



Australian Government
Office of the Registrar of
Indigenous Corporations

myCorp

ORIC's online portal for lodging forms and reports

TASK CARD

Delegated Authority Requests

| | |
|---------------|-------------|
| Document Type | Task card |
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| Version | 0.1 |

Directors can choose to delegate the power to lodge information and reports to another person. To delegate directors' powers to another person, a director or secretary must submit a request using myCorp, as detailed in this task card.

Under the CATSI Act, secretaries have the power to lodge information and reports. A contact person requires delegated directors' powers to lodge information and reports.

Every 2 years after advising ORIC they have delegated their powers to a person, directors need to advise ORIC whether they will continue to delegate their powers to that person or whether the delegation has been withdrawn. If directors do not contact ORIC, it will record that the directors have withdrawn their delegation of powers for that person.

For more information on Delegated Authorities, please refer to the following links.

- [Delegating board powers](#)
- [Delegated Authority to lodge forms and reports](#) (contains list of evidence and template for granting delegation)
- [Registering your delegate authority account](#)



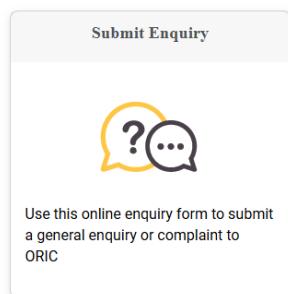
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1. Signing into myCorp

Step 1 Sign in to your [myCorp](#) account.

If you don't have a myCorp account, you will need to 'Sign up' instead.



Step 2 To sign in, enter your email address and password and then click the 'Sign in' button.

To sign up for a myCorp account, click the text that says 'Sign up now' under the 'Sign in' button



Sign in with your email address

Forgot your password?

Don't have an account? [Sign up now](#)

Step 3 Click the 'Send verification code' button.



Please provide the following details.

Verification is necessary. Please click Send button.

Email Address *

Verification code

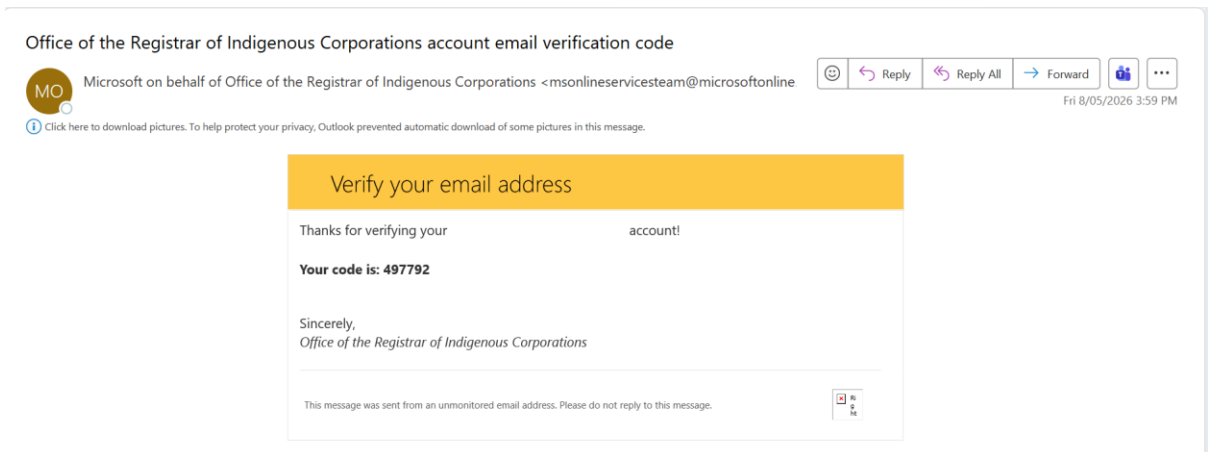
Send verification code

Continue

Cancel



The verification code will appear in your email inbox and should look like the image below. It can take a few minutes for the verification code to be received. If you do not receive it after five minutes, you can check your spam or junk folder, or search your emails for 'email verification code'.



Step 4 Enter the verification code and select 'Verify code'.



Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address *

Verification code

Verify code **Send new code**

Continue

Cancel

Step 5 Press 'Continue' to finish signing in.



Please provide the following details.

E-mail address verified. You can now continue.

Email Address *

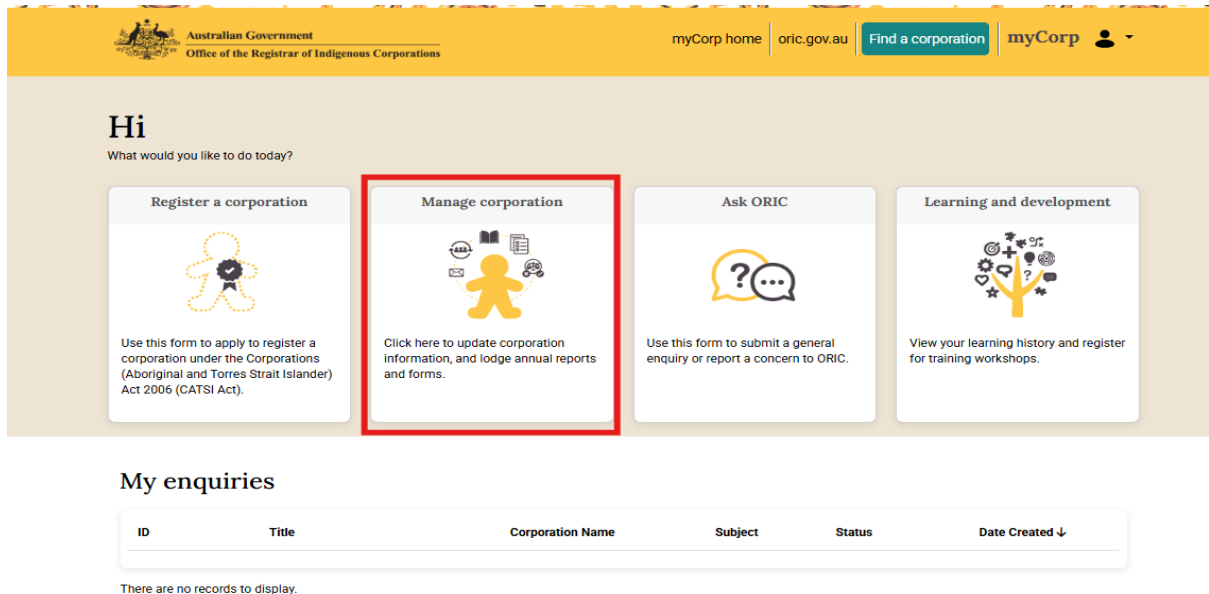
Verification code

Continue

Cancel

2. Creating a new Delegated Authority request in myCorp

Step 1 Select the 'Manage Corporation' tile.

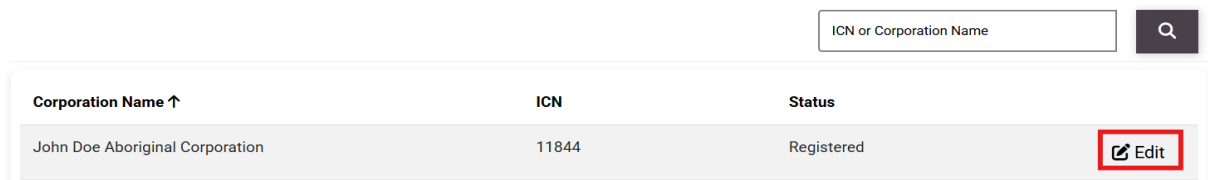


The screenshot shows the myCorp dashboard with a yellow header. The header contains the Australian Government logo, the text 'Office of the Registrar of Indigenous Corporations', and navigation links for 'myCorp home', 'oric.gov.au', 'Find a corporation', and 'myCorp' with a user profile icon. Below the header, there is a greeting 'Hi' and the question 'What would you like to do today?'. There are four main tiles: 'Register a corporation', 'Manage corporation' (highlighted with a red box), 'Ask ORIC', and 'Learning and development'. Each tile has an icon and a brief description of its function. Below the tiles is a section titled 'My enquiries' with a table header and a message 'There are no records to display.'

| ID | Title | Corporation Name | Subject | Status | Date Created ↓ |
|----------------------------------|-------|------------------|---------|--------|----------------|
| There are no records to display. | | | | | |

Step 2 Select 'Edit' for the corporation you want to lodge the form for.

Select the Corporation you wish to manage



The screenshot shows a search interface for selecting a corporation. It features a search bar labeled 'ICN or Corporation Name' with a magnifying glass icon. Below the search bar is a table with columns for 'Corporation Name ↑', 'ICN', and 'Status'. The table contains one entry: 'John Doe Aboriginal Corporation' with ICN '11844' and Status 'Registered'. An 'Edit' button with a pencil icon is highlighted with a red box next to the entry.

| Corporation Name ↑ | ICN | Status |
|---------------------------------|-------|------------|
| John Doe Aboriginal Corporation | 11844 | Registered |

Note: If this table is empty then you are not linked to a registered corporation. This could be because you are not a corporation director or secretary or you are a contact person without delegated authority. In this case you will need to have a director or another person with delegated authority or secretary lodge the form. It could also be because you have created a myCorp account with a different email to the one ORIC has recorded on your corporation person record. You will need to create a new myCorp using the email address ORIC has recorded for you.

Step 3 Select the 'Officers' tab and then select the 'Delegation of Director's Powers' tile in the 'Actions' section.

The screenshot shows the top navigation bar of the Australian Government Office of the Registrar of Indigenous Corporations (ORIC) portal. The breadcrumb trail is: Home > Corporation Management > Corporation Details. The main heading is "John Doe Aboriginal Corporation - 11844". Below this is a navigation menu with tabs: Corporation Details, **Officers**, Members, Annual Reporting, Rule Book, Exemptions, Auditors, and Other Requests. Under the "Officers" tab, there is an "Actions" section with two tiles. The first tile is "Change Director, Contact Officer & Secretary" with the description: "Use this form to modify the officer list and inform ORIC of any changes in officer details". The second tile, "Delegation of Director's Powers", is highlighted with a red border and has the description: "Use this form to notify ORIC if you have delegated another person to lodge reports and other information with the Registrar".

List of Directors

Important: If you receive a notification that a form is already in progress, you cannot raise a new form. You must either remove the previous form or edit it. For more information refer to the '[Monitoring your Request](#)' section of this guide.

Step 4 Read through the landing page and make sure the information in the applicant details section is accurate. Press 'Next' to proceed to the next section.

The screenshot shows the "Request to delegate Directors' powers" form. The breadcrumb trail is: Home > Corporation Management > Corporation Details > Delegated Authority - New. The main heading is "Request to delegate Directors' powers". Below this is the "About this Form" section with an information icon. The "Corporation User Details" section contains a message: "Directors and secretaries can perform the delegated authority function in the portal. Your details have been pre-filled from your profile. If these details are incorrect please update them in your profile." Below this are input fields for: Title, First Name, Middle Name, Last Name, Email, and Corporation (pre-filled with "John Doe Aboriginal Corporation"). At the bottom of the form, there is a "Next" button highlighted with a red border.

Step 5 Add a person by clicking on the '+Add Person' button located underneath 'Delegated Authority Details'.

Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | oric.gov.au | Find a corporation | myCorp

Home > Corporation Management > Corporation Details > Delegated Authority

FRM-2026-126849 - Delegated Authority **Draft**

Request to Delegate Director's powers

Submit a request to record delegation of directors power **i**

Corporation *
John Doe Aboriginal Corporation

Delegated Authority Details

+ Add Person

| First Name ↑ | Last Name | Email Address | Date Resolution Passed | Authorisation Start Date | Authorisation End Date | Change Action |
|----------------------------------|-----------|---------------|------------------------|--------------------------|------------------------|---------------|
| There are no records to display. | | | | | | |

Step 6 Complete the following fields and then select the 'Submit' button.

Step 6a Complete the 'First Name' and 'Last Name' fields.

Create

Corporation
John Doe Aboriginal Corporation

Change Action

Change Action *
Add

Delegated Authority User Details **i**

Title
Select

First Name *

Middle Name

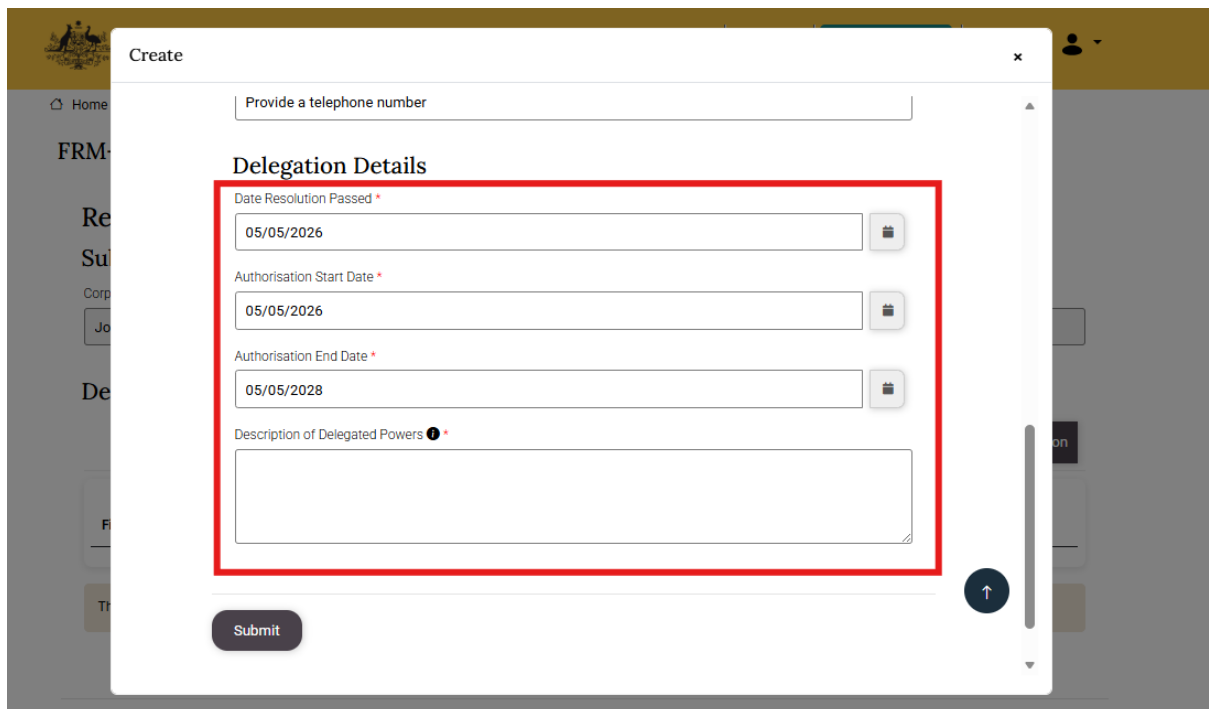
Last Name *

Step 6b Complete the 'Delegation Details' section – 'Date Resolution Passed', 'Authorisation Start Date' and 'Authorisation End Date' and 'Description of Delegated Powers'. Once completed, select the 'Submit' button.

Notes: Directors need to specify what powers they are delegating to a person i.e. whether the person can lodge forms, reports and information on behalf of the corporation. This information needs to be entered in the 'Description of Delegated Powers' field.

By default, the 'Authorisation End Date' is set to the maximum of two years after the request has been made, however you can choose for it to be shortened. You cannot enter an end date more than 2 years in the future. This is ORIC policy and is to ensure corporation directors are actively monitoring who can act on behalf of the corporation.

If you want to record more than one person as having delegated directors' powers, repeat steps 5 and 6 before proceeding to step 7.



The image shows a 'Create' modal window with a 'Delegation Details' section highlighted by a red border. The form contains the following fields:

- Date Resolution Passed ***: 05/05/2026
- Authorisation Start Date ***: 05/05/2026
- Authorisation End Date ***: 05/05/2028
- Description of Delegated Powers ***: (Empty text area)

A 'Submit' button is located at the bottom left of the modal. The background shows a sidebar with navigation options like 'Home', 'FRM', 'Re', 'Su', 'Corp', 'Jo', 'De', 'F', and 'Tr'.

Step 7 Press the '+Add Files' button underneath the 'Supporting Documents' section and upload a copy of the decision made by the board to delegate their powers to the person. A template for this purpose can be found on ORIC's website [here](#).

Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | oric.gov.au | Find a corporation | myCorp

Home > Corporation Management > Corporation Details > Delegated Authority

FRM-2026-126849 - Delegated Authority Draft

Request to Delegate Director's powers

Submit a request to record delegation of directors power i

Corporation *

John Doe Aboriginal Corporation

Delegated Authority Details

+ Add Person

| First Name ↑ | Last Name | Email Address | Date Resolution Passed | Authorisation Start Date | Authorisation End Date | Change Action |
|----------------------------------|-----------|---------------|------------------------|--------------------------|------------------------|---------------|
| There are no records to display. | | | | | | |

Supporting Documents i

+ Add files

There are no files to display.

Save and Close Submit

Supporting Documents i

There are no files to display.

Add files

Choose files Choose files No file chosen

Overwrite existing files


Add files Cancel


+ Add files

Save and Close Submit

Note: The 'overwrite existing files' option will remove old files with the same name as the file being uploaded. For example, if there was a file titled "abcd.pdf" and you uploaded another file named "abcd.pdf" the old one will be replaced with the new file, but if you were to upload "abcdefg.pdf" then there will be two files.

Step 9 Submit the request by selecting the 'Submit' button.


 Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | oric.gov.au | Find a corporation | myCorp 

Home > Corporation Management > Corporation Details > Delegated Authority

FRM-2026-126849 - Delegated Authority Draft

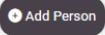
Request to Delegate Director's powers

Submit a request to record delegation of directors power 

Corporation *


John Doe Aboriginal Corporation

Delegated Authority Details

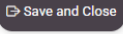
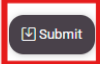


| First Name ↑ | Last Name | Email Address | Date Resolution Passed | Authorisation Start Date | Authorisation End Date | Change Action |
|----------------------------------|-----------|---------------|------------------------|--------------------------|------------------------|---------------|
| There are no records to display. | | | | | | |

Supporting Documents



There are no files to display.

3. Monitoring your request

If you leave the form without submitting it, it will remain in myCorp. It is NOT automatically cancelled or removed.


You can view and continue the form by:

- navigating to the 'Officers' tab within your corporation
- scrolling to the bottom of the page where you will see 'List of Change of Officer Requests'
- you can then either 'Edit' or 'Remove' your form by selecting the respective button.


If a form has been submitted, you cannot edit or remove it. If you require changes to be made to the form, please contact ORIC on 1800 622 431, via email at info@oric.gov.au or by submitting an enquiry through myCorp.

3.1 Form in progress

List of Secretaries / Contact Person / Delegated Authority / Special Administrators


| First Name ↑ | Last Name | Role | Email Address | Phone | End Date | Contact Person | |
|--------------|-----------|----------|--------------------|--------------|----------|----------------|--|
| John | Doe | Director | john.doe@email.com | 0455 555 555 | | Yes |  View |

List of Change of Officer Requests



| ID | Request Type | Status | Date Submitted | Submitting User | Created On ↓ | |
|-----------------|---------------------|-----------|----------------|------------------|--------------------|--|
| FRM-2026-126851 | Delegated Authority | Submitted | 05/05/2026 | Alex Semitekolos | 05/05/2026 1:07 PM |  View |

3.2 Removing your form

List of Secretaries / Contact Person / Delegated Authority / Special Administrators


| First Name ↑ | Last Name | Role | Email Address | Phone | End Date | Contact Person | |
|--------------|-----------|----------|--------------------|--------------|----------|----------------|--|
| John | Doe | Director | john.doe@email.com | 0455 555 555 | | Yes |  View |

List of Change of Officer Requests



| ID | Request Type | Status | Date Submitted | Submitting User | Created On ↓ | |
|-----------------|---------------------|--------|----------------|-----------------|--------------------|--|
| FRM-2026-126851 | Delegated Authority | Draft | | | 05/05/2026 1:07 PM |  Edit  Remove |

3.3 Edit your form

List of Secretaries / Contact Person / Delegated Authority / Special Administrators

| First Name ↑ | Last Name | Role | Email Address | Phone | End Date | Contact Person | |
|--------------|-----------|----------|--------------------|--------------|----------|----------------|--|
| John | Doe | Director | john.doe@email.com | 0455 555 555 | | Yes |  View |

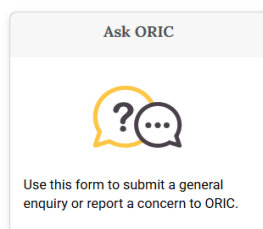
List of Change of Officer Requests

| ID | Request Type | Status | Date Submitted | Submitting User | Created On ↓ | |
|-----------------|---------------------|--------|----------------|-----------------|--------------------|--|
| FRM-2026-126851 | Delegated Authority | Draft | | | 05/05/2026 1:07 PM |  Edit  Remove |

4. Registering your Delegated Authority account

After ORIC has processed the request to delegate directors' powers, the person who has been delegated powers will need to register a myCorp account. They will need to use the email address which has been provided for them in the 'Delegation of Directors' powers' form. The process for registering an account is set out in this section.

Step 1 Access the myCorp webpage by using the following link [Home · ORIC Portal](#). From this page, select the 'Sign in / sign up' option in the top right corner of the screen.



You need a myCorp account to lodge forms and reports online.

Sign in using the email address you used to sign up to myCorp.

Sign up for a myCorp account if you don't have one already. Your email address links you to your corporation. To sign up, use the email address ORIC has registered for you or change your email address with ORIC. Your email address must be unique and not shared by other people. To lodge reports and forms for a corporation, you must be a director, secretary or have delegated authority from directors.

Learn more about **myCorp user accounts** including who can have one and how to create it.

Need help with reporting and other notifications?

Step 2 Select the 'Sign up now' option underneath the 'Sign in' button.



Sign in with your email address

Email Address

Password

Forgot your password?

Sign In

Don't have an account? **Sign up now**



Step 3 Enter the email address which was provided in the 'Delegation of Directors' powers' form. If you do not know the email, you can ask the person who submitted the form to find it by checking the request in myCorp as outlined in the [Monitoring your request](#) section of this task card.

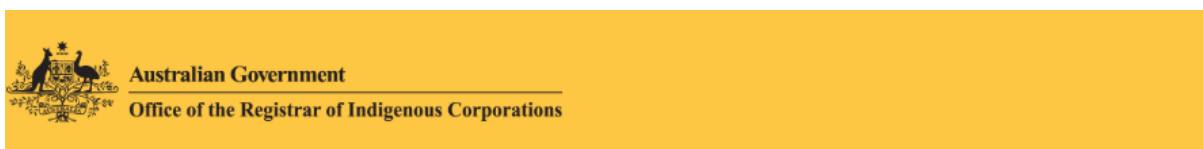
Please provide the following details.

Email Address *

Send verification code

New Password *

Step 4 Press the 'Send verification code' button. This will send you an email (to the email address you have provided) containing a verification code. It may take up to 5 minutes for the email to be received. If you have not received the code after 5 minutes, check your junk or spam folder in your email account. You can also search your inbox for the sender, 'Microsoft on behalf of Office of the Registrar of Indigenous Corporations'.



Please provide the following details.

Email Address *

Send verification code

New Password *

Step 5 Enter the verification code and select the 'Verify code' button.

Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address *

Verification Code *

Verify code **Send new code**

Step 6 Enter a password for your account in the 'New Password' field. It must be at least 8 characters long, and include 3 of the following 4 characteristics: a lowercase letter, an uppercase letter, a number or a symbol.

Change e-mail

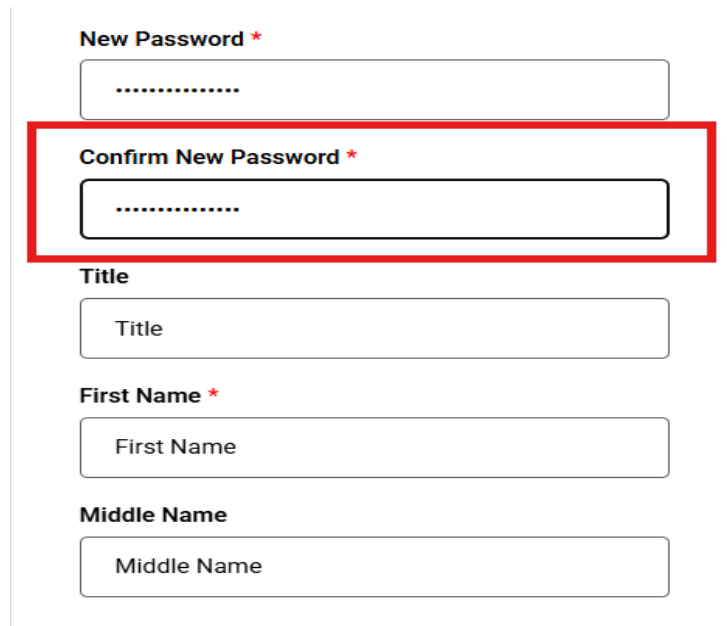
New Password *
The password must be between 8 and 64 characters.
Your password must have at least 3 of the following:

- a lowercase letter
- an uppercase letter
- a number
- a symbol

Confirm New Password *

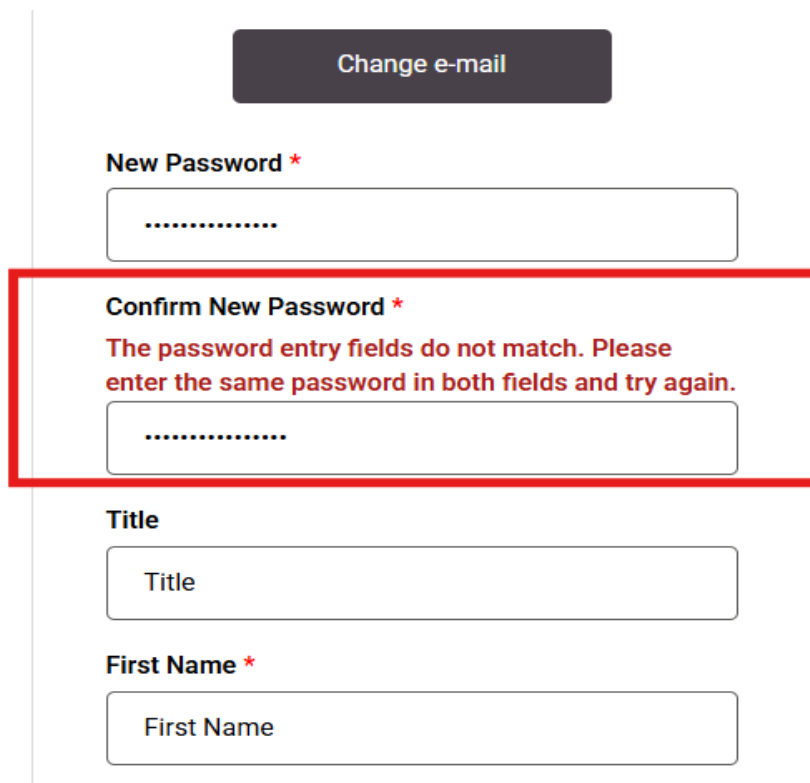
Title

Step 7 Enter the password again in the 'Confirm New Password' field.



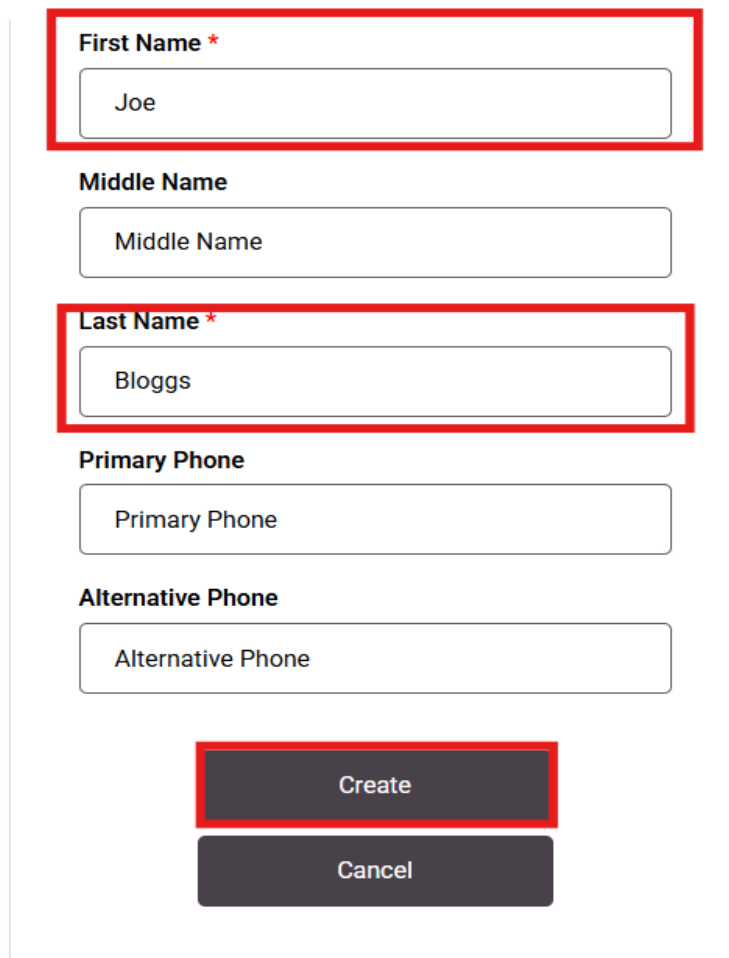
The screenshot shows a registration form with the following fields: 'New Password *', 'Confirm New Password *', 'Title', 'First Name *', and 'Middle Name'. The 'Confirm New Password *' field is highlighted with a red border. All password fields contain a series of dots representing masked text.

Note: If the password does not match the initial password you entered, you will be notified by the system and cannot proceed until it matches.



The screenshot shows the same registration form as above, but with a 'Change e-mail' button at the top. The 'Confirm New Password *' field is highlighted in red and contains the following error message: 'The password entry fields do not match. Please enter the same password in both fields and try again.' Below the error message is a text input field with a series of dots. The other fields ('New Password *', 'Title', 'First Name *', and 'Middle Name') are visible but not highlighted.

Step 8 Enter your first and last name, then select 'Create' to finish setting up your account.



The image shows a form for creating an account. It contains several input fields and two buttons. The 'First Name' and 'Last Name' fields are highlighted with a red border. The 'Create' button is also highlighted with a red border.

First Name *
Joe

Middle Name
Middle Name

Last Name *
Bloggs

Primary Phone
Primary Phone

Alternative Phone
Alternative Phone

Create

Cancel

Step 9 You will be taken to the login page and prompted to send a verification code. Follow the same process with the verification code as you did before (steps 4 and 5). Upon completion you will be signed into myCorp. For more information you can refer to the ['Signing into myCorp'](#) section of this guide.

Step 10 Confirm you have access to the corporation by selecting the 'Manage corporation' tile.


Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | oric.gov.au | Find a corporation | myCorp

Hi


What would you like to do today?

Register a corporation




Use this form to apply to register a corporation under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).

Manage corporation




Click here to update corporation information, and lodge annual reports and forms.

Ask ORIC



Use this form to submit a general enquiry or report a concern to ORIC.

Learning and development



View your learning history and register for training workshops.

My enquiries

| ID | Title | Corporation Name | Subject | Status | Date Created ↓ |
|----|-------|------------------|---------|--------|----------------|
|----|-------|------------------|---------|--------|----------------|

There are no records to display.

Step 11 Confirm that the correct corporation appears in the following screen. If it does not appear in the 'Corporation Name' column, it could be that the Delegated Authority request has not been processed, or you have registered with the wrong email address. Confirm the email that was included in the 'Delegation of Directors' powers' form with the person who lodged the request before contacting ORIC for further assistance. If you have created a myCorp account with the wrong email, you will need to create a new account with the correct email.

Select the Corporation you wish to manage

Q

| Corporation Name ↑ | ICN | Status | |
|---------------------------------|-------|------------|--|
| John Doe Aboriginal Corporation | 11844 | Registered | ✎ Edit |