



District of Columbia Government Corporations Division

Instruction Sheet for Articles of Incorporation for Domestic Nonprofit Corporation Form DNP-1, Ver. 5, October 2022

Use this instruction to draft articles of incorporation for your corporation; or use the Articles of Incorporation on page 2. This will establish your Nonprofit Corporation in the District of Columbia.

Table with 2 columns: ENTITY TYPE / AUTHORITY, FILING FEE. Row 1: Domestic Nonprofit Corporation: § 29-402.02. § 29-102.01 | Refer to Corporate Fee Schedule posted online.

The following information is required for articles of incorporation.

- 1. Corporation name.
2. State whether the corporation will have members.
3. Registered Agent's name and address in the District Columbia.
4. State that the corporation is incorporated as a nonprofit corporation under Title 29 Chapter 4.
5. State the names, residence and business addresses of each person (director and 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.
6. Miscellaneous provisions.
7. Incorporator name 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 creating one or more designated bodies;
(2) The names of the initial members of a designated body;
(3) Provisions not inconsistent with law regarding:
(A) The purpose or purposes for which the nonprofit 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, any designated body, and the members, if any;
(D) The characteristics, qualifications, rights, limitations, and obligations attaching to each or any class of members; or
(E) The distribution of assets on dissolution;
(4) A provision permitting or making obligatory indemnification of a director for liability, as defined in § 29-406.50, to any person for any action taken, or any failure to take any action, as a director;
(5) Provisions required if the corporation is to be exempt from taxation under federal, state, or local law.

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.

