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DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

District of Columbia Government

Corporations Division

Instruction Sheet for Articles of Organization for Domestic Limited Liability Company (LLC)
Form DLC-1, Version 2, July 2010.

Use these instructions to draft articles of organization for your LLC; or use the fillable Articles of Organization on page 3. This will establish your new Limited Liability Company in the District of Columbia.

ENTITY TYPE	FILING FEE
Domestic Limited Liability Company	Refer to Corporate Fee Schedule posted online;

1. Name the limited liability company. The name must include: LLC or Limited Liability Company; or -- if any professional services such those performed by *certified public accountants, attorneys, architects, practitioners of the healing arts, dentists, optometrists, podiatrists, or professional engineers* are part of your business -- your company name must end with **Professional Limited Liability Company** or **PLLC**.

2. The effective date which is the date the articles are delivered for filing.

3. The term of existence is as perpetuity.

4. Describe the company's purpose.

   - If insurance is part of the purpose, you must get an insurance license from the Department of Insurance, Securities and Licensing (DISB) before you file your articles.

   - If banking is part of the purpose, you must get consent from DISB before you file your articles.

5. Give the name and registered office address (not a PO Box) of the Registered Agent (RA) in the District. The RA must be either:

   - An individual person who resides in the District (a business office does not qualify as a residency), or
   - A corporation with the authority in its own articles to act as a RA in the District. (Attach page 2, the RA-1 Form, with your articles.)

6. Give the place of business.

7. *Professional Limited Liability Companies only* (see Item 1 for definition): all organizers, members and managers of your PLLC must be licensed to provide the professional services for which you are organized.

8. *General Partnership / Limited Partnership Conversions only*: Include this sentence language, "This limited liability company formerly was the general partnership/limited liability partnership known as [insert the old name], which was converted to a limited liability company."

9. List the organizers' and managers/members names and physical addresses and give the total count. (You must have at least one organizer.)

10. Each organizer must sign and date the articles.

IMPORTANT INFORMATION:

A - Preamble is required for Articles of Amendment - see sample on page 3. (e.g., "Under Title 29, Chapter 10.....")
B - No attachment is accepted for articles of amendment. FILE DUPLICATE ORIGINALS.
C - Do not handwrite on fillable articles of amendment. Please, type your information instead.
D - All items must be answered on fillable articles of amendment; N/A is not an acceptable answer.

Mail all forms and required payment to:

Department of Consumer and Regulatory Affairs
Corporations Division
PO Box 92300
Washington, DC 20090

Phone: (202) 442-4400

Please check dcra.dc.gov to view organizations required to register, to search business names, to get step-by-step guidelines to register an organization, to search registered organizations, and to download forms and documents. Just click on "Corporate Registrations."

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District of Columbia Government

Corporations Division

Registered Agent Written Consent
Form RA-1, July 2010.

Use this form to appoint a Registered Agent for an entity. Choose Option A or B, but not both. There is no filing fee for this form.
Under DC Official Code (DCOC) Titles 29 and 41, a Registered Agent (RA) must be:

A bona fide resident of the District of Columbia (District), or
A for-profit corporation, authorized by articles of incorporation or certificate of authority to act as agent.

Limited Liability Companies (LLCs) and Limited Liability Partnerships (LLPs) may not act as RAs.

RA's address must be physical street address in the District of Columbia.

Entities may not act as their own RAs.

A. By a District of Columbia resident: I, a bona fide District resident, consent to act as a RA for the entity below.

Name of Resident	Address of Resident
Entity Name	Signature

B. By a legally authorized corporation: The authorized corporate Registered Agent in the District, by the signatures of its President/Vice-President and Secretary/Assistant Secretary, agrees to act as RA for the entity below.

Name of RA Corporation	Address
Entity Name	
President or Vice-President	Signature
Secretary or Assistant Secretary	Signature

If you sign this form, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to $1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.

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Articles of Organization for Domestic Limited Liability Company (LLC)

Form DLC-1, Version 2, July 2010.

Under Title 29, Chapter 10 of the District of Columbia Official Code (the DC Limited Liability Company Act of 1994), the organizer named below adopts these following Articles of Organization:

1. Name the limited liability company. The name must include: LLC or Limited Liability Company; or **Professional Limited Liability Company** or **PLLC**.

2. Effective date is the date articles are delivered for filing.

3. Your signature on this form indicates that the articles exist in perpetuity.

4. Describe the company's purpose. If banking is part of the purpose, attach the DISB consent form.

5. Give the name and registered office address (not a PO Box) of the Registered Agent (RA) in the District.

6. Principal Place of business.

7. ***General Partnership / Limited Partnership Conversions only***: This limited liability company formerly was the general partnership/limited

liability partnership known as _____, which was converted to a limited liability company.

8. **PROFESSIONAL LIMITED LIABILITY COMPANIES (PLLC): All PLLC organizers, members and managers are licensed to provide the professional services for which company is organized.**

9. Give the title, name and address of all managers and members of the limited liability company.

Title	Name	Address

If you sign this form, you agree that you understand that anyone who makes a false statement anywhere on it can be punished by criminal penalties of a fine up to $1000, imprisonment up to 180 days, or both, under DCOC § 22-2405.

All Organizers (add more sheets, as needed)	Physical Address	Date	Signature

Mail all forms and required payment to:

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Corporations Division
PO Box 92300
Washington, DC 20090

Phone: (202) 442-4400

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