



State of Rhode Island  
Department of State - Business Services Division

**Articles of Organization**

DOMESTIC Limited Liability Company

→ Filing Fee: \$150.00

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BUS SVCS DIV.  
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Pursuant to the provisions of RIGL 7-16, the following Articles of Organization are adopted for the limited liability company to be organized hereby:

|                                                                                                                                                                                                                                                                                            |                       |                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------------|
| 1. The name of the limited liability company is:                                                                                                                                                                                                                                           |                       |                   |
| Top-Notch Notary Services, LLC                                                                                                                                                                                                                                                             |                       |                   |
| 2. The name and address of the initial resident agent/office in Rhode Island is:                                                                                                                                                                                                           |                       |                   |
| Agent Name<br>Melanie DiSano                                                                                                                                                                                                                                                               |                       |                   |
| Street Address (NOT a P.O. Box)<br>2 State St. Apt. B                                                                                                                                                                                                                                      |                       |                   |
| City/Town<br>No. Kingstown                                                                                                                                                                                                                                                                 | State<br>RHODE ISLAND | Zip Code<br>02852 |
| 3. Under the terms of these Articles of Organization and any written operating agreement made or intended to be made, the limited liability company is intended to be treated for purposes of federal income taxation as (CHECK ONE BOX):                                                  |                       |                   |
| <input type="checkbox"/> partnership or<br><input type="checkbox"/> a corporation or<br><input checked="" type="checkbox"/> disregarded as an entity separate from its member(s)                                                                                                           |                       |                   |
| 4. The address of the principal office of the limited liability company, if it is determined at the time of organization:                                                                                                                                                                  |                       |                   |
| Street Address<br>2 State St. Apt. B                                                                                                                                                                                                                                                       |                       |                   |
| City/Town<br>No. Kingstown                                                                                                                                                                                                                                                                 | State<br>RI           | Zip Code<br>02852 |
| 5. The limited liability company has the purpose of engaging in any lawful business, and shall have perpetual existence until dissolved or terminated in accordance with RIGL 7-16, unless a more limited purpose or duration is set forth in Section 6 of these Articles of Organization. |                       |                   |

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

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6. Additional provisions, if any, not consistent with law, which the member(s) elect to have set forth in these Articles of Organization, including, but not limited to, any limitation of the purpose(s) or duration for which the limited liability company is formed, and any other provision which may be included in an operating agreement:

Check this box to indicate attachment ☐

7. The Limited Liability Company is to be managed by:

You ~~MUST~~ **MUST** check one box:

☐ member(s) (If you have checked this box, skip to Section 8. **Do not** fill out the chart below.)

☒ One (1) or more manager(s) (If the limited liability company has manager(s) at the time of the filing of these Articles of Organization, state the name and address of each manager below.)

| MANAGER          | ADDRESS                                      |
|------------------|----------------------------------------------|
| Melanie Di Santo | 2 State St., apt. B, No. Kingstown, RI 02852 |
|                  |                                              |
|                  |                                              |
|                  |                                              |

8. Date when these Articles of Organization will be effective: **CHECK ONE BOX ONLY**

☒ Date received (Upon filing)

☐ Later effective date (Date must be no more than 90 days from the date of filing) \_\_\_\_\_

*Under penalty of perjury, I declare and affirm that I have examined these Articles of Organization, including any accompanying attachments, and that all statements contained herein are true and correct.*

|                                |       |                     |  |
|--------------------------------|-------|---------------------|--|
| Name of Authorized Person      |       | Address             |  |
| Melanie Di Santo               |       | 2 State St., Apt. B |  |
| City/Town                      | State | Zip Code            |  |
| No. Kingstown                  | RI    | 02852               |  |
| Signature of Authorized Person |       | Date                |  |
| Melanie Di Santo               |       | 5/17/21             |  |