

District of Columbia Government
Corporations Division

**Instruction Sheet for Articles of Incorporation for Domestic For-Profit Corporation
Form DBU-1, Ver. 7, October 2022**

Use these instructions to draft articles of incorporation for your corporation; or use the fillable Articles of Incorporation on page 2. This will establish your new Business Corporation in the District of Columbia.

ENTITY TYPE / AUTHORITY	FILING FEE
Domestic Business Corporation: § 29-302.02. & 29-102.01	Refer to Corporate Fee Schedule posted online. Varies based on the number of authorized shares.

The following information is required for articles of incorporation.

1. Corporation name. The name of a business corporation shall contain the word “corporation”, “incorporated”, “company”, or “limited”, or the abbreviation “Corp.”, “Inc.”, “Co.”, or “Ltd.”, or words or abbreviations of similar import in another language.
2. The number of shares the corporation is authorized to issue and the par value of each share. If no value is indicated then each share will be valued at \$1 for the purpose of determining filing fee.
3. Registered Agent name and address in the District Columbia.
4. Miscellaneous Provisions.
- If Business Corporation wishes to be a benefit corporation, please state so under this section;
5. State the names, residence and business addresses of each person (shareholder and director and officer) whose aggregate share of direct or indirect, legal or beneficial ownership of a governance or total distributional interest of the entity:
 - (A) Exceeds 10 percent; or
 - (B) Does not exceed 10 percent; provided, that the person:
 - (i) Controls the financial or operational decisions of such entity; or
 - (ii) Has the ability to direct the day-to-day operations of such entity.”
6. & 7. Incorporators names and address; each Incorporator must sign and date the articles.

The following information is not required for articles of incorporation but may be included. (use miscellaneous provision section)

- (1) Provisions not inconsistent with law regarding:
 - (A) The purpose or purposes for which the corporation is organized;
 - (B) Managing the business and regulating the affairs of the corporation;
 - (C) Defining, limiting, and regulating the powers of the corporation, its board of directors, and shareholders;
 - (D) A par value for authorized shares or classes of shares;
 - (E) The imposition of personal liability on shareholders for the debts of the corporation to a specified extent and upon specified conditions;
- (2) Any provision that under this chapter is required or permitted to be set forth in the bylaws;
- (3) A provision eliminating or limiting the liability of a director to the corporation or its shareholders for money damages for any action taken, or any failure to take any action, as a director;
- (4) A provision permitting or making obligatory indemnification of a director for liability, as defined in § 29-306.50, to any person for any action taken, or any failure to take any action, as a director.

Mail all forms and required payment to:
 Department of Licensing and Consumer Protection
 Corporations Division
 PO Box 92300
 Washington, DC 20090
Phone: (202) 442-4432

Many corporate filings are available online.
 Go to our CorpOnline site at <https://corponline.dlcp.dc.gov> and sign in with Access DC to proceed.
 Online filings are paid by credit card.



**District of Columbia Government
 Corporations Division**

**Articles of Incorporation of Domestic For-Profit Corporation
 Form DBU-1, Ver. 6, February 2020.**

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

1. Corporation Name.
2. The number of shares which the corporation is authorized to issue and par value of each share.
3. Registered Agent's name and address in the District Columbia.
4. Miscellaneous Provisions. (may attach statement) (if corporation wishes to be a benefit corporation, please state so accordingly)
5. State the names and addresses of each person (shareholder and director and officer) that has interest or control over this corporation (review instruction sheet for more information).

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;

6. Incorporator Name & Address	6A. Incorporator Signature and Date
7. Incorporator Name & Address	7A. Incorporator Signature and Date

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