



**State of Rhode Island  
Office of the Secretary of State**

Fee: \$50.00

Division Of Business Services  
148 W. River Street  
Providence RI 02904-2615  
(401) 222-3040

**Limited Liability Company  
Annual Report**

Filing Period: February 1 - May 1

*In accordance with R.I.G.L. 7-16-66(d), each limited liability company failing or refusing to file its annual report within thirty (30) days after the time prescribed by law (R.I.G.L. 7-16-66(b&c)) is subject to a penalty fee of \$25.00.*

**ANNUAL REPORT YEAR:** 2023

**1. ID No.** 001724185

**2. Exact Name of the Limited Liability Company** Top-Notch Notary Services, LLC

**3. State of Formation**

State: RI

**ARTICLE III**

Enter the six digit NAICS Code that best describes the primary business conducted by the entity. Download the list of codes [here](#). More information on [NAICS](#) can be found online.

561990

**4. Brief Description of the Character of the Business Which is Actually Conducted in Rhode Island**

SCREEN SIGNERS OF IMPORTANT DOCUMENTS FOR THEIR TRUE IDENTITY, THEIR WILLINGNESS TO SIGN WITHOUT DURESS OR INTIMIDATION, AND THEIR AWARENESS OF THE CONTENTS OF THE DOCUMENT OR TRANSACTION. AT TIMES THIS REQUIRES ME TO PUT THE SIGNER UNDER OATH, DECLARING UNDER PENALTY OF PERJURY THAT THE INFORMATION CONTAINED IN A DOCUMENT IS TRUE AND CORRECT.

**5. Principal Office Address**

No. and Street: 2 STATE STREET  
APARTMENT B

City or Town: NORTH KINGSTOWN State: RI Zip: 02852 Country: USA

**6. Mailing Address of Limited Liability Company and Name or Title of Contact Person:**

Contact Name: MELANIE DISANO Contact Title:

No. and Street: 2 STATE STREET

APT. B

City or Town: NORTH KINGSTOWN State: RI Zip: 02852 Country: USA

**7. RESIDENT AGENT IN RHODE ISLAND - DO NOT ALTER  
Changes Require Filing of Form 642 - R.I.G.L. 7-16-11**

MELANIE DISANO 2 STATE STREET, APT. B NORTH KINGSTOWN , RI 02852

**8. This report must be executed by an authorized person pursuant to R.I.G.L. 7-16-66 (b).**

**Signed this 5 Day of April, 2023 at 1:59:01 PM by the authorized person.** *This electronic signature of the individual or individuals signing this instrument constitutes the affirmation or acknowledgement of the signatory, under penalties of perjury, that this instrument is that individual's act and deed or the act and deed of the company, and that the facts stated herein are true, as of the date of the electronic filing, in compliance with R.I. Gen. Laws § 7-16.*

By MELANIE DISANO

Signature of Authorized Person

Form No. 632  
Revised 09/07

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