



Australian Government
Office of the Registrar of
Indigenous Corporations

myCorp

ORIC's online portal for lodging forms and reports

TASK CARD

Submitting a Change Director, Contact Person & Secretary form

Document Type	Task Card
Last updated	28 May 2026
Version	0.1

This task card will show you how to lodge a Change Director, Contact Person & Secretary form to add or remove a Director, Secretary and Contact Person, or update their information, in myCorp.

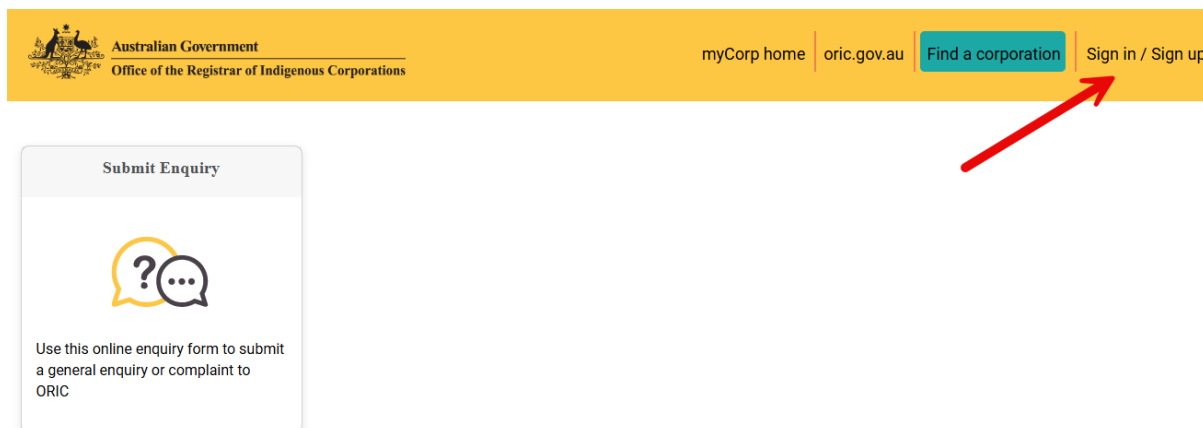
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1. Signing into myCorp

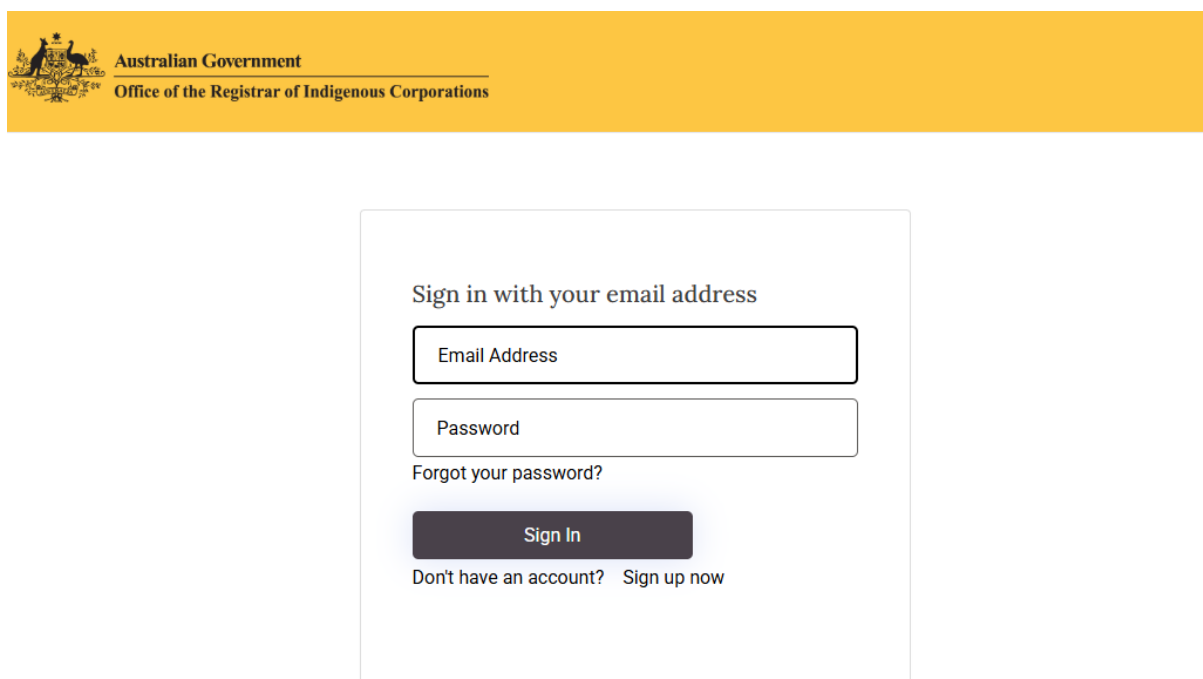
Step 1 Sign in to your [myCorp](#) account.

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



Step 3 Click the 'Send verification code' button.



Please provide the following details.

Verification is necessary. Please click Send button.

Email Address *

Verification code

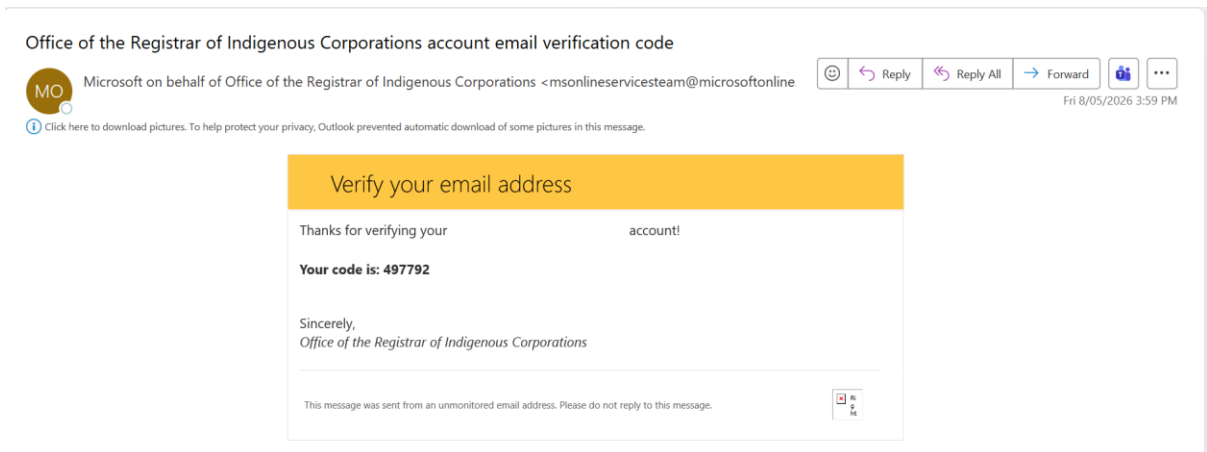
Send verification code

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 do a 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 *

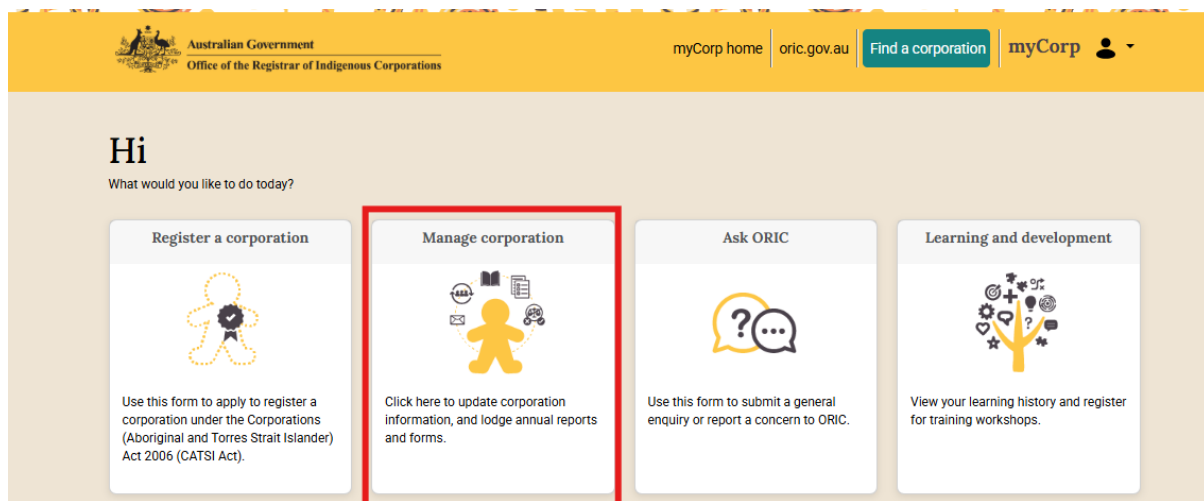
Verification code

Continue

Cancel

2. Submitting a new Change Director, Contact Person & Secretary form via myCorp

Step 1 Select the 'Manage Corporation' tile.

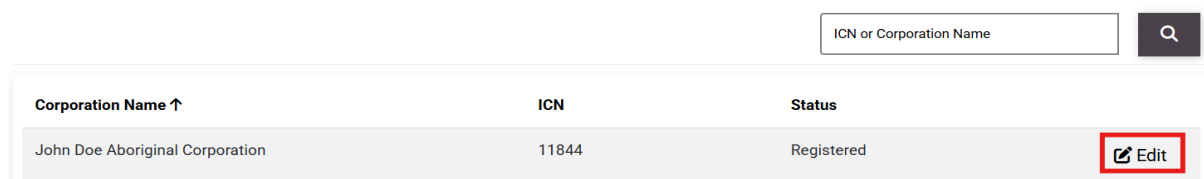


The screenshot shows the myCorp dashboard. At the top, there is a navigation bar with the Australian Government logo, the text 'Office of the Registrar of Indigenous Corporations', and links for 'myCorp home', 'oric.gov.au', 'Find a corporation', and 'myCorp' with a user profile icon. Below the navigation bar, a greeting 'Hi' is followed by the question 'What would you like to do today?'. There are four main tiles: 'Register a corporation', 'Manage corporation' (highlighted with a red border), 'Ask ORIC', and 'Learning and development'. Each tile contains an icon and a brief description of the service.

My enquiries

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 results table. At the top right, there is a search input field labeled 'ICN or Corporation Name' and a search icon. Below the search bar, the table has three columns: '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 located at the end of the row and is highlighted with a red border.

Note: If this table is empty then you have not been linked to a registered corporation. You will need to lodge a change of officer form or delegated authority form to have you added to the corporation. If you are a director and nobody in the corporation has access to myCorp, you can email ORIC with a paper copy of the form, which you can find [here](#). You can find information on how the directors can delegate authority [here](#).


Step 3 Select the 'Officers' tab and then select the 'Change Director, Contact Person & Secretary' tile in the 'Actions' section.

The screenshot shows the top navigation bar of the ORIC website. The Australian Government logo is on the left, and 'myCorp home oric.gov.au Find a corporation myCorp' is on the right. Below the navigation bar, the breadcrumb trail reads 'Home > Corporation Management > Corporation Details'. The main heading is 'John Doe Aboriginal Corporation - 11844'. A horizontal menu contains several tabs: 'Corporation Details', 'Officers' (highlighted with a red box), 'Members', 'Annual Reporting', 'Rule Book', 'Exemptions', 'Auditors', and 'Other Requests'. Below the menu, the 'Actions' section contains two tiles. The first tile, 'Change Director, Contact Officer & Secretary', is highlighted with a red box and contains the text: 'Use this form to modify the officer list and inform ORIC of any changes in officer details'. The second tile is 'Delegation of Director's Powers' with the text: 'Use this form to notify ORIC if you have delegated another person to lodge reports and other information with the Registrar'.







Note: You can only have one Change Director, Contact Officer & Secretary form open at a time. If you receive an error message stating that one is already in progress, you can find it at the bottom of the 'Officers' page under 'List of Change of Officer Requests'. Once located, you can either update the open form with the changes you want to make or remove it and start a new one.

This screenshot shows the same 'Officers' page as the previous one, but with an 'Invalid Action' error message dialog box overlaid. The dialog box has a yellow warning icon and the text: 'Corporations can have one Change of Officer's form in progress at any one time. As a form is already in progress, this form cannot be submitted.' A 'Close' button is located at the bottom right of the dialog box. The background page is dimmed, showing the 'Officers' tab and the 'Change Director, Contact Officer & Secretary' tile. Below the dialog box, the 'List of Directors' section is partially visible, showing a table with a 'Date of' column.


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		05/05/2026 1:07 PM	 View
FRM-2026-126811	Change of Officers	Draft			28/04/2026 11:14 AM	 Edit  Remove
FRM-2026-126798	Change of Officers	Approved	28/04/2026		23/04/2026 11:12 AM	 View
FRM-2026-126784	Change of Officers	Approved			09/04/2026 10:46 AM	 View
FRM-2026-126765	Delegated Authority	Approved	27/03/2026		27/03/2026 12:21 PM	 View


Step 4 Read through the landing page and make sure the information in the applicant details section is accurate.


 Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | oric.gov.au | [Find a corporation](#) | myCorp 

[Home](#) > [Corporation Management](#) > [Corporation Details](#) > **Change of Officers - New**

Change of Officers

About this Form 

Corporation User Details 

Title

First Name

Middle Name

Last Name

Email

Next

Step 5 Record the changes to Directors or Secretaries/Contact Person/Special Administrators tables using the following instructions:

- Add a new director or contact person/secretary – [section 3](#)
- Updating officer details – [section 4](#)
- Reappointing a Director – [section 5](#)
- Ceasing a Director, removing a Contact Person and/or secretary – [section 6](#).

3. Add a new director or contact person/secretary

Note: You need to have followed the steps in section 2 before starting this section.

Step 1 Select the '+Add New Officer' button in the 'Add or Update Directors' or the 'Add or Update Secretaries / Contact Persons / Special Administrators' table.

The screenshot shows the top navigation bar of the myCorp website. It includes the Australian Government logo, the text 'Australian Government Office of the Registrar of Indigenous Corporations', and navigation links for 'myCorp home', 'oric.gov.au', and 'Find a corporation'. A 'myCorp' user profile icon is also visible. Below the navigation bar, a breadcrumb trail reads 'Home > Corporation Management > Corporation Details > Change of Officers'. The main heading is 'FRM-2026-126798 - Change of Officers' with a 'Draft' status. A dark grey button labeled 'Corporation Officer Changes' is highlighted with a red box. Below it, the text 'Corporation Officer Changes' with an information icon and 'John Doe Aboriginal Corporation - 11844' is displayed. A button labeled 'Add or Update Directors' is highlighted with a red box. On the right side, a button labeled '+ Add new Officer' is also highlighted with a red box.

Step 2 Set the 'Role' field to 'Director', 'Secretary' or 'Contact Person'.

Note: A large corporation has a Secretary. A small or medium corporation has a Contact Person.

The screenshot shows the 'Create' form for adding a new officer. The form is titled 'Create' and has a 'Change Action' dropdown menu set to 'Add'. Below this is the 'Corporation Person Details' section. The 'Corporation Role' dropdown menu is highlighted with a red box and is open, showing the following options: 'Select', 'Director', 'Secretary', and 'Contact Person'. To the right of the 'Corporation Role' dropdown is a dropdown menu for 'Is this person a contact person?' set to 'No'. Below these are input fields for 'Middle Name', 'Last Name', and 'Previous Name(s) (if any)'. The 'Last Name' field has an asterisk indicating it is required.

Step 3 Complete all mandatory fields, including the address field.

Create ×

Change Action

Change Action
Add

Corporation Person Details

Corporation Role [?] *	Select
Title	Select
First Name *	
Last Name *	
Primary Phone [?]	Provide a telephone number
Email Address [?]	
Birth details known? [?]	No
Does this person hold a Director ID? [?]	Select
Date of Appointment / Reappointment *	DD/MM/YYYY

Is this person a contact person?	No
Middle Name	
Previous Name(s) (If any)	
Preferred Method of Communication [?]	Select
Alternate Phone [?]	Provide a telephone number

Date of Appointment / Reappointment
10/3/2026

Director Details

Some rule books allow non-Indigenous directors. This director is: [?]*

Indigenous	Director Type [?] *	Director
------------	------------------------------	----------

How long will this director hold office? [?]

Up to 2 years

Is this director also an employee of the corporation? [?]*

Yes

Some rule books allow non-member directors. This director is a: [?]*

Member

Residential Address [?]

Address Search

Type at least 4 characters for address search

Manually enter address

Line 1	Line 2
3 Real St	
Town/Suburb	State/Territory
Suburbtown	ACT
Postcode	
2000	

Step 4 Save the record.

The screenshot shows a web form titled "Alternative Address" with an information icon. The form includes an "Address Search" section with a text input field containing the placeholder "Type at least 4 characters for address search" and a checkbox labeled "Manually enter address". Below this are five input fields: "Line 1", "Line 2", "Town/Suburb", "State/Territory", and "Postcode". A dark grey "Save" button is located at the bottom left of the form area and is highlighted with a red rectangular border.

Step 5 If no further changes are required, proceed to Section 7 '[Finalising the form](#)' section of this task card.

4. Updating officer details

Note: You need to have followed the steps in section 2 before starting this section.

Step 1 Select the relevant corporation person record that is to be edited by clicking 'Edit'.

Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home oric.gov.au Find a corporation myCorp

Home > Corporation Management > Corporation Details > Change of Officers

FRM-2026-126798 - Change of Officers **Draft**

Corporation Officer Changes Supporting Documents Declare and Submit

Corporation Officer Changes ⓘ
John Doe Aboriginal Corporation - 11844

Add or Update Directors

+ Add new Officer

First Name	Last Name	Role ↑	Contact Person	Email Address	Date of Appointment / Reappointment	Term (Years)	Term may be expiring / have expired	Change Action
Mark	Dolan	Director	No		22/04/2026	Up to 2 years	No	Add Edit
John	Doe	Director	Yes	john.doe@email.com	10/03/2026	Up to 2 years	No	No change Edit

Step 2 Set the 'Change action' field to 'Update'.

Edit

Change Action ⓘ

No change

Select

Remove / Cease

Update

Reappoint

No change

Select

First Name * Middle Name

Step 3 Make the required changes. For example, change the telephone number or director ID information.

Edit

Change Action

Change Action **?**
Update

Corporation Person Details

Corporation Role **?**
Director

Is this person a contact person?
No

Title
Select

First Name *
Isaac

Last Name *
Jones

Primary Phone **?**
0455 555 555

Email Address **?**
isaac@email.com

Birth details known? **?**
No

Does this person hold a Director ID? **?** *
No

Date of Appointment / Reappointment *
10/3/2026

Middle Name
Previous Name(s) (if any)
Preferred Method of Communication **?**
Select
Alternate Phone **?**
Provide a telephone number

Date of appointment / reappointment
10/3/2026

Director Details

Some rule books allow non-Indigenous directors. This director is: **?** *
Indigenous

Director Type **?** *
Director

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

Is this director also an employee of the corporation? **?** *
Yes

Some rule books allow non-member directors. This director is a: **?** *
Member

Residential Address **?**

Address Search
Type at least 4 characters for address search

Manually enter address

Line 1
3 Real St

Line 2

Town/Suburb
Suburbtown

State/Territory
ACT

Postcode
2000

Step 4 Save the record.

The screenshot shows a web form titled "Alternative Address" with an information icon. Below the title is an "Address Search" section with a text input field containing the placeholder "Type at least 4 characters for address search". A checkbox labeled "Manually enter address" is positioned below the search field. The form is divided into two columns: the left column contains "Line 1", "Town/Suburb", and "Postcode" fields; the right column contains "Line 2" and "State/Territory" fields. At the bottom left of the form, a dark grey "Save" button is highlighted with a red rectangular border.

Step 5 If no further changes are required, proceed to section 7 '[Finalising the form](#)' of this task card.

5. Reappointing a director

Note: You need to have followed the steps in section 2 before starting this section.

Step 1 Select the relevant corporation person record that is to be edited by clicking 'Edit'.

The screenshot shows the 'myCorp' interface for managing a corporation. At the top, there is a navigation bar with the Australian Government logo, 'Office of the Registrar of Indigenous Corporations', and links for 'myCorp home', 'oric.gov.au', and 'Find a corporation'. Below this is a breadcrumb trail: Home > Corporation Management > Corporation Details > Change of Officers. The main heading is 'FRM-2026-126798 - Change of Officers' with a 'Draft' status. There are three tabs: 'Corporation Officer Changes' (selected), 'Supporting Documents', and 'Declare and Submit'. The page title is 'Corporation Officer Changes' with an information icon. Below that is the corporation name 'John Doe Aboriginal Corporation - 11844' and the section 'Add or Update Directors'. A button 'Add new Officer' is visible. A table lists two directors:

First Name	Last Name	Role	Contact Person	Email Address	Date of Appointment / Reappointment	Term (Years)	Term may be expiring / have expired	Change Action
Mark	Dolan	Director	No		22/04/2026	Up to 2 years	No	Add Edit
John	Doe	Director	Yes	john.doe@email.com	10/03/2026	Up to 2 years	No	No change Edit

Step 2 Set the 'Change action' field to 'Reappoint'.

Edit

Change Action

Change Action ⓘ *

Reappoint ▼

Select

Remove / Cease

Update

Reappoint

No change

Title

Select ▼

Step 3 Complete the 'Reappointment date' and 'How long will this Director hold office' fields. Make any other updates as required e.g. update address.

Does this person hold a Director ID? ⓘ *

Yes ▼

Director ID ⓘ *

0361111111111111

Date of Appointment / Reappointment *

DD/MM/YYYY 

Step 4 Save the record.

The image shows a screenshot of a web form titled "Alternative Address" with an information icon. The form includes an "Address Search" section with a text input field containing the placeholder "Type at least 4 characters for address search" and a checkbox labeled "Manually enter address". Below this are five input fields: "Line 1", "Line 2", "Town/Suburb", "State/Territory", and "Postcode". A dark grey "Save" button is located at the bottom left of the form area and is highlighted with a red rectangular border. The form is set against a light grey background with a dark sidebar on the left and right.

Step 5 If no further changes are required, proceed to section 7 '[Finalising the form](#)' of this task card.

6. Ceasing a director, removing a contact person and/or secretary

Note: You need to have followed the steps in section 2 before starting this section.

Step 1 Select the relevant corporation person record that is to be edited by clicking 'Edit'.

Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home oric.gov.au Find a corporation myCorp

Home > Corporation Management > Corporation Details > Change of Officers

FRM-2026-126798 - Change of Officers **Draft**

Corporation Officer Changes Supporting Documents Declare and Submit

Corporation Officer Changes ⓘ

John Doe Aboriginal Corporation - 11844

Add or Update Directors

+ Add new Officer

First Name	Last Name	Role ↑	Contact Person	Email Address	Date of Appointment / Reappointment	Term (Years)	Term may be expiring / have expired	Change Action
Mark	Dolan	Director	No		22/04/2026	Up to 2 years	No	Add Edit
John	Doe	Director	Yes	john.doe@email.com	10/03/2026	Up to 2 years	No	No change Edit

Step 2 Set the 'Change action' field to 'Remove/Cease' and enter a 'Cease Date'.

Edit

Change Action

Change Action ⓘ *

Remove / Cease

Cease Details

Cease Date *

DD/MM/YYYY

Step 3 Save the record.

The image shows a screenshot of a web form titled "Alternative Address" with an information icon. The form includes an "Address Search" section with a text input field containing the placeholder "Type at least 4 characters for address search" and a checkbox labeled "Manually enter address". Below this are five input fields: "Line 1", "Line 2", "Town/Suburb", "State/Territory", and "Postcode". A dark grey "Save" button is located at the bottom left of the form area and is highlighted with a red rectangular border. The form is displayed within a grey sidebar that contains a list of names and addresses, including "Firs", "Nan", "Alex", "Isaa", "Johr", "Leig", and "Mar".

Step 4 If no further changes are required, proceed to section 7 '[Finalising the form](#)' of this task card.

7. Finalising the form

Step 1 Once the changes to the corporation officers have been recorded select the 'Next' button to move to a page where you can upload any supporting documents e.g. consent documents for new secretary/contact person or relevant meeting minutes.

FRM-2026-126811 - Change of Officers **Draft**

Corporation Officer Changes **Supporting Documents** Declare and Submit

Supporting Documentation **i**

Add files

There are no files to display.

Note: Under the CATSI Act, corporations are required to maintain relevant records. It is not mandatory to attach any documents to a Change Director, Contact Person & Secretary form. ORIC may request relevant documentation if required.

Step 2 Select 'Next' again to move to the declaration page. You must tick all of the boxes before you are able to submit the form.

Note: Once you have submitted the form, it will need to be processed by ORIC. Until it has been processed, you will not see the changes in your corporation people list, general report or the public Register of Aboriginal and Torres Strait Islander Corporations.

Home > Corporation Management > Corporation Details > **Change of Officers**

FRM-2026-126811 - Change of Officers **Draft**

Corporation Officer Changes Supporting Documents **Declare and Submit**

Declaration **i**

- I agree to the terms and conditions.
- I declare the information provided on this form is correct.
- I declare any new contact person or secretary was appointed in accordance with Part 6-3 of the CATSI Act and the corporation's rule book.
- I declare any ceased directors have ceased in accordance with Division 249 of the CATSI Act and the corporation's rule book. For example, they resigned in accordance with section 249-5, or were removed by directors or members in accordance with sections 249-10 or 249-15.
- I declare any new or reappointed directors were appointed or reappointed in accordance with Part 6-2 of the CATSI Act and the corporation's rule book. For example, they were appointed or reappointed at a general meeting or AGM in accordance with section 246-15 and the corporation's rule book, or appointed at a directors' meeting in accordance with section 246-20, or appointed as an alternate director in accordance with section 246-30.
- I understand that it is an offence under section 561-1 of the CATSI Act to provide false or misleading information and doing so can result in a penalty of 200 penalty units, 5 years imprisonment, or both.

Submitting Officer First Name

Submitting Officer Last Name

Previous **Submit**