



State of Rhode Island

Department of State | Office of the Secretary of State

Gregg M. Amore, Secretary of State

June 18, 2024

First Step HVAC LLC  
c/o REGISTERED AGENTS INC.  
47 WOOD AVE. STE 2  
BARRINGTON, RI 02806

RE: Entity ID # 001753221  
First Step HVAC LLC

Dear Sir or Madam:

The Division of Business Services of the Office of the Secretary of State has not received your Annual Report for the year **2024** that was due between February 1 and May 1, 2024.

Pursuant to the provisions set forth in R.I. Gen. Law 7-16-41, the Certificate of Organization/Registration of the above-named entity will be revoked after 60 days from the date of this notice for failure to file the Annual Report.

R.I. Gen. Law 7-16-6(d) states that any limited liability company failing or refusing to file its annual report for any year within thirty (30) days after the time prescribed by law is subject to a penalty fee of \$25.00. Due to the late filing, the fee for the 2024 annual report is now \$75.00.

The easiest way to complete this filing is to file online at <https://www.sos.ri.gov/divisions/business-services> and pay by credit card. The following unique Customer Identification Number (CID) and PIN are required to file online:

**CUSTOMER ID NUMBER (CID):**

**PIN:**

You can also file an Annual Report form in person at 148 West River Street, Providence, RI 02904 or by mail with a check in the amount of \$75.00 made payable to the RI Department of State. The Annual Report form 632 is available for download at the web address listed above. Mail the completed form, along with your check to: Department of State, 148 West River Street, Providence, RI 02904. If you have any questions, please contact us at [corporations@sos.ri.gov](mailto:corporations@sos.ri.gov) or (401) 222-3040.

Sincerely,

Gregg M. Amore  
Secretary of State