



Australian Government  
Office of the Registrar of Indigenous Corporations

# Lodge online

For groups who want to register or corporations already registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act)*.

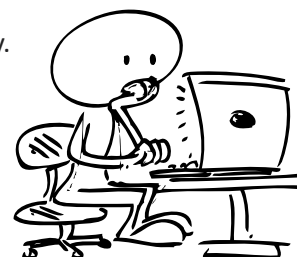
## Don't let paperwork get you down

By lodging your forms and reports online you will be saving time, paper and money.

The forms are easy to complete. Go to <https://online.oric.gov.au>.

### KEEP ON TOP OF REPORTING >>

Lodge your reports with ORIC between 1 July and 31 December each year.



## Easy steps to lodge online

When you lodge online there are a few simple steps to follow.

### 1 Apply for a user account

(Described in more detail in 'Applying for a user account').

### 2 Update your information

Information you have already supplied to ORIC will be in the system. All you need to do is change those parts that are no longer correct.

### 3 Lodge your form

The system helps you. In fact, it won't let you lodge your form if you've missed any information by mistake. So when you press '**Lodge this form now**' you can be sure you are lodging a fully completed form. Once submitted the form cannot be changed.

## Applying for a user account

**Step 1** Go to <https://online.oric.gov.au>

- If you're a new user from an existing corporation or a newly registered corporation, click '**Register now**'.
- If you want to register a new corporation click on '**Apply to register a new corporation**'.
- Only a corporation director, secretary or contact person can apply for an online user account.

**Step 2** Type in your details, read the terms and conditions for using the site and click on '**submit**'.

**Step 3** The ORIC system will check your details and send you an email with a user name and password.

**Step 4** Log in with your user name and password. The first time you log in with your user name and password you will be asked to change your password. You will need to re-enter your current password before entering a new password.

**Step 5** Once you have changed your password you can start lodging forms for your corporation.

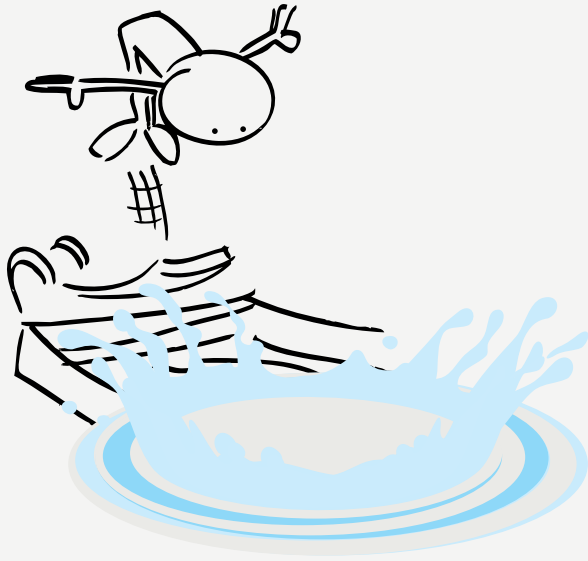
### TIP >>

Add the website <https://online.oric.gov.au> in your bookmark or favourites list on your computer so you can find it easily next time.

### TIP >> Look after your password!

Don't let your password fall into the wrong hands! Whoever has your password can gain access to your corporation's information.

Let ORIC know if you think someone has got hold of your password—email [onlinehelp@oric.gov.au](mailto:onlinehelp@oric.gov.au) or freecall 1800 622 431 (not free from mobiles).



## Take the plunge, lodge online

### For existing corporations

A corporation director, secretary or contact person can apply for an online **user account**.

### To register a new corporation

Anyone can apply to register a corporation online. When you apply for a user account you will be given access to the *Application for registration (general)* form.

### What about sending attachments?

Some ORIC forms ask for extra information. No problem. The ORIC online lodgment system allows you to attach or upload extra files or scanned documents.

### What happens to the forms?

After checking your forms and updating your records ORIC will place your relevant information on the public register.

### About the public register

Anyone can access the public register to have a look at relevant documents. You can also download an extract.

Just go to [www.oric.gov.au](http://www.oric.gov.au) and click on 'Search for a corporation'. You can search by a corporation's name, ICN or location.

## Forms you can lodge online

- **General report and other annual reports**—all corporations must send a general report to ORIC by 31 December each year.
- **Notification of a change to corporation contact details**—update the phone number, address or other contact details for your corporation. These changes must be lodged with the Registrar within 28 days of the change.
- **Notification of a change to corporation officers' details**—lodge updated names and contact details for the contact person, secretary or directors with the Registrar within 28 days of the change.
- **List of names and addresses of members**—update names and contact details for your members.
- **Exemptions**—you can ask the Registrar for an exemption from some rules under the CATSI Act if they don't suit your corporation or would make your job more difficult.
- **Application for registration (general)**—for new groups who want to become corporations under the CATSI Act.
- **Application for reinstatement**—to reinstate a deregistered corporation.
- **Voluntary deregistration**—to deregister a corporation that is defunct.
- **Request to change a corporation rule book**—ORIC has tools that you can use to develop your rule book, check our website at [www.oric.gov.au](http://www.oric.gov.au).
- **Request to change corporation name**—lodge this form with the Registrar within 28 days of passing a special resolution.

# Got a question? Contact ORIC

freecall 1800 622 431 (not free from mobiles) | email [info@oric.gov.au](mailto:info@oric.gov.au) | website [www.oric.gov.au](http://www.oric.gov.au)