Certificate of Authority.

An annual report must be filed even though the corporation may not be actively engaged in business at the time the report is due. Should you wish to dissolve or withdraw the corporation, please contact this office for the proper procedure.

In accordance with R.I.G.L. 7-1.2-1501(e), each corporation failing or refusing to file its annual report within thirty (30) days after the time prescribed by law (R.I.G.L. 7-1.2-1501(c&d)) is subject to a penalty fee of \$25.00.

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**Section 1.** This section lists the corporate identification number. **DO NOT ALTER THIS NUMBER.** Please include this number on your check and refer to it in any future correspondence or filings with the Corporations Division.

**Section 2.** This section states the exact name of the corporation as it appears on the Articles of Incorporation or latest Amendment. **DO NOT ALTER THIS SECTION.** If the name has changed, an amendment must be filed with this office. Articles of Amendment forms (Domestic Corporations) or Amended Certificate of Authority forms (Foreign Corporations) can be obtained by calling 401-222-3040 or logging onto our website at [www.state.ri.us](http://www.state.ri.us).

**Section 3.** Provide the address of the principal office of the corporation.

**Section 4.** Provide the telephone number of the principal office of the corporation.

**Section 5.** The state or country of incorporation has been pre-printed. If the information is incorrect, please contact this office.

**Section 6.** Provide a brief statement of the character of business in which the corporation is actually engaged in this state if nothing is pre-printed in this section. If the corporation is inactive, this section must still be completed.

**Section 7.** List the names and respective addresses of the officers of the corporation on the form. **Do not leave areas blank.** If the answer is none, write "none." If additional space is needed, attachments will be accepted only after the designated areas on the form are completed. Check the appropriate box on the front of the annual report if submitting an attachment. Attachments must include the identification number of the corporation.

**Section 8.** List the names and respective addresses of the directors of the corporation on the form. **Do not leave areas blank.** If the answer is none, write "none." If additional space is needed, attachments will be accepted only after the designated areas on the form are completed. Check the appropriate box on the front of the annual report if submitting an attachment. Attachments must include the identification number of the corporation.

**Section 9.** If the authorized shares are pre-printed, verify the amount but **DO NOT ALTER.** If there has been a change in the authorized shares, Articles of Amendment (Domestic Corporations) or an Amended Certificate of Authority (Foreign Corporations) must be filed with this office. If the authorized shares are not pre-printed, provide the number of authorized shares, along with the class, series and par value on the form. If additional space is needed, attachments will be accepted only after the designated areas on the form are completed. Check the appropriate box on the front of the annual report if submitting an attachment. Attachments must include the identification number of the corporation.

**Section 10.** Provide the number of issued shares along with the class, series and par value on the form. **Do not leave this area blank.** If the answer is none, write "none."