



**IMPORTANT — Please read the information on pages 1–3 before you start to fill
in this form**

About this form

This form is a general report that all Aboriginal and Torres Strait Islander corporations must lodge by 31 December each year. Failure to lodge this information with the Office of the Registrar of Indigenous Corporations (ORIC) is a breach of the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act)*.

Returning the form

You can return this form by email, fax or by post. To email the documents, you will need to scan them first.

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

Fax **02 6133 8080**

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

Documents you need to provide with this form

Members' details—you can write members' details on this form or attach your current list of members.

What happens when you return your form?

Your form will be checked to make sure it is filled in properly. If it is not complete, or extra information is required, ORIC will write to the contact person for enquiries and the extra information will need to be provided.

ORIC will then:

- update its records, and
- put this general report on the public Register of Indigenous Corporations.

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**
- email **info@oric.gov.au**
- visit **www.oric.gov.au**

The information on these pages will help you fill in the form. Please read it carefully.

Question 2
Indigenous Corporation
Number (ICN)

The ICN needs to go on public documents (e.g. cheques, documents lodged with the Registrar, and business letters).

Question 4
Size of the
corporation

Under the CATSI Act and Regulations:

A **small corporation** is a corporation that has at least two of the following:

- total gross operating income less than \$100,000
- total gross assets less than \$100,000
- less than 5 employees.

A **large corporation** is a corporation that has at least two of the following:

- total gross operating income equal to or more than \$5 million
- total gross assets equal to or more than \$2.5 million
- 25 or more employees.

Any corporation that does not fit within the 'small' or 'large' categories is classed as a **medium corporation**.

Questions 5 and 6
Addresses

Main place of business—This is where the corporation carries out most of its activities.

'Document access address (DAA) Registered office address (ROA)'

Small and medium corporations must have a document access address (DAA) and large corporations must have a registered office address (ROA). This is to make sure that members and others can look at important documents such as the corporation's rules and records about officers.

The DAA or ROA must be a physical address—it cannot be a postal address (for example, Post Office Box). It can be a person's home.

Question 7
Occupant consent

If the corporation currently does not occupy the DAA/ROA, it must obtain written consent from the occupant for its use as the corporation's street address. It is an offence if the corporation cannot show the Registrar the written consent.

Question 12
Contact
person/secretary

For **small** and **medium corporations**, the contact person's details are required.

For **large corporations**, the corporation secretary's details are required. If the corporation has more than one secretary, please attach the additional details on a separate sheet.

To be eligible to act as a contact person/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.

The corporation must have written consent from the contact person/secretary saying they agree to be the contact person/secretary. The corporation must keep the consent.

Question 13
Directors' details

You must provide the name, address and other details of each person who is currently a director of the corporation.

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.

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

Note: Directors must be 18 years of age or older.

Question 14
Members' details

You must provide the name and address of each person who is currently a member of the corporation. You can either write these details on the form or attach your current list of members.

Address—Members can apply to the Registrar to keep their addresses from being made public if they have justifiable reasons.

Note: Members must be 15 years of age or older.

Question 16
Corporation's financial information

Employees—ORIC needs to know how many employees your corporation has. To work this out:

1. count each full-time employee
2. for each part-time employee, work out a fraction that represents their weekly hours of work. Do this by dividing the part-timer's hours by the weekly hours of work of a full-time employee. For example, if a part-timer works 8 hours a week, and your full-time employees work 38 hours: $8 \text{ divided by } 38 = 0.21$
3. count the fraction for each part-time employee.

Note: Community Development Employment Projects (CDEP) participants will be treated as employees for the purposes of these thresholds.

Question 17
Deductible gift recipient fund

To be endorsed as a deductible gift recipient fund (formerly known as a public benevolent institution) means gifts of money or property to the corporation are deductible for the donors. For more information, see ORIC's fact sheet, *Deductible gift recipient fund*.

Question 18
Owning/controlling a subsidiary or other entity

A corporation is a subsidiary of another if that corporation:

- controls the composition of the subsidiary's board or
- can cast, or control the casting of, more than one-half of the maximum number of votes at a general meeting.

If the corporation owns or controls a subsidiary or other entity, it must provide the name and any other identifying information about that subsidiary or other entity to the Registrar (for example, the entity's Australian Business Number, if it has one).

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Important — Please read the information on pages 1–3 before completing this form.

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

**For which financial year is
this general report?**

Financial year
ending 30 June

e.g. 2008

Corporation details

1 Corporation's name

**2 Indigenous Corporation
Number (ICN)** (see Notes on page 2)

3 Australian Business Number (ABN)
if the corporation has one

4 Size of the corporation
(see Notes on page 2)

5 Main place of business
(including room number, floor
and level if applicable)
(see Notes on page 2)

 Postcode

**6 Document access address (DAA)/
Registered office address (ROA)**
(including room number, floor
and level if applicable)
(see Notes on page 2)

 Postcode

**7 Does the corporation currently
occupy the DAA/ROA?**
(see Notes on page 2)

Yes

No Name of current occupant

Has the occupant of the premises consented in writing to the
use of the specified address as the corporation's document
access address? (see Notes on page 2)

Yes

No

8 Corporation's postal address

 Postcode

**9 Corporation's
contact numbers**

Telephone

 ()

Fax

 ()

10 Corporation's email address

**11 Preferred method of
communication**

(e.g. email, phone, fax, post)

Contact person's/secretary's details

12 Provide details of the corporation's CURRENT contact person/secretary
(see Notes on page 2)

Note: The contact person/secretary must be **18 years of age or older**.

Mr Mrs Miss Ms Other

First name

Middle name

Last name

Residential address

Postcode

Postal address

Postcode

Telephone—Home () Work ()

Mobile Fax ()

Email address

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

Is this contact person/secretary also an employee of the corporation? Yes No

Directors' details

13 Provide details of each person who is CURRENTLY a director of the corporation

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

Note: Directors must be **18 years of age or older**.

Director 1

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

Is this director also an employee of the corporation? Yes No

Director 2

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

Is this director also an employee of the corporation? Yes No

Director 3

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

Is this director also an employee of the corporation? Yes No

Directors' details continued

Note: If there are more than 6 directors, photocopy this page **before you fill it in** so you have enough space for all directors. You can have a maximum of 12 directors.

Director 4

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

Is this director also an employee of the corporation? Yes No

Director 5

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

Is this director also an employee of the corporation? Yes No

Director 6

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

Is this director also an employee of the corporation? Yes No

15 What does the corporation do?

(Tick all that apply)

- | | |
|---|--|
| Agriculture, forestry and fishing <input type="checkbox"/> | Communication services <input type="checkbox"/> |
| Mining <input type="checkbox"/> | Insurance <input type="checkbox"/> |
| Manufacturing <input type="checkbox"/> | Housing <input type="checkbox"/> |
| Municipal services <input type="checkbox"/> | Defence <input type="checkbox"/> |
| Construction <input type="checkbox"/> | Education (including childcare) <input type="checkbox"/> |
| Wholesale trade <input type="checkbox"/> | Health and community services <input type="checkbox"/> |
| Shops <input type="checkbox"/> | Art centres <input type="checkbox"/> |
| Accommodation, cafes and restaurants <input type="checkbox"/> | Personal and other services <input type="checkbox"/> |
| Transport and storage <input type="checkbox"/> | Employment and training <input type="checkbox"/> |
| | Land management <input type="checkbox"/> |

16 Corporation's financial information for the financial year

(see Notes on page 3)

Income	Total income	\$ <input type="text"/>
	Total grants	\$ <input type="text"/>
Expenditure	Total expenditure	\$ <input type="text"/>
Assets	Total value of current assets	\$ <input type="text"/>
	Total value of non-current assets	\$ <input type="text"/>
Liabilities	Total current liabilities	\$ <input type="text"/>
	Total non-current liabilities	\$ <input type="text"/>
Employees	Number of employees at the end of the financial year	<input type="text"/>

17 Has the Australian Taxation Office endorsed the status of the corporation as a deductible gift recipient fund?

(see Notes on page 3)

- No
 Yes

18 Does the corporation own or control a subsidiary or other entity?

(see Notes on page 3)

- No
 Yes Provide the name and any other identifying information of the subsidiary or other entity (for example, its Australian Business Number, if it has one)
If you need more space, attach an extra sheet

19 Is the corporation a beneficiary or trustee?

- No
 Yes—Beneficiary
 Yes—Trustee Provide the name of the trust, each trustee and any other identifying information about the trust (e.g. information contained in the trust deed).
If you need more space, attach an extra sheet

20 Does the corporation have a subsidiary that is a beneficiary or trustee?

No

Yes—Beneficiary

Yes—Trustee

▶ Provide the name of the subsidiary, the name of each trustee, the trust and any other identifying information about the trust (e.g. information contained in the trust deed).

If you need more space, attach an extra sheet

21 Is the corporation a proprietor or registered proprietor of Torrens system land?

No

Yes ▶ Give details below

If you need more space, attach an extra sheet

Address of the land

Nature of the estate

Description, including lot and plan description, and title particulars

How is the land held?

By the corporation in its own right

By the corporation acting as trustee

22 Is the corporation the legal owner or lessee of freehold land or leasehold estate land in general law?

No

Yes ▶ Give details below

If you need more space, attach an extra sheet

Address of the land

Nature of the estate

Description, including lot and plan description, and title particulars

How is the land held?

By the corporation in its own right

By the corporation acting as trustee

Declaration

23 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.

I declare that 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.

Contact for enquiries

24 Please provide details of the person ORIC should contact if there are any questions 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)