



## Instructions for Filing Statement of Transparency and Sustainability Standards

[Section 5-89-5](#) 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 start the process:

To obtain the required **Certificate of Adoption of Transparency and Sustainability Standards**, you must file with the Rhode Island Department of Environmental Management (DEM). DEM has established industry specific [Rhode Island Green Certification Programs](#) that comply with the Transparency and Sustainability filing requirements. If you don't find an established program for your industry, contact DEM for filing assistance.

DEM will issue a Certificate of Adoption of Transparency and Sustainability Standards to be submitted with this Statement.

### 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 entity. The entity name can be verified through our [Corporate Database](#).
3. Acknowledge the Governing Body of the entity has adopted resolutions setting forth the entity's Standards and Assessment Measures.
4. List the entity's URL that contains the entity's Standards and Assessment Measures, third-party criteria used to develop the standards, description of the process used to identify, develop, and approve the Standards and the entity's annual report.
5. Acknowledge that the entity is required to file an annual renewal statement to maintain its Green Sustainable status. This renewal statement is required to be filed during the entity's annual report filing period. See **How to Maintain Your Status** for additional filing information.
6. Acknowledge the entity's commitment to use its established Standards and Assessment Measures, the continuous improvement of its green and sustainability goals, and to transparency by making readily available at no cost and without restriction a copy of its current and past reports.
7. An Authorized Person **MUST** sign and date the form.
8. Enclose a copy of Rhode Island Department of Environmental Management's **Certificate of Adoption of Transparency and Sustainability Standards**.

### How to pay the filing fee:

The filing fee is \$100, 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.

### How to confirm your filing:

Entity records are retrievable and viewable through our website. Successful filings will **NOT** result in a mailed confirmation. 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 "View PDF" to view and print the record

### How to maintain your Transparent, Sustainable and Green status:

Your entity's Green and Sustainable status is separate and apart from its corporate status. An entity can lose its Green and Sustainable status without losing its corporate good standing. To maintain its status, the entity is responsible for filing an annual renewal statement each calendar year, excluding the year the Statement of Transparency and Sustainability Standards was filed in this office. The annual renewal statement is due during the same filing period as the entity's annual report:

Business Corporations: January 1 to March 1  
Limited Liability Companies: September 1 to November 1  
Non-Profit Corporations: During the month of June

Failure to file an annual renewal statement will result in the loss of the entity's Transparent, Sustainable and Green status pursuant to RIGL [5-89-6](#).



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FOR SECRETARY OF STATE USE ONLY

### Statement of Transparency and Sustainability Standards

→ Filing Fee: \$100.00

Pursuant to the provisions of RIGL [5-89-5](#) the undersigned entity has adopted by resolution and hereby submits this statement of transparency and sustainability standards:

1. Entity ID Number	2. Entity Name
3. The entity hereby acknowledges that the Governing Body of the entity has adopted resolutions setting forth the entity's Standards and Assessment Measures.	
4. The internet link on the entity's principal website, which contains the Standards and Assessment Measures, the third-party criteria used to develop the Standards, a description of the process by which Standards were identified, developed and approved, and any report filed or to be filed is:  <i>This information will be readily available at no cost and without any requirement to provide information in order to view. This information will remain available for the time period that the entity remains a reporting entity.</i>	
5. The entity acknowledges the requirement to deliver to the Secretary of State its most recent renewal statement concurrently with its annual report as specified in either RIGL <a href="#">7-1.2-1501</a> , <a href="#">7-6-90</a> or <a href="#">7-16-66</a> .	
6. The entity acknowledges its commitment to:  A. Use the Assessment Measures to assess the entity's performance in meeting its Standards;  B. Review and assess its Standards and Assessment Measures from time to time and make such changes thereto as the Governing Body in good faith determines are necessary or advisable in furtherance of meeting the entity's standards; and  C. Prepare and make readily available to the public at no cost and without any requirement to provide information in order to view (by posting on the entity's website at the link identified above) a copy of its report within 90 days of the end of each reporting period.	
7. This statement must be accompanied by a copy of Rhode Island Department of Environmental Management's <b>Certificate of Adoption of Transparency and Sustainability Standards</b> .	
<b><i>Under penalty of perjury, I declare and affirm that I have examined this Statement of Transparency and Sustainability Standards, including any accompanying attachments, and that all statements contained herein are true and correct.</i></b>	
Type or Print Name of Entity	Date
Signature of Authorized Person	

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