



Instructions for Filing

Certificate of Cancellation of a Foreign Limited Liability Company

[Section 7-16-53](#) 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.

How to complete the form:

Obtain a [letter of good standing \(LOGS\)](#) issued by the RI Division of Taxation for the purpose of cancellation. You may contact the Division of Taxation at www.tax.ri.gov or (401) 574-8941.

1. List the limited liability company's ID number. The ID number can be found by looking up your entity in the [Corporate Database](#).
2. List the name of the limited liability company. The entity name can be verified through our [Corporate Database](#).
3. List the state or jurisdiction under whose laws the LLC is organized.
4. The entity is not transacting business in this state and surrenders its authority to transact business in this state.
5. The Department of State will receive future service of process for the LLC regarding the transaction of business in Rhode Island.
6. List the complete postal address to which the Department of State can mail a copy of any service of process against the LLC.
7. As required by RIGL [7-16-8](#), the entity has paid all fees and franchise taxes. RI Division of Taxation **original** LOGS must accompany this form. The LOGS must be dated within **thirty days** of the dissolution file date.
8. Check "Date received" unless you prefer that the application go into effect at a later date than the form is received in the office. Any later date must be within 30 days of filing.
9. An authorized person of the LLC **MUST** sign and date this form.

How to pay the filing fee:

The filing fee is \$75, 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.

How to confirm your filing:

Corporate 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:

- Log on to the [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 our [Rejected Filings Viewer](#)



STAMP

FOR SECRETARY OF STATE USE ONLY

Certificate of Cancellation

FOREIGN Limited Liability Company

→ Filing Fee: \$75.00

Pursuant to the provisions of RIGL [7-16-53](#), the undersigned foreign limited liability company hereby cancels its registration to transact business in the State of Rhode Island, and for that purpose submits the following statement:



1. Entity ID Number:	2. The name of the limited liability company is:
3. It is organized under the laws of:	
4. The entity is not transacting business in this state and surrenders its authority to transact business in this state.	
5. It revokes the authority of its agent, to accept service of process and consents that service of process in any action, suit or proceeding arising out of the transaction of business in the state of Rhode Island, may thereafter be made on the limited liability company by service thereof on the Department of State of the State of Rhode Island.	
6. The post office address to which the Department of State may mail a copy of any process against the limited liability company that may be served on him or her is:	
7. As required by RIGL 7-16-8 , the entity has paid all fees and franchise taxes. RI Division of Taxation's ORIGINAL letter of good standing (LOGS) for the purpose of dissolution MUST accompany this form.	
8. Date when the Cancellation will be effective: CHECK ONLY ONE BOX	
<input type="checkbox"/> Date received (Upon filing)	
<input type="checkbox"/> Later effective date (Date must be no more than 30 days from the day of filing) _____	
<i>Under penalty of perjury, I declare and affirm that I have examined this Certificate of Cancellation of Registration and that all statements contained herein are true and correct.</i>	
Type or Print Name of Authorized Person	Date
Signature of Authorized Person	

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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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.



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: