



IMPORTANT — Please read the information on pages 1 and 2 before you start to fill in this form

About this form

This form should be used by an Aboriginal or Torres Strait Islander corporation to notify the Office of the Registrar of Indigenous Corporations (ORIC) of changes to the corporation officers' details. This is a requirement under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (the CATSI Act).

Note: This form must be lodged with ORIC within 28 days of the change.

Returning your form

You can return your form either by email, fax or post. To email the form, you will need to scan it first.

Email **info@oric.gov.au**

Fax **02 6133 8080**

Post **Office of the Registrar of
Indigenous Corporations
PO Box 2029
Woden ACT 2606**

What happens when you return your form?

Your form will be checked to make sure it is filled in properly and that the requirements of the CATSI Act are met. If it is not complete we will write to the contact person named at Part G of the form and the additional information will need to be provided before the notification can be registered.

ORIC will then:

- update the public Register of Indigenous Corporations with the new details, and/or
- update ORIC's records with the changes to the corporation details.

Privacy

Collection of information on this form is authorised by the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*. The Registrar of Aboriginal and Torres Strait Islander Corporations is required by law to keep a Register of Aboriginal and Torres Strait Islander Corporations. Information on this form may be made public on the Registrar's website at **www.oric.gov.au**



Further information

If you need help completing this form, or you need further information:

- call **1800 622 431**
- send an email to **info@oric.gov.au**
- visit **www.oric.gov.au**

The information on this page will help you fill in the form. Please read it carefully.

Question 5

New contact person's/secretary's details

To be eligible to act as a secretary a person must:

- be at least 18 years of age
- not be currently disqualified under Part 6.5 of the CATSI Act unless permission is granted by the Registrar or leave granted by the court.

Addresses—The secretary's residential address must be provided. A secretary can apply to the Registrar for an alternate address if:

1. their name is on the electoral roll but not their address because of issues of personal safety, or
2. ORIC determines that including their residential address would put their safety (or their family's) at risk.

Parts D and E

Directors' details

To be eligible to act as a director a person must:

- be at least 18 years of age
- be a member of the corporation (unless the corporation's rule book provides otherwise)
- be an Aboriginal or Torres Strait Islander person (unless the corporation's rule book provides otherwise)
- not have any convictions against them as described in s. 279-5(1) of the CATSI Act
- not be an undischarged bankrupt
- not be currently disqualified from managing CATSI Act corporations under Part 6-5 of the CATSI Act, and
- corporations can apply to the Registrar for exemption so that a director can be appointed for more than two years. A director is also eligible for reappointment.

Note: The CATSI Act requires a majority of directors to be members and also to be Indigenous.

The corporation must not have more than 12 directors unless it is granted an exemption (refer to the separate exemption form available from ORIC or from www.oric.gov.au).

The corporation must have written consent from each director saying they agree to be a director.

Address—Directors must provide a residential address. A director can apply to the Registrar for an alternate address if:

1. their name is on the electoral roll but not their address because of issues of personal safety, or
2. ORIC determines that including their residential address would put their safety (or their family's) at risk.

Alternate directors—A director may appoint an 'alternate' to exercise some or all of his or her powers for a specified period, with the approval of the other directors. If the appointing director asks the corporation to give notice of directors meetings to the alternate director, the corporation must do so. The appointment and the termination must be in writing and a copy must go to the corporation and notice given to the Registrar.



Important — Please read the information on pages 1 and 2 before completing this form.

Note: If you need more space to answer or need to provide additional information, please attach the details on a separate sheet.

1 Name of corporation

**2 Indigenous Corporation
Number (ICN)**

3 What details have changed?

New contact person/secretary **▶ Complete Part A**

Current contact person's/secretary's
details have changed **▶ Complete Part B**

Director(s) have ceased **▶ Complete Part C**

New director(s) have commenced **▶ Complete Part D**

Current director(s) details have changed **▶ Complete Part E**

▶▶ Important — When you have completed the parts indicated above, you
must also complete Parts F and G

Part A — New contact person's/secretary's details

Only complete this part if there is a **new** contact person/secretary.

If there is more than one new contact person/secretary, provide their details on a separate sheet of paper and attach it to this form.

Important — You **must** read the Notes on page 2 before completing this part.

4 Former contact person's/ secretary's details

Mr Mrs Miss Ms Other

First name Middle name

Last name

Date this person stopped being the contact person/secretary / /

5 New contact person's/ secretary's details (see Notes on page 2)

Contact person for a small or
medium corporation Secretary of a large corporation

Mr Mrs Miss Ms Other

First name Middle name

Last name

Previous name(s) (if any)

Date of birth (if known) / /

Place of birth (if known)

Residential address

Postcode

Postal address

Postcode

Telephone—Home () Work ()

Mobile Fax ()

Email address

Preferred method of communication
(e.g. email, phone, fax, post)

Date this change took effect / /

Part B — Changes to current contact person's/secretary's details

Only complete this part if there have been **changes** to the current contact person's/secretary's details

6 Current contact person's/ secretary's new details

Mr Mrs Miss Ms Other

First name Middle name

Last name

If you are notifying a change of name—Previous name

Residential address

Postcode

Postal address
Postcode

Telephone—Home () Work ()

Mobile Fax ()

Email address

Preferred method of communication (e.g. email, phone, fax, post)

Date this change took effect / /

Part C — Ceased directors details

If more than three people **have stopped being directors** of the corporation, please provide their details on a separate sheet of paper and attach it to this form.

7 Ceased directors' details

First name Middle name

Last name

Date this person stopped being a director of the corporation / /

Was this person a director or an alternate director? Director Alternate director

First name Middle name

Last name

Date this person stopped being a director of the corporation / /

Was this person a director or an alternate director? Director Alternate director

First name Middle name

Last name

Date this person stopped being a director of the corporation / /

Was this person a director or an alternate director? Director Alternate director

Part D — New directors' details

If there are more than two **new directors**, please provide their details on a separate sheet of paper and attach it to this form.

Important — You **must** read the Notes on page 2 before completing this part.

8 New directors' details

Mr Mrs Miss Ms Other

First name Middle name

Last name

Previous name(s) (if any)

Date of birth (if known) / / Place of birth (if known)

Residential address

Postcode

Telephone during business hours () Fax ()

Email address

How long will this director hold office? Up to 1 year Up to 2 years

Date of appointment / /

Is this person a director or an alternate director? Director

(see Notes on page 2) Alternate director Provide the terms of the alternate director's appointment

Mr Mrs Miss Ms Other

First name Middle name

Last name

Previous name(s) (if any)

Date of birth (if known) / / Place of birth (if known)

Residential address

Postcode

Telephone during business hours () Fax ()

Email address

How long will this director hold office? Up to 1 year Up to 2 years

Date of appointment / /

Is this person a director or an alternate director? Director

(see Notes on page 2) Alternate director Provide the terms of the alternate director's appointment

Part E — Changes to current directors' details

If more than two **directors' details have changed**, please provide their details on a separate sheet of paper and attach it to this form.

Important — You **must** read the Notes on page 2 before completing this part.

9 Directors' new details

Mr Mrs Miss Ms Other

First name Middle name

Last name

If you are notifying a change of name—Previous name

Date of birth (if known) / / Place of birth (if known)

Residential address

Postcode

Telephone during business hours () Fax ()

Email address

How long will this director hold office? Up to 1 year Up to 2 years

Date of appointment / /

Is this person a director or an alternate director? (see Notes on page 2) Director
Alternate director Provide the terms of the alternate director's appointment

Mr Mrs Miss Ms Other

First name Middle name

Last name

If you are notifying a change of name—Previous name

Date of birth (if known) / / Place of birth (if known)

Residential address

Postcode

Telephone during business hours () Fax ()

Email address

How long will this director hold office? Up to 1 year Up to 2 years

Date of appointment / /

Is this person a director or an alternate director? (see Notes on page 2) Director
Alternate director Provide the terms of the alternate director's appointment

Part F — Declaration

Note: For small/medium corporations, this declaration must be completed by a director of the corporation.

For large corporations, this declaration must be completed by a director or the secretary of the corporation.

10 Declaration

I declare the information provided on this form is correct.

**Director's/
secretary's
signature**

Date

Full name

Note: It is an offence under s. 561-1 of the CATSI Act to provide false or misleading information. This offence can result in a penalty of \$22,000, 5 years imprisonment, or both.

Part G — Contact details

11 Please provide details of the person ORIC should contact if there are any queries about this form.

Mr Mrs Miss Ms Other

First name

Last name

Postal address

Postcode

Telephone during
business hours

Fax

Mobile

Email address

Preferred method of communication
(e.g. email, phone, fax, post)