



Instructions for Filing Renewal Statement of Transparency and Sustainability Standards

[Section 5-89-6](#) 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:

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 that any changes made to the entity's standards and assessment measures, and a description of the process by which such changes were identified, developed and approved by the entity and the third-party criteria used to develop any changes to the standards are available on its principal website.
4. Acknowledge that a report was made available on its principal website within the time period provided for in RIGL § 5-89-5(4)(iii).
5. List the 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 where the entity's annual report can be viewed.
7. An Authorized Person **MUST** sign and date the form.

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](#).

How to pay the filing fee:

The filing fee is \$10, 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



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FOR SECRETARY OF STATE USE ONLY

Renewal Statement of Transparency and Sustainability Standards

→ Filing Fee: \$10.00

Pursuant to the provisions of RIGL [5-89-6](#) the undersigned entity hereby submits this renewal statement of transparency and sustainability standards:

1. Entity ID Number	2. Entity Name	
3. The entity acknowledges that any changes made to its standards and assessment measures, and a description of the process by which such changes were identified, developed and approved by the entity and the third-party criteria used to develop any changes to the standards are available on its principal website.		
4. The entity acknowledges that a report was made available on its principal website in accordance with this chapter within the time period provided for in RIGL §5-89-5(4)(iii).		
<p>5. 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:</p> <p><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></p>		
<p><i>Under penalty of perjury, I declare and affirm that I have examined this Renewal Statement of Transparency and Sustainability Standards, including any accompanying attachments, and that all statements contained herein are true and correct.</i></p>		
Type or Print Name of Entity		Date
Signature of Authorized Person		

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