



Australian Government
Office of the Registrar of
Indigenous Corporations

myCorp

ORIC's online portal for lodging forms and reports

TASK CARD

Applying for Exemption

Document Type

Task card

Last updated

20 October 2026

Version

0.2

This task card explains how exemptions are created and managed in MILI. It explains how to process a standalone exemption request, including how to enter one that has been submitted via email or post



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1. Signing into myCorp

Step 1 Sign in to your [myCorp](#) account using your email address and password.

If you don't have a myCorp account, you will need to select the 'Sign up now' option.



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Find a corporation

myCorp

Sign in with the email address you used to sign up to myCorp. [Learn more about myCorp user accounts here.](#)

Email Address

Password

Forgot your password?

Sign In

Or if you don't have an account:

Sign up now

Ask ORIC



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

Step 2 Click the 'Send verification code' button.

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 3 Enter the verification code and select 'Verify code'.



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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

Ask ORIC



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

Step 4 Press 'Continue' to finish signing in.



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Please provide the following details.

E-mail address verified. You can now continue.

Email Address *

Verification code

Continue

Cancel

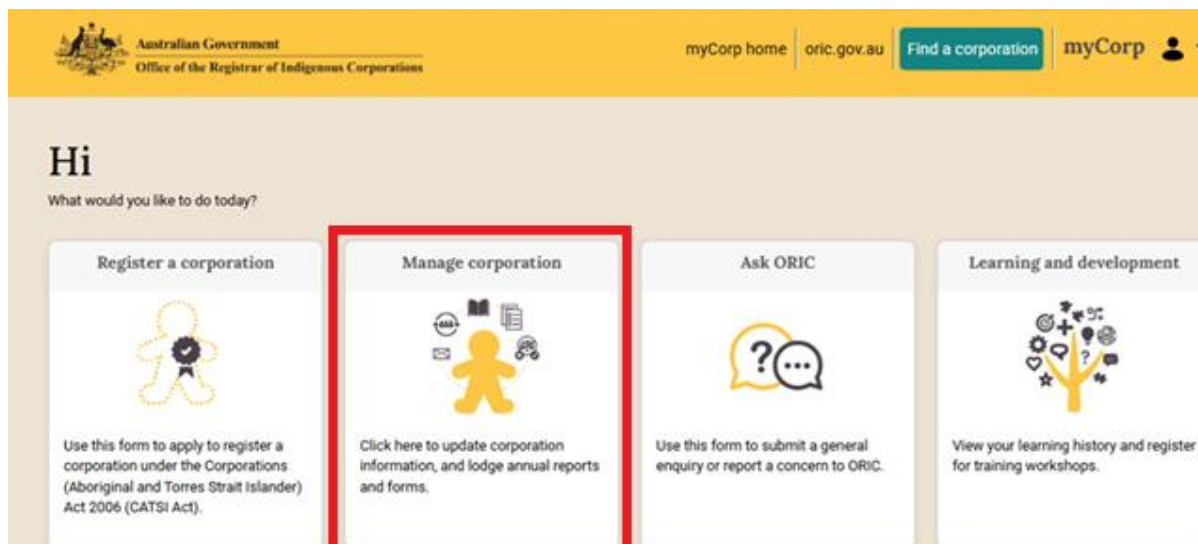
Ask ORIC



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

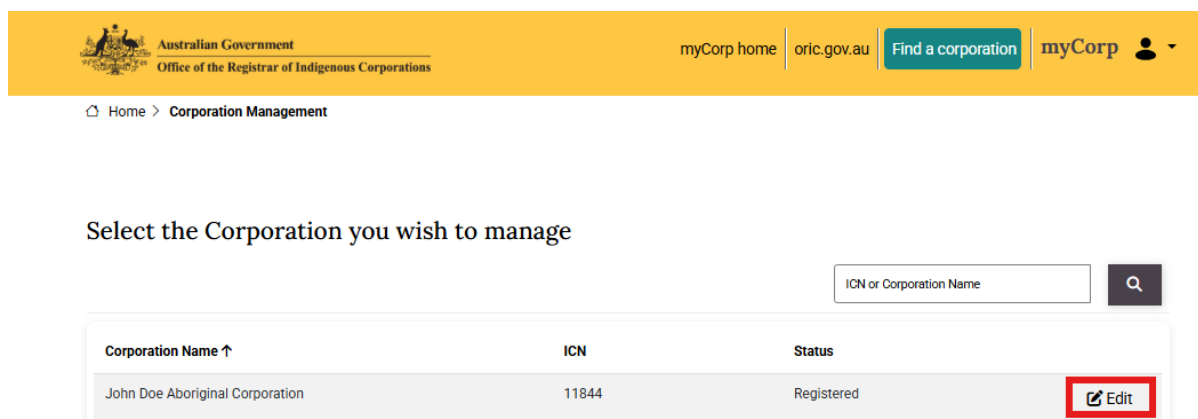
2. Submitting an exemption request through myCorp

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



Step 2 Select the corporation for which they 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 in order 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.



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myCorp home

oric.gov.au

Find a corporation

myCorp 

Home > Corporation Management > Corporation Details

John Doe Aboriginal Corporation - 11844

Corporation Details

Officers

Members

Annual Reporting

Rule Book

Exemptions

Auditors

Other Requests

Edit

Corporation Details

Corporation Name *
John Doe Aboriginal Corporation

Corporation Size ⓘ
Small

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



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Find a corporation

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Home > Corporation Management > Corporation Details

John Doe Aboriginal Corporation - 11844

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 Apply for an exemption

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.

Home > Corporation Management > Corporation Details > Exemptions - New

About this Form ⓘ
Corporation User Details

Title

First Name
Your name

Middle Name

Last Name
Your surname

Email
Your email

Next

Step 6 To record the details of the exemption being sought, the Corporation User should 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 You will need to complete the fields relevant to the exemption.

Exemption

Exemption Type  *

Select

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

Select

Reason / Details  *

Exemption End Date

DD/MM/YYYY



Save

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.

Select

Maximum Number of Directors
Maximum Director Term
Reporting Period
Meeting Exemption
Reporting Exemption
Record Keeping
Related Party Benefits
Adding / Removing Members
General Exemption
Minimum Number of Members

Once the fields have been completed, select 'Save'.

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You can apply for additional exemptions by following steps 6 to 7 for each additional exemption.

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

3. Follow-up from ORIC and Requests for Information

While ORIC processes the exemption form, we may request additional information from the corporation. Typically we will contact you via email but we may also call you in regards to the request for information. When you have received the request, you must respond within the time period specified by ORIC else the exemption request may be denied.

During this stage, you can make the required changes to the exemption form by navigating back to the exemption page and selecting 'Edit' next to the related form.



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Home > Corporation Management > Corporation Details

John Doe Aboriginal Corporation - 11844

Corporation Details

Officers

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Actions

 [Apply for an exemption](#)

Use this form to apply for an exemption under the CATSI Act.

Exemption Requests

Reference ID	Status	Date Submitted	Submitting User	Date Created ↓	
FRM-2026-126843 - Exemption	Request for Information	01/05/2026	Your name here	01/05/2026 10:03 AM	 Edit

If the information provided is sufficient, the ORIC officer will close the request and the Exemption form status will revert to 'Submitted'

[Home](#) > [Corporation Management](#) > [Corporation Details](#)

John Doe Aboriginal Corporation - 11844

- Corporation Details
- Officers
- Members
- Annual Reporting
- Rule Book
- Exemptions
- Auditors
- Other Requests

Actions

 **Apply for an exemption**

Use this form to apply for an exemption under the CATSI Act.

Exemption Requests

Reference ID	Status	Date Submitted	Submitting User	Date Created ↓	
FRM-2026-126843 - Exemption	Submitted	01/05/2026	Your name here	01/05/2026 10:03 AM	 Edit

Please be aware that multiple requests for information can be made during the exemption application process, and to keep up to date with correspondence to ORIC during this period.

Appendix A

Below is a list of exemptions you can apply for, the section of the CATSI act to which the exemption refers to, a description of the exemption and the information required within the exemption application form. For all exemptions, you will need to specify the section of the CATSI act that you are seeking an exemption from and provide a reason/details in the exemption application.

EXEMPTION/EXTENSION TYPE	SECTION OF THE CATSI ACT THAT YOU ARE SEEKING AN EXEMPTION	DESCRIPTION	ADDITIONAL INFO + INFORMATION REQUIRED
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).	For corporations that cannot lodge annual reporting within 6 months of the Financial Year End. You must specify this as an extension and for which report you are seeking an extension
Reporting exemption	Section 330-10	Corporation can lodge their general report after	For General Reports

		the due date (the due date is 6 months after the end of the corporation's financial year)	specifically – If you cannot lodge a general report within 6 months of the financial year end.
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.	This is for corporations seeking an exemption for financial, directors, auditors or general reports. You will need to specify that this is an exemption and for which report(s) you are seeking an exemption from
Reporting exemption	Section 330-1	Corporation does not need to lodge their general report for a certain year or years.	For corporations seeking an exemption from lodging general reports for a year or several years. You must specify if this is an exemption or

			extension. Extensions will require you to submit the report before the specified end date.
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).	For corporations that cannot hold an AGM within 5 months of the end of financial year. You must specify this is an extension and whether you have issued a notice for an AGM to be held. The AGM must be held before the specified end date.
AGM exemption	Section 201-150	Corporation does not need to hold its AGM for a certain year or years.	Can't select this legislation in myCorp
Maximum number of directors	Section 243-5	Corporation can have more than 12 directors.	For corporations that want to have more than 12 directors. You must specify the

			maximum number of directors.
Maximum director term	Section 246-25(2)	Directors can have terms of more than 2 years.	The maximum term a director can be appointed for is 2 years. If a director is required to be appointed for longer, you must apply for an exemption, specifying the maximum director term (up to 5 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.	For corporations that require an exemption for obtaining Member approval for Related Party Benefits
Related party benefits	Section 284-1	Corporation does not need to follow procedural requirements for obtaining member approval for giving a financial benefit	For corporations that require an exemption for obtaining Member approval for financial Benefits

Record Keeping	Section 322-10	Corporation does not need to keep financial records.	For corporations that have a valid reason for why they cannot keep records of financial transactions.
Physical format	Section 322-15	Corporation does not need to keep physical records.	For corporations that have a valid reason for why they cannot keep physical records
Director access	Section 322-25	Corporation does not have to provide directors with access to records.	For corporations which cannot provide a director or directors access to corporation 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.	

Cancelation 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.	
Cancelation 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.	
Cancelation of membership - member misbehaves	Section 150-35	Corporation does not have to follow certain procedural requirements to cancel membership if the person misbehaved.	

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