



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
District of Columbia Government
Corporations Division

**Instruction Sheet for Articles of Incorporation for Domestic General Cooperative Association
Form DGCA-1, Version 1, January 2012.**

Use this instruction to draft articles of incorporation for your association; or use the fillable Articles of Incorporation on page 2. This will establish your new Domestic General Cooperative Association in the District of Columbia.

ENTITY TYPE	FILING FEE
Domestic General Cooperative Association.	Refer to Corporate Fee Schedule posted online.

The following information is required for articles of incorporation.

1. The name of the association. The name of a general cooperative shall contain the words "cooperative association". "Cooperative" may be abbreviated as "Co-op" or "Coop". "Association" may be abbreviated as "Assoc.", "Assoc", "Assn.", or "Assn".
2. A statement as to the purpose or purposes for which the association is formed.
3. The term of existence of the association, which may be perpetual.
4. The location and address of the principal office of the association.
5. Registered Agent's name and address in the District Columbia. (review Registered Agent Combined Form for more information)
6. The names and addresses of the directors who will manage the affairs of the association for the first year, unless sooner changed by the members.
7. A statement of whether the association is organized with or without shares and the number of shares or memberships subscribed for.
8. If organized with shares, a statement of the amount of authorized capital, the number and types of shares and the par value thereof (which may be placed at any figure), and the rights, preferences, and restrictions of each type of share.
9. The minimum number or value of shares which must be owned to qualify for membership.
10. If organized without shares, a statement of whether the property rights of members must be equal or unequal, and if unequal, the rule by which their rights shall be determined.
11. The maximum amount or percentage of capital which may be owned or controlled by any member, including a statement of whether or not each member is limited to a single share, and whether such single shares are of various par values.
12. The method by which any surplus, upon dissolution of the association, is distributed, in conformity with the requirements of § 29-934 for division of the surplus.
13. Incorporators names and address; each Incorporator must sign and date the articles.

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

Corporate Online Services Information:

Many corporate filings are available by using CorpOnline Service. Go to CorpOnline site at <https://corp.dkra.dc.gov>, create the profile, access the online services main page and proceed. Online filers must pay by using the credit card.

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."



DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS
District of Columbia Government
Corporations Division

Articles of Incorporation for Domestic General Cooperative Association
Form DGCA-1, Version 1, January 2012.

Three or more persons acting as the incorporators under the provisions of the Title 29 of D.C. Code (Business Organizations Act) adopt the following Articles of Incorporation:

1. Association Name.

2. Association Purpose.

3. Term of Existence.

4. Principal office address.

5. Registered Agent's name and address in the District Columbia.

6. Name and address of initial directors.

7. The association is organized with or without shares and the number of shares or memberships subscribed for.

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For Association with shares, answer 8 & 9.

8. Amount of authorized capital, the number and types of shares and the par value thereof (which may be placed at any figure), and the rights, preferences, and restrictions of each type of share.

9. The minimum number or value of shares which must be owned to qualify for membership.

For Association with shares, answer 10.

10. The property rights of members must be equal or unequal, and if unequal, the rule by which their rights shall be determined.

11. The maximum amount or percentage of capital which may be owned or controlled by any member, including a statement of whether or not each member is limited to a single share, and whether such single shares are of various par values.

12. The method by which any surplus, upon dissolution of the association, is distributed, in conformity with the requirements of § 29-934 for division of the surplus.

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

13. Incorporators Name & Address.	13A. Incorporators Signature and Date.
14. Incorporators Name & Address.	14A. Incorporators Signature and Date.
15. Incorporators Name & Address.	15A. Incorporators Signature and Date.

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	Corporate Online Services Information: Many corporate filings are available by using CorpOnline Service. Go to CorpOnline site at https://corp.dhra.dc.gov , create the profile, access the online services main page and proceed. Online filers must pay by using the credit card.
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