



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
District of Columbia Government

Corporations Division

Instruction Sheet for Articles of Amendment Before Subscription of Shares
Form DBU-13, Version 2, July 2010.

Use these instructions to draft articles of amendment before subscription of shares (before filing of the first two-year report); or use the fillable Articles of Amendment on page 2. This will amend your original articles of incorporation in the District of Columbia.

ENTITY TYPE	FILING FEE
Domestic Business Corporation	Refer to Corporate Fee Schedule posted online.

1. Name of the existing corporation.
2. State that the effective date is the date the articles are delivered for filing.
3. State that the term of existence is perpetual.
4. Describe the corporation's purpose.
 - "General Purpose" is not an acceptable description.
 - If insurance is part of the purpose, you must get an insurance license from the Department of Insurance, Securities and Licensing (DISB).
 - If banking is part of the purpose, you must get consent from DISB before you file your articles.
5. Describe the aggregate number of shares which the corporation is authorized to issue is (insert number of shares, class of shares, par value of shares or a statement that the shares of any class are without par value).
6. State that the corporation will not commence business until at least \$1,000 has been received as initial capitalization.
7. State the preferences, qualifications, limitations, restrictions, and special or relative rights of the shares of each class.
8. State the provisions limiting or denying to shareholders the preemptive right to acquire additional shares of the corporation.
9. State the provisions for the regulation of the internal affairs of the corporation.
10. Name the Registered Agent and give the address of the registered office in the District Columbia: (Attach form RA-1 for RA's consent to articles).
11. State the number of directors constituting the initial board of directors and the name and address of the person who is to serve as director until the first annual meeting of shareholders or until successor is elected. (You must have a least one director.)
12. List all the original incorporators' names and physical addresses.
13. Each Incorporator indicated under original articles of incorporation must sign and date these articles.

IMPORTANT INFORMATION:

- A - Preamble is required for Articles of Incorporation - see sample on page 3. (e.g., "I, the undersigned.....")
- B - No attachments are accepted for articles of incorporation except for form RA-1.
- C - Do not handwrite on fillable articles of incorporation. Please, type your information instead. **FILE IN DUPLICATE ORIGINAL.**
- D - All items must be answered on fillable articles of incorporation (except items 2 & 5); 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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Corporations Division

Articles of Amendment for Domestic For-Profit Corporation Before Subscription of Shares
Form DBU-13, Version 2, July 2010.

I, the undersigned natural person of the age of eighteen years or more acting as incorporator of a corporation under the Business Corporation Act (DC Official Code, 2001 edition, Title 29, Chapter 1, as amended), adopt the following Articles of Amendment before subscription of shares:

1. Name the business corporation. The name must include: Incorporation, Corporation, Limited, or its abbreviation.

2. Articles of amendment were duly accepted by the corporation's board of directors.

3. Describe the company's specific purpose. "General Purpose" is not an acceptable description.

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4.	The aggregate number of shares which the corporation is authorized to issue:		
	NUMBER OF SHARES CLASS OF SHARES PAR VALUE OF SHARES TOTAL AMOUNT		
5. The corporation will not commence business until at least \$1,000 has been received as initial capitalization.			
6. The preferences, qualifications, limitations, restrictions, and special or relative rights of the shares of each class.			
7. The provisions limiting or denying to shareholders the preemptive right to acquire additional shares of the corporation.			
8. The provisions for the regulation of the internal affairs of the corporation.			
9. Give the name and registered office address (not a PO Box) of the Registered Agent (RA) in the District. (Attach page 2, the RA-1 Form.)			
10. The number of directors constituting the initial board of directors and the name and address of the person who is to serve as director until the first annual meeting of shareholders or until successor is elected.			
All Directors		Physical Street 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 Original Incorporators (add more sheets, as needed)	Physical Street Address	Date	Signature

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