INSTRUCTION SHEET - ARTICLES OF INCORPORATION FOR
COOPERATIVE ASSOCIATION OF
FOR PROFIT AND NON-PROFIT CORPORATIONS

1. Articles must be typed on plain bond paper; do not use letterhead paper. Letter sized
and legal papers are both acceptable.
2. Submit two (2) original signed sets of articles. (For non-profit corporations and
cooperative associations, two (2) sets originally signed and notarized.) DO NOT SIGN
ARTICLES THROUGH CARBON PAPER.
3. In articles, state the specific purposes the corporation will pursue. In the District of
Columbia, general purposes (such as "any lawful purpose") are not acceptable.
4. Must include a statement of whether the association is organized with or without
shares, and the number of shares or membership subscribed for; (if association is
organized with stock the organization is considered a for-profit cooperative association).
5. Application must be signed by Incorporators and Acknowledge by at least 5 if natural
persons, or by the Presidents and secretaries, if an Associations. Also, if an Associations,
before an Officer authorized to take acknowledgement (must be notarized).
6. For other specific requirements on the articles for a cooperative association. you
should review the particular statue under which you are incorporating:

Business Corporations - D.C. Code, Title 29, Chapter 1
Non-Profit Corporations - D.C. Code, Title 29, Chapter 3
Professional Corporations - D.C. Code, Title 29, Chapter 4
Cooperative Associations - D.C. Code, Title 29, Chapter 9

All references are to the 2001 edition of the District of Columbia Code. Reading copies
of the Code are available at all branches of the D.C. Library.

Fee Schedule

For-profit and Non-profit Cooperative Associations

Filing Fee....................... $5.00
Indexing......................... $1.00
TOTAL......................... $6.00

MAKE ALL CHECKS PAYABLE TO "D.C. TREASURER"

For General Information Call:
Superintendent of Corporations - (202) 442-4432
Corporate Information and Name Availability - (202) 442-4432