



Notification of a change to corporation directors, contact person or secretary

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 and 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* (CATSI Act).

A person being appointed, reappointed or ceased in this form cannot sign the declaration in Part F.

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

Lodge this form online

You can complete this form online at **online.oric.gov.au**. Lodging this way is quicker because the online form uses data already held in the Register of Aboriginal and Torres Strait Islander Corporations to pre-populate sections of the form. You can edit or delete the existing information and add new information.

For assistance using the online form please email onlinehelp@oric.gov.au or call 1800 622 431.

Returning the paper form

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

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

Post **Office of the Registrar of Indigenous Corporations
PO Box 29
Woden ACT 2606**

What happens when you return your form?

Your form will be checked to make sure it is filled in properly and the requirements of the CATSI Act are met. If it is not complete, or extra information is required, ORIC will write to the contact person named at Part G of the form. You will need to provide the information before the form can be registered.

ORIC will then:

- update its records, and
- update the public Register of Aboriginal and Torres Strait Islander Corporations.

Privacy

Collection of information on this form is authorised by the CATSI Act. The Registrar of Indigenous 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 **oric.gov.au**.



Further information – if you need help completing this form or you need more information:

- call **1800 622 431**
- email **info@oric.gov.au**
- visit **oric.gov.au**

Question 5

New contact person's/ secretary's details

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.

Consent – 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.

Address – A secretary must provide a residential address. A secretary can apply to the registrar for an alternative address (which must be a street address where notices can be served on them) if:

- their name is on the electoral roll but not their address because of issues of personal safety, or
 - ORIC determines that including their residential address would put their safety (or their family's) at risk.
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Parts D and E Directors' details

Eligibility – To be eligible to serve as a director, a person must:

- be at least 18 years old
- be a member of the corporation (unless the rule book states otherwise – but note that a majority of directors must be members)
- be an Aboriginal or Torres Strait Islander person (unless the rule book states otherwise – but note that a majority of directors must be Indigenous)
- have no convictions for offences described in s 279-5(1) of the CATSI Act
- not be bankrupt
- not be disqualified from managing a corporation under Part 6-5 of the CATSI Act.

Number – A corporation may have up to 12 directors. If it needs a larger board, it can apply for an exemption from that limit – refer to the exemption form available from online.oric.gov.au or oric.gov.au.

Term – The maximum term is 2 years. A corporation may apply to the registrar for an exemption from that limit. Directors can also be reappointed after their term expires.

Personal information – Directors must provide their **residential address** unless they are given an exemption for personal or family safety reasons. In that case they may provide an alternate address – the alternate address must be a street address where notices may be served upon that person.

If a director does not have a **director ID** they must apply to get one from the Australian Business Registry Services – abrs.gov.au.

Consent – Directors must **consent** in writing to be a director. The corporation must keep a record of the consent from each director that shows they agree to be a director.

Alternate directors – A director may appoint an 'alternate' to exercise some or all of their powers for a specified period, with the approval of 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 termination must be in writing and a copy of each must go to the corporation. The Registrar must also be notified.

Check your rule book to see what it says about the matters above. Also check if your corporation has any existing **exemptions** from the Registrar.



Notification of a change to corporation directors, contact person or secretary

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

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

1	Corporation name	
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2	Indigenous Corporation Number (ICN)	
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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 been appointed ☐ Complete part D Current director's details have changed or they've been reappointed ☐ Complete part E
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►► **Important!** When you have filled in the relevant parts indicated above, **you must also complete part F.**

Part A: New contact person/secretary

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

If there is more than one 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 section.

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Former contact person/secretary

Mr☐Mrs☐Miss☐Ms☐Other☐

First name

Middle name

Last name

Date this person stopped being the contact person/secretary

/

/

5

New contact person/secretary
(see Notes on page 2)

This person is:

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 (if same as residential address, write 'As above')

Postcode

Primary phone

Alternative phone

Email address

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

Is this contact person/secretary also an employee of the corporation?

Yes☐

No☐

Date this change took effect

/

/

Part B: Changes to current contact person/secretary

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

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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

Primary phone

Alternative phone

Email address

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

Is this contact person/secretary also an employee of the corporation?

Yes

No

Date this change took effect

/

/

Part C: Ceased directors

Only complete this part if there is a person(s) who has **stopped being a director**.
If more than three people have stopped being directors, provide their details on a separate sheet of paper and attach it to this form.

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First name

Middle name

Last name

Date this person stopped being a director of the corporation

/

/

This person was:

a director

an alternate director

an independent director

First name

Middle name

Last name

Date this person stopped being a director of the corporation

/

/

This person was:

a director

an alternate director

an independent director

First name

Middle name

Last name

Date this person stopped being a director of the corporation

/

/

This person was:

a director

an alternate director

an independent director

Part D: New directors

Only complete this part if there is a **new director**.
If there are more than 2 new directors, 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 section.

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New director's 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

Primary phone

Alternative phone

Email address

Director ID

or does not have a director ID

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

Indigenous

Non-Indigenous

About this director's appointment

Date of appointment or reappointment

/

/

How long is the appointment for?

up to 1 year

up to 2 years

other

This director position is:

director

alternate director

with these terms

independent director

Other roles in the corporation

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

Yes

No

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

Member

Non-member

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New director's 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

Primary phone

Alternative phone

Email address

Director ID

or does not have a director ID

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

Indigenous

Non-Indigenous

About this director's appointment

Date of appointment or reappointment

/

/

How long is the appointment for?

up to 1 year

up to 2 years

other

The type of director position is:

director

alternate director

with these terms

independent director

Other roles in the corporation

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

Yes

No

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

Member

Non-member

Part E: Changes to current directors’ details or appointment

Only complete this part if there have been **changes** to the current director(s) details.
If there are more than 2 directors with changed details, 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 section.

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Director’s 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

Primary phone

Alternative phone

Email address

Director ID

or does not have a director ID

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

Indigenous

Non-Indigenous

About this director’s appointment

Date of appointment or reappointment

/

/

How long is the appointment for?

up to 1 year

up to 2 years

other

This director position is:

director

alternate director

with these terms

independent director

Other roles in the corporation

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

Yes

No

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

Member

Non-member

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Director’s 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

Primary phone

Alternative phone

Email address

Director ID

or does not have a director ID

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

Indigenous

Non-Indigenous

About this director’s appointment

Date of appointment or reappointment

/

/

How long is the appointment for?

up to 1 year

up to 2 years

other

This director position is:

director

alternate director

with these terms

independent director

Other roles in the corporation

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

Yes

No

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

Member

Non-member

Part F: Declaration

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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 secretary of the corporation.
A person being appointed, reappointed or ceased in this form cannot sign this declaration.

I declare:

- I am a director or secretary, and am authorised to sign this form in accordance with section 404-5 of the CATSI Act
- the information provided on this form is correct
- any new contact person or secretary was appointed in accordance with Part 6-3 of the CATSI Act and the corporation's rule book
- 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
- 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.

If any directors were appointed or ceased at an AGM, please provide the date of the AGM.

/ /

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.

Director's/
secretary's
signature



Date

/ /

Full name

Note: Corporations are responsible for making their officers (contact people, secretaries and directors) aware of their obligations when dealing with ORIC. If ORIC is required to restrict contact with a corporation's officer(s) because of their behaviour, the corporation may need to review its ability to meet its obligations under the CATSI Act in those circumstances. The corporation will need to ensure it can continue to meet its governance obligations such as lodging reports and forms. More information about officers' responsibilities when dealing with ORIC is available on oric.gov.au.