



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

Instructions for Filing Application for Certificate of Conversion

[Section 7-1.2-1007](#), [7-6-48.1](#), [7-12.1-1143](#), [7-13.1-1143](#), and [7-16-5.1](#) 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.

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 full name of the converting entity. Existing entity names can be verified through our [Corporate Database](#).
3. List the state under whose laws the converting entity was first formed.
4. List the date of the entity's formation.
5. Rhode Island is the state to which the entity is converting.
6. Check the box to indicate the current structure of the entity seeking to convert.
7. Check the box to indicate to which structure the entity is converting.
8. List the name of the entity following the conversion.
9. The conversion and accompanying certificate of formation have been approved in the manner provided for in RIGL [7-1.2-1008](#), [7-6-48.1\(h\)](#), [7-12.1-1143](#), [7-13.1-1143](#), [7-16-5.1](#).
10. Check the box to indicate the document to which this certificate will be attached.
11. Check "Date received" unless you prefer that the Certificate go into effect at a later date than when it is received in this office. Any later date may not be more than 90 days in the future.
12. The converting entity **MUST** sign and date the form.

The Certificate of Conversion **MUST be signed by:

- one or more persons authorized to act on behalf of the 'other entity;' or
- one or more partners authorized to act on behalf of the general partnership or limited liability partnership; or
- one or more persons authorized to sign the Certificate of Conversion on behalf of the limited liability company or business corporation.

How to pay the filing fee:

The filing fee is 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 the desired type of filing and click on "PDF" under "View PDF" to view and print the record.

How to maintain your status:

The entity is responsible for filing an annual report each calendar year, excluding the year of incorporation, between February 1 and May 1. A courtesy reminder will be mailed to the registered agent prior to February 1 of each year. Be sure to follow up with your registered agent concerning the filing of this report. Failure to file an annual report or maintain a registered agent/office will result in revocation proceedings.

Every entity registered with the RI Department of State - Business Services Division will have filing requirements with the [Rhode Island Division of Taxation](#), even if no business is conducted within Rhode Island for a particular year. Your business may require additional licensing. Please visit our [website](#) for further information.

Your entity may also be required to report (and update, if necessary) information about the business and its beneficial owners to the U.S. Department of Treasury's Financial Crimes Enforcement Network (FinCEN). Visit [FinCEN.gov/boi](#) for more information.



Application for Certificate of Conversion

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

→ No Filing Fee

STAMP

FOR
 SECRETARY OF STATE
 USE ONLY

Pursuant to the applicable provisions of RIGL [7-1.2-1007](#), [7-6-48.1](#), [7-12.1-1143](#), [7-13.1-1143](#) and [7-16-5.1](#), the undersigned submits the following Certificate of Conversion:

1. Entity ID Number:	2. The full name of the converting entity is:		
3. It is formed under the jurisdiction of:		4. The date of formation is:	
RHODE ISLAND			
6. The structure of the converting entity is: CHECK ONE BOX ONLY			
Business Corporation		Non-Profit Corporation	
Limited Liability Company		Other Entity	
Partnership (General, Limited, or Limited Liability Partnership)		Sole Proprietorship	
7. The structure of the entity following conversion will be: CHECK ONE BOX ONLY			
Business Corporation		Limited Partnership / Limited Liability Limited Partnership	
Non-Profit Corporation		Limited Liability Partnership	
Limited Liability Company			
8. The name of the entity following the conversion is:			
9. This certificate of conversion and accompanying certificate of formation have been approved by the converting entity in the manner provided for in RIGL 7-1.2-1007 , 7-6-48.1 , 7-12.1-1143 , 7-13.1-1143 and 7-16-5.1 .			

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



STAMP

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10. This certificate of conversion is filed as an accompanying certificate to: **CHECK ONE BOX ONLY**

- Business Corporation Articles of Incorporation
- Non-Profit Corporation Articles of Incorporation
- Limited Liability Company Articles of Organization
- Statement of Limited Liability Partnership
- Certificate of Limited Partnership
- Statement of Limited Liability Limited Partnership

11. Date when this Certificate of Conversion will be effective: **CHECK ONE BOX ONLY**

Date received (Upon filing)

Later effective date _____

Under penalty of perjury, we declare and affirm that we have examined this Certificate of Conversion, including any accompanying attachments, and that all statements contained herein are true and correct.

Type or Print Name of Converting Entity

Type or Print Name of Person Signing

Title of Person Signing

Signature

Date

Type or Print Name of Person Signing

Title of Person of Signing

Signature

Date



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