



Australian Government
Office of the Registrar of
Indigenous Corporations

myCorp

ORIC's online portal for lodging forms and reports

TASK CARD

Applying for Exemption

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There are certain parts of the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) that the Registrar can grant exemptions from. An exemption means that a corporation does not have to comply with that part of the Act. [Learn more about exemptions.](#)

This task card will show you how to apply for an exemption under the CATSI Act in myCorp.



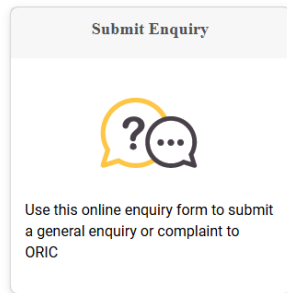
Contents

1. Signing into myCorp.....	3
2. Submitting an exemption request through myCorp	6
Appendix A	11

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

Email Address

Password

Forgot your password?

Sign In

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

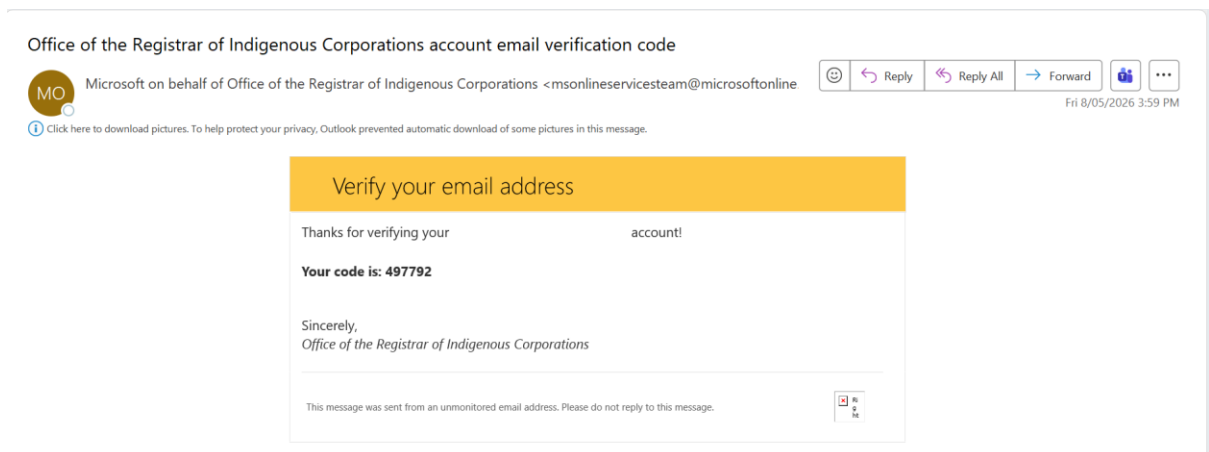
Send verification code

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

Step 5 Press 'Continue' to finish signing in.



Please provide the following details.

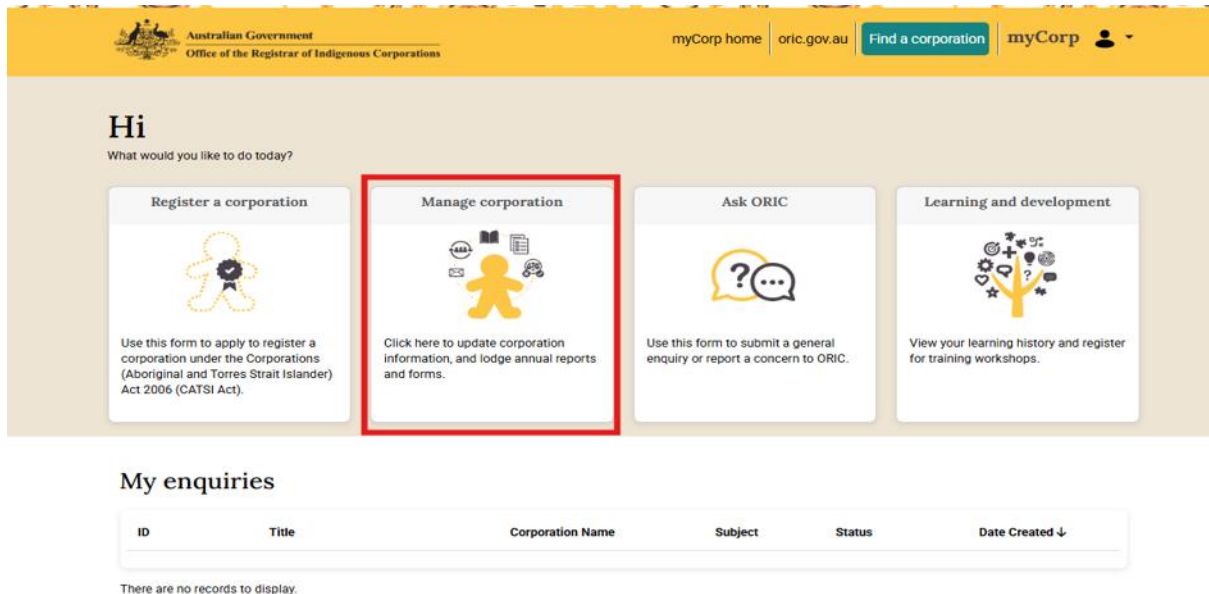
E-mail address verified. You can now continue.

Email Address *

Verification code

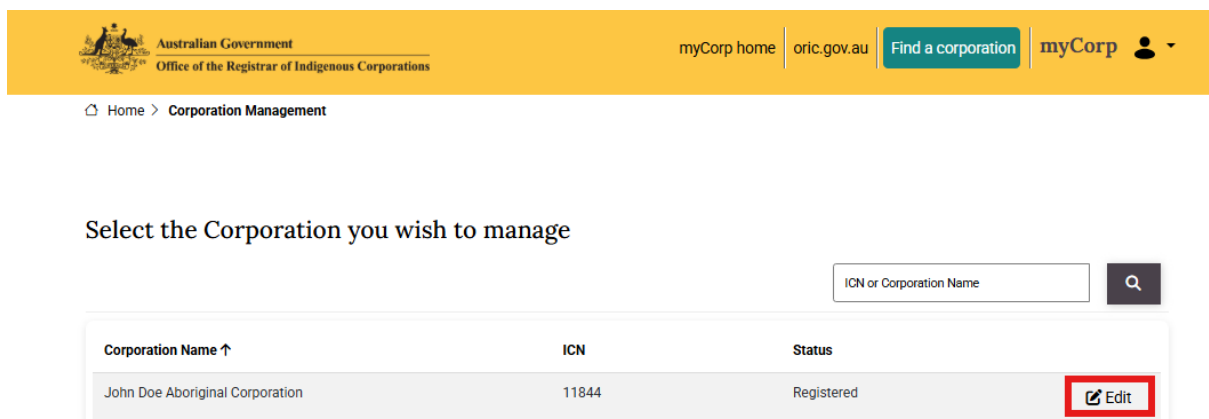
2. Submitting an exemption request through myCorp

Step 1 After signing into myCorp, select the 'Manage corporation' tile.



Step 2 Select the corporation for which you want to lodge the exemption request for by selecting the 'Edit' icon.

Note: You must either be a delegated authority, secretary or director of a corporation to manage a corporation in myCorp. If you cannot see a corporation in this list, but are a director/secretary/delegated authority, then please contact ORIC for support.



Step 3 Navigate to the 'Exemptions' tab in the corporation record.

The screenshot shows the myCorp portal interface. At the top, the Australian Government logo and 'Office of the Registrar of Indigenous Corporations' are on the left. On the right, there are links for 'myCorp home', 'oric.gov.au', a 'Find a corporation' button, and a 'myCorp' user profile dropdown. Below the header, a 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', 'Members', 'Annual Reporting', 'Rule Book', 'Exemptions' (highlighted with a red box), 'Auditors', and 'Other Requests'. An 'Edit' button is located on the right. Below the tabs, the 'Corporation Details' section is visible, showing 'Corporation Name' as 'John Doe Aboriginal Corporation' and 'Corporation Size' as 'Small'.

Step 4 Select the 'Apply for an exemption' tile.

This screenshot shows the 'Exemptions' tab selected in the myCorp portal for 'John Doe Aboriginal Corporation - 11844'. The breadcrumb trail is 'Home > Corporation Management > Corporation Details'. The horizontal menu now has 'Exemptions' highlighted with a dark background. Below the menu, the 'Actions' section contains a single tile titled 'Apply for an exemption', which is highlighted with a red box. The tile includes a brief instruction: 'Use this form to apply for an exemption under the CATSI Act.'

Step 5 The first part of the exemption form will display your prepopulated contact details. Click 'Next' to navigate to the next part of the form to record the exemption(s) being sought.

About this Form

Corporation User Details

Title

First Name

Middle Name

Last Name

Email

Next

Step 6 To record the details of the exemption being sought, select the 'Add new Exemption' button.

Exemption Details

 Add new Exemption

Name

Reason

Status

Created on ↓

Start Date

End Date / Extended
Date

There are no records to display.

Submitter's Confirmation

Step 7 Select an exemption type, the relevant section from the CATSI Act, and the reason/details for the exemption request. Additional fields may be required, depending on the exemption which is being sought. For an explanation on the required fields for each exemption, please refer to [Appendix A](#).

Note: If you are seeking an extension to lodge your annual reports, you will need to select 'Reporting Exemption' and then select 'Extension' in the 'Exemption or Extension' field.

Exemption

Exemption Type  *

Reporting Exemption 

From which section(s) of the CATSI Act are you applying for exemption?  *

Select 

Exemption or extension? *

Extension 

From which report is the exemption or extension of time being sought? *

Select 

Reason / Details  *

Once all required fields have been completed, select 'Save'.

You can apply for more than one exemption in same form by following steps 6 to 7 for each additional exemption.

Step 8 You can upload documents supporting your application in the 'Supporting Documents' section by adding files. You can upload more than one file.

Supporting Documents

 This site is private: Only specific people can view this site. [Learn more](#) Signed in as Edison HUI

 Add files

There are no files to display.

Step 9 Make the mandatory declarations under the 'Submitter's Confirmation' section. You must tick all the boxes to submit the exemption form. Once submitted, the form will be sent to ORIC for processing.

Submitter's Confirmation ⓘ

☐

I declare that the **information** I am providing is **true and correct**, and **authorised by the board**.

☐

I acknowledge that under section 561-1 of the CATSI Act, it is an **offence to provide false or misleading information**, and doing so can result in a maximum penalty of 200 penalty units or imprisonment for five years or both.

☐

I confirm that this request has been **authorised by a resolution of directors**, and I will keep a copy of the resolution with the corporation's records.

First Name

Middle Name

Last Name

➡ Save and Close

📄 Submit

Appendix A

To assist with completing your exemption applications, below is a list of exemptions you can apply for, the section of the CATSI act that you are seeking an exemption and a description of the exemption.

EXEMPTION/EXTENSION TYPE	SECTION OF THE CATSI ACT THAT YOU ARE SEEKING AN EXEMPTION	DESCRIPTION
Reporting exemption	Section 348-1(3)	Corporation can lodge their financial report, directors' report and other reports after the due date (the due date is 6 months after the end of the corporation's financial year).
Reporting exemption	Section 330-10	Corporation can lodge their general report after the due date (the due date is 6 months after the end of the corporation's financial year)
Reporting exemption	Section 333-5	Corporation does not need to lodge their financial report, directors' report and or other reports for a certain financial year or years.
Reporting exemption	Section 330-1	Corporation does not need to lodge their general report for a certain year or years.
Extension of time for holding AGM	Section 201-155	Corporation can hold its AGM after the due date (5 months after the end of the corporation's financial year).
AGM exemption	Section 201-150	Corporation does not need to hold its AGM for a certain year or years.
Maximum number of directors	Section 243-5	Corporation can have more than 12 directors.
Maximum director term	Section 246-25(2)	Directors can have terms of more than 2 years.
Related party benefits	Part 6-6	Corporation does not need to follow procedural requirements for obtaining member approval for giving a related party benefit.

Related party benefits	Section 284-1	Corporation does not need to follow procedural requirements for obtaining member approval for giving a financial benefit
Record Keeping	Section 322-10	Corporation does not need to keep financial records.
Physical format	Section 322-15	Corporation does not need to keep physical records.
Director access	Section 322-25	Corporation does not have to provide directors with access to records.
Keeping constitution and officer records	Section 322-5	Corporation does not have to keep a copy of its rule book or records about officers.
Minimum number of members	Section 77-5(2)	Corporation can have less than 5 members at registration.
	Section 77-5(3)	Corporation can have less than the number of members for which it received an exemption at registration.
	Section 77-5(4)	Corporation can have less than 5 members after registration.
Admission to membership before a general meeting has been held	Section 144-10(8)	If a person applies to become a member of a corporation after a notice of a general meeting has been given and the directors consider the member's application before the meeting is held, the person cannot be put on the register of members until after the meeting. However, the Registrar may grant an exemption from this so that the corporation can put the member on the register before the general meeting is held.
Cancellation of membership - member not contactable	Section 150-25	Corporation does not have to follow certain procedural requirements to cancel membership if the member is not contactable.
Cancellation of membership -member is not Aboriginal or Torres Strait Islander	Section 150-30	Corporation does not have to follow certain procedural requirements to cancel membership of a person who is not an Aboriginal and Torres Strait Islander person.
Cancellation of membership - member misbehaves	Section 150-35	Corporation does not have to follow certain procedural requirements to cancel membership if the person misbehaved.