



Instructions for Filing Notice of Transfer of Reserved Name

[Section 7-1.2-403](#), [7-13-3](#), [7-16-10](#) and [7-6-11.1](#) 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.

All filings are public records under RIGL [38-2-1](#), et seq. This means all information is available to the public by a variety of methods including, without limitations, inspections at our office, telephone inquiries and electronically through our online database.

This legal document should be typed. All illegible documents will be REJECTED.

How to complete the form:

The right to the exclusive use of a specified entity name may be transferred to any other person. The transfer of the entity name is valid for a period of 120 days from the date of the ORIGINAL filing.

1. List the name of the entity name to be transferred.
2. List the name and address to whom the name is being transferred.
3. List the date the name was originally reserved.
4. The applicant to whom the name was originally reserved **MUST** sign and date the form.

How to pay the filing fee:

The filing fee is \$50 for business corporations, limited partnerships and limited liability companies or \$20 for non-profit corporations, payable either by mail via check made payable to RI Department of State or in person via cash, credit card, or check at the Business Services Division, 148 W. River Street, Ste. 1, Providence, RI 02904. Contact our office at (401) 222-3040 for further information.

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



State of Rhode Island

Department of State - Business Services Division

Notice of Transfer of Reserved Name

DOMESTIC or FOREIGN Business Corporation, Limited Partnership, Limited Liability Company or Non-Profit Corporation

- > Business Corporation Filing Fee: \$50.00
-> Limited Partnership Filing Fee: \$50.00
-> Limited Liability Company Filing Fee: \$50.00
-> Non-Profit Corporation Filing Fee: \$20.00



The undersigned applicant applies for transfer of the following entity name for a non-renewable period of 120 days from the date of the ORIGINAL filing (pursuant to RIGL 7-1.2-403, 7-13-3, 7-16-10, and 7-6-11.1), the undersigned hereby transfers:

Form with sections: 1. The name to be transferred is; 2. List the name and address to whom the reserved entity name is being transferred; 3. List the date the name was originally reserved; Declaration; Print Name of Applicant to whom the name was reserved; Date; Signature of Applicant.

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



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