



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

**Instruction Sheet for Articles of Dissolution for Cooperative Association**  
**Form DCO-3, Version 2, July 2010.**

**Use these instructions to draft articles of dissolution for your domestic cooperative association; this will dissolve your existing Cooperative Association in the District of Columbia.**

<b>ENTITY TYPE</b>	<b>FILING FEE</b>
Domestic Cooperative Association	Refer to Corporate Fee Schedule posted online.

1. Name of the existing cooperative association.

2. State that the resolution to dissolve the cooperative association was adopted by its members in a manner authorized by law thereby having followed the following procedure:

At a regular or special meeting of the association, which was legally called on the following day (Insert Day), a vote of two-thirds of the entire membership was taken and a resolution to dissolve the association was adopted. Upon a vote of the majority of the members voting, the below-named members of the association were designated as "Trustees" who, on behalf of the association and within a reasonable time have liquidated its assets and have distributed them in a manner as set forth below:

A All of the association's debts and expenses were paid.

B Returned to members the par value of their shares or of their membership certificate returned to subscribers the amounts paid on their subscriptions, and returned to the patrons the amount of savings returns credited to their accounts toward the purchase of shares or membership certificates.

C Distributed any surplus in one or both the following ways as provided in the articles of incorporation provided:

C1 Among those patrons who have been members or subscribers at any time during the past six years, on the basis of their patronage during that period.

C2 As a gift to any customers' cooperative association or other nonprofit enterprise.

3. State the names and addresses of the three members who were designated as "Trustees" of the association and who have subscribed their signatures to these articles of dissolution thereby individually and jointly affirming under penalty of perjury, that the statements therein made are true.

4. Each member, designated to act as "Trustee" must sign and date the articles.

**IMPORTANT INFORMATION:**

**A - Preamble is required for Articles of Dissolution for Cooperative Association- see sample below:**

"Pursuant to the District of Columbia Cooperative Association Act (D.C. Code, 2001 edition, Title 29, Chapter 9, as amended), the Association, Herein so names, adopts the following Articles of Dissolution per signatures of three of its members who have been designated "Trustees" for purposes of liquidating and distributing its assets".

**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.**

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](http://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."