



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
District of Columbia Government

Corporations Division

Instruction Sheet for Articles of Amendment for Domestic Non-Profit Corporation
Form DNP-2. Version 2, July 2010.

Use these instructions to amend articles of incorporation for your non-profit corporation; or use the fillable Articles of on page 2. This will amend original Articles of Incorporation for your Non-Profit Corporation in the District of Columbia.

ENTITY TYPE	FILING FEE
Domestic Non-Profit Corporation	Refer to Corporate Fee Schedule posted online.

1. State the name of the non-profit corporation.
2. State that the following amendment to the Articles of Incorporation was duly adopted by the Corporation in the manner prescribed by the District of Columbia Non-profit Corporation Act:

Insert amendment in the following format: Articles One is being amended and the new name of the corporation is ABC, Inc., etc.

The following items may not be amended: incorporators, registered agent, officers, directors and business address of the company.

3. State that the amendment has been adopted in the following manner. Option A or B or C must be chosen, but not both:
(A) "The amendment was adopted at a meeting of members held on (Insert Date) at which a quorum was present, and the amendment received at least two-thirds of the votes which members present or represented by proxy at such meeting were entitled to cast."
(B) "The amendment was adopted by consent in writing signed by all members entitled to vote with respect hereto."
(C) "The amendment was adopted at a meeting of the Board of Director held on (Insert Date) and received the vote of a majority of the Directors in office, there being no members having voting rights in respect thereof."
4. Amendment must be signed and dated by President / Vice-President and attested by Secretary / Assistant Secretary.

IMPORTANT INFORMATION:

A - Preamble is required for Articles of Amendment - see sample on page 3. (e.g., "Pursuant to provisions of District of Columbia etc?.")

B - **File articles of amendment in duplicate original.**

C - No attachment is accepted for articles of amendment.

D - Do not handwrite on fillable articles of amendment. Please, type your information instead.

E - 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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Articles of Amendment of Domestic Non-Profit Corporation

Form DNP-2. Version 2, July 2010.

Pursuant to the provisions of the District of Columbia non-profit Corporation Act, the undersigned adopts the following Articles of Amendment to its Articles of Incorporation:

1. Name the non-profit corporation.

2. The following amendment of the Articles of Incorporation was adopted by the Corporation in the manner prescribed by the District of Columbia Non-profit Corporation Act:

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Washington, DC 20090
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3. Amendment has been adopted in the following manner: Option A or B or C must be chosen, but not both:

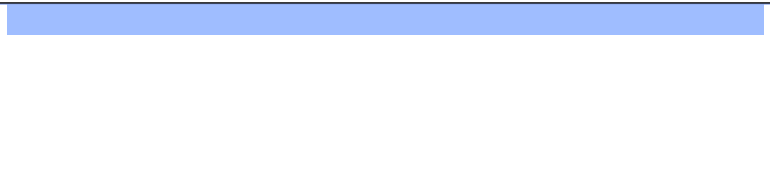
- (A) "The amendment was adopted at a meeting of members held on the following date at which a quorum was present, and the amendment received at least two-thirds of the votes which members present or represented by proxy at such meeting were entitled to cast."

- (B) "The amendment was adopted by consent in writing signed by all members entitled to vote with respect hereto."
- (C) "The amendment was adopted at a meeting of the Board of Director held on the following date and received the vote of a majority of the Directors in office, there being no members having voting rights in respect thereof."

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.

President / Vice-President	Date	Signature
Secretary / Assistant Secretary	Date	Signature

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