

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Office of the Secretary of State
Corporations Division
148 W. River Street
Providence, Rhode Island 02904-2615
(401) 222-3040

INSTRUCTIONS FOR FILING APPLICATION FOR RESERVATION OF ENTITY 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.

1. In order to reserve an entity name, an Application for Reservation of Entity Name (Form No. 620) must be filed with the Office of the Secretary of State, Corporations Division, at the above address. When the Application for Reservation of Entity Name is completed, signed and submitted with the correct filing fee, a Certificate of Reservation of Entity Name shall be issued.
2. The proposed name of a business corporation, limited partnership, limited liability company or non-profit corporation may be reserved for a period of one hundred and twenty (120) days. Only persons intending to organize a Rhode Island business corporation, limited partnership, limited liability company or non-profit corporation, persons intending to qualify a foreign (out-of-state) business corporation, foreign limited partnership, foreign limited liability company or non-profit corporation to transact business in Rhode Island, or any such entity which intends to change its name may reserve a name using this reservation form. The name reservation application should set forth the entity name to be reserved, the type of entity, the name and address of the person for whom the reservation is made, and must be signed and dated by the applicant or the attorney or agent thereof.
3. In compliance with the above-referenced statutes, a proposed name must be "distinguishable upon the records of the secretary of state." This means the Office of the Secretary of State will deny a request for a name if such name is identical to or not distinguishable from any entity, name reservation, or registration on file with the Business Section of the Corporations Division. A preliminary name availability check can be made by checking the Name Availability Database on our website, or by phoning us at the above telephone number. This preliminary check is not statutorily required, is not binding upon the Secretary of State, and does not ensure that the name will be available upon filing the Application for Reservation of Entity Name. It is suggested that you do not make any financial expenditures or execute documents utilizing the name based upon a preliminary name availability check. The final determination as to availability of the name will be made when the application is submitted for filing.
4. **PLEASE NOTE:** With the sole exception of a name reservation for a *limited partnership*, there is no provision for renewal of a name reservation. Once having reserved the name of a limited partnership, the same applicant may not again reserve the same name until more than sixty (60) days after the expiration of the last one hundred and twenty (120) day period for which that applicant reserved that name. ***The filing fee for renewing a limited partnership name is \$75.00.***
5. Payment of the correct filing fee for reserving an entity name should be made payable to the Rhode Island Secretary of State.

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.



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**APPLICATION FOR
RESERVATION OF ENTITY NAME**

The undersigned applicant hereby applies for reservation of the following entity name for a non-renewable period of one hundred twenty (120) days from the date of this filing (other than as provided under Section 7-13-3 of the General Laws of Rhode Island, 1956, as amended).

(Name to be Reserved)

The name is being reserved for the following type of entity pursuant to the applicable statutory provision:

(Check One Only)

- | | <u>Filing Fee</u> |
|--|-------------------------|
| <input type="checkbox"/> <u>Business Corporation</u> (including professional and foreign corporations) pursuant to Section 7-1.2-403 of the General Laws of Rhode Island, 1956, as amended. | <u>(\$50.00)</u> |
| <input type="checkbox"/> <u>Limited Partnership</u> (including foreign limited partnerships) pursuant to Section 7-13-3 of the General Laws of Rhode Island, 1956, as amended. | <u>(\$50.00)</u> |
| <input type="checkbox"/> <u>Limited Liability Company</u> (including foreign limited liability companies) pursuant to Section 7-16-10 of the General Laws of Rhode Island, 1956, as amended. | <u>(\$50.00)</u> |
| <input type="checkbox"/> <u>Non-Profit Corporation</u> (including foreign non-profit corporations) pursuant to Section 7-6-11.1 of the General Laws of Rhode Island, 1956, as amended. | <u>(\$20.00)</u> |

The name reservation will be recorded exclusively in the name of the applicant. The right to the exclusive use of a specified entity name so reserved may be transferred to any other person by filing in the office of the Secretary of State a notice of the transfer, executed by the applicant for whom the name was reserved, specifying the name and address of the transferee, and paying the appropriate fee.

Name and Address of Applicant:

Under penalty of perjury, I declare and affirm that the information contained herein is true and correct.

Submitted by:

Date: _____

(Signature)

(Address, if different from above)