



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**  
**Office of the Secretary of State - Division of Business Services**

148 W. River Street, Providence, Rhode Island 02904-2615

Phone: (401) 222-3040 ~ Email: corporations@sos.ri.gov ~ Website: www.sos.ri.gov

**NON-PROFIT CORPORATION ANNUAL REPORT FOR THE YEAR \_\_\_\_\_**

**Filing Period:** June 1 - June 30 • **This report must be typed or printed legibly.**

**Filing Fee:** \$20.00 • **FAILURE TO FILE THIS REPORT BY JULY 30 WILL RESULT IN A \$25.00 PENALTY FEE.**

1. Entity ID No.		2. Exact name of the Corporation					
3. State of Incorporation		4. Brief description of the character of business conducted in Rhode Island					
5. Principal office address				City	State	Zip	
<b>6. LIST ALL OFFICERS (NAMES AND ADDRESSES) ("X" BOX FOR ATTACHMENT) <input type="checkbox"/></b>							
President Name			Vice-President Name				
Street Address			Street Address				
City	State	Zip	City	State	Zip		
Secretary Name			Treasurer Name				
Street Address			Street Address				
City	State	Zip	City	State	Zip		
<b>7. LIST ALL DIRECTORS (NAMES AND ADDRESSES). RHODE ISLAND CORPORATIONS MUST LIST NO LESS THAN THREE (3) DIRECTORS ("X" BOX FOR ATTACHMENT) <input type="checkbox"/></b>							
Director Name			Director Name				
Street Address			Street Address				
City	State	Zip	City	State	Zip		
Director Name			Director Name				
Street Address			Street Address				
City	State	Zip	City	State	Zip		
<b>8. REGISTERED AGENT IN RHODE ISLAND</b>							
<b>This information is currently of record in the Office of the Secretary of State. Changes require filing Form 641.</b>							

*This report must be signed by either the President, Vice-President, Secretary, Assistant Secretary, Treasurer, duly Authorized Representative, Receiver or Trustee*

File Date \_\_\_\_\_  
 Check No \_\_\_\_\_  
 By: \_\_\_\_\_  
**FOR SECRETARY OF STATE USE ONLY**

**Under penalty of perjury, I declare and affirm that I have examined this report, including any accompanying schedules and statements, and that all statements contained herein are true and correct.**

\_\_\_\_\_  
 Signature of Officer or Authorized Representative Date

\_\_\_\_\_  
 Print or Type Name of Officer or Authorized Representative

# INSTRUCTIONS FOR FILING

## A NON-PROFIT CORPORATION ANNUAL REPORT - FORM 631

*To avoid possible delays, please read all instructions carefully before completing the report.*

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**All sections, including the signature and date, must be completed; otherwise, the report will be returned to you.** To file this report online using Visa, MasterCard, Discover, or American Express, visit [www.sos.ri.gov/business](http://www.sos.ri.gov/business) and simply click "Annual Reports" under the **File Online** column. Make checks payable to the Rhode Island Secretary of State.

**FOR IMAGING PURPOSES, THE REPORT MUST BE TYPED OR PRINTED LEGIBLY.** The report must be signed and dated. It shall be executed by the corporation's president, vice president, secretary, assistant secretary, treasurer, duly authorized representative; or, if the corporation is in the hands of a receiver or trustee, it shall be executed on behalf of the corporation by the receiver or trustee. A non-profit corporation's authorized representative must be approved by the corporation's board of directors to act on behalf of the non-profit corporation.

Annual Reports are to be filed yearly during the month of June, but in no event should they be submitted for filing more than sixty (60) days prior to the commencement of the filing period. Failure to file the report and filing fee may result in revocation of the Certificate of Incorporation or the Certificate of Authority.

An annual report must be filed even though the corporation may not be actively engaged in its affairs at the time the report is due. Should you wish to dissolve or withdraw the corporation, please contact this office for the proper procedure.

In accordance with R.I.G.L. 7-6-94, each corporation failing or refusing to file its annual report within the time prescribed by law (R.I.G.L. 7-6-91) is subject to a penalty fee of \$25.00.

In order to accurately complete this form, please log onto our corporate database at [www.sos.ri.gov/business](http://www.sos.ri.gov/business) to view your entity summary screen or to obtain a copy of your last annual report filing.

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- Section 1.** List your Rhode Island entity identification number. Please include this number on your check and refer to it in any future correspondence or filings with the Business Services Division.
- Section 2.** List the exact corporate name as it appears on the Articles of Incorporation or latest amendment. If the corporate name has changed, an amendment must be filed with this office. Articles of Amendment forms (Domestic Corporations) or Amended Certificate of Authority forms (Foreign Corporations) can be filed online using Visa, MasterCard, Discover, or American Express, visit [www.sos.ri.gov/business](http://www.sos.ri.gov/business) and simply click "Business Forms" under the **File Online** column or a paper form can be obtained by selecting "Business Filings" under the **Forms** column. Of course, we will provide a hardcopy of the form upon request by calling 401-222-3040.
- Section 3.** List the state or country of incorporation. If the information is incorrect on your entity summary screen, please contact this office.
- Section 4.** Provide a brief statement of the character of affairs which the corporation is actually conducting in this state. If the corporation is inactive, this section must still be completed.
- Section 5.** Please provide the principal office address of the corporation.
- Section 6.** List the names and respective addresses of the officers of the corporation on the form. **Do not leave areas blank.** If the answer is none, write "none". The officers of a corporation may be designated by any additional titles that may be provided in the articles of incorporation or the by laws. If additional space is needed, attachments will be accepted. Check the appropriate box on the front of the annual report if submitting an attachment. Attachments must include the identification number of the corporation.
- Section 7.** List the names and respective addresses of the directors of the corporation on the form. **Do not leave areas blank.** If a domestic non-profit corporation, the number of directors of a corporation shall not be less than three (3). If additional space is needed, attachments will be accepted. Check the appropriate box on the front of the annual report if submitting an attachment. Attachments must include the identification number of the corporation.
- Section 8.** The corporation's registered agent and registered office is of record in this office and can be found on the entity summary screen. If the registered agent and/or registered office has changed, a Statement of Change of Registered Office/Registered Agent (Form 641) must be filed with this office. To file the Statement of Change online using Visa, MasterCard, Discover, or American Express, visit [www.sos.ri.gov/business](http://www.sos.ri.gov/business) and simply click "Business Forms" under the **File Online** column or a paper form can be obtained by selecting "Business Filings" under the **Forms** column. Of course, we will provide a hardcopy of the form upon request by calling 401-222-3040.