



**District of Columbia Government  
 Corporations Division**

**Instruction Sheet for Articles of Incorporation for Domestic General Cooperative Association  
 Form DGCA-1, Ver. 5, September 2023**

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

ENTITY TYPE / AUTHORITY	FILING FEE
Domestic General Cooperative Association: § 29-906. & 29-102.01	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.
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. State the names, residence and business addresses of each person (member 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."
- 14/15. Incorporators names and address; each Incorporator must sign and date the articles; any 5 or more natural persons or 2 or more associations can act as incorporators.

**Mail all forms and required payment to:**  
 Department of Licensing and Consumer Protection  
 Corporations Division  
 PO Box 712300  
 Philadelphia, PA 19171-2300  
**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.



WE ARE WASHINGTON  
GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DC MURIEL BOWSER, MAYOR

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Corporations Division**

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Form DGCA-1, Ver. 5, September 2023**

**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

13. State the names and addresses of each person (member and officer) that has interest or control over this association (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;

14. Incorporators Name & Address

14A. Incorporators Signature and Date

15. Incorporators Name & Address

15A. Incorporators Signature and Date

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