



Australian Government
Office of the Registrar of
Indigenous Corporations

myCorp

ORIC's online portal for lodging forms and reports

TASK CARD

Submitting annual reporting through myCorp

Document Type

Task card

Last updated

20 October 2026

Version

0.2

A corporation must lodge reports with the Registrar of Aboriginal and Torres Strait Islander Corporations (the Registrar) each year depending on its size and income – unless it has an exemption.

This task card explains how to lodge annual reports including the general report, auditor's report, financial report and directors' report through myCorp.

If you are looking for a guide on submitting a specific annual report, you can use the content table on the next page to locate the guide you require.



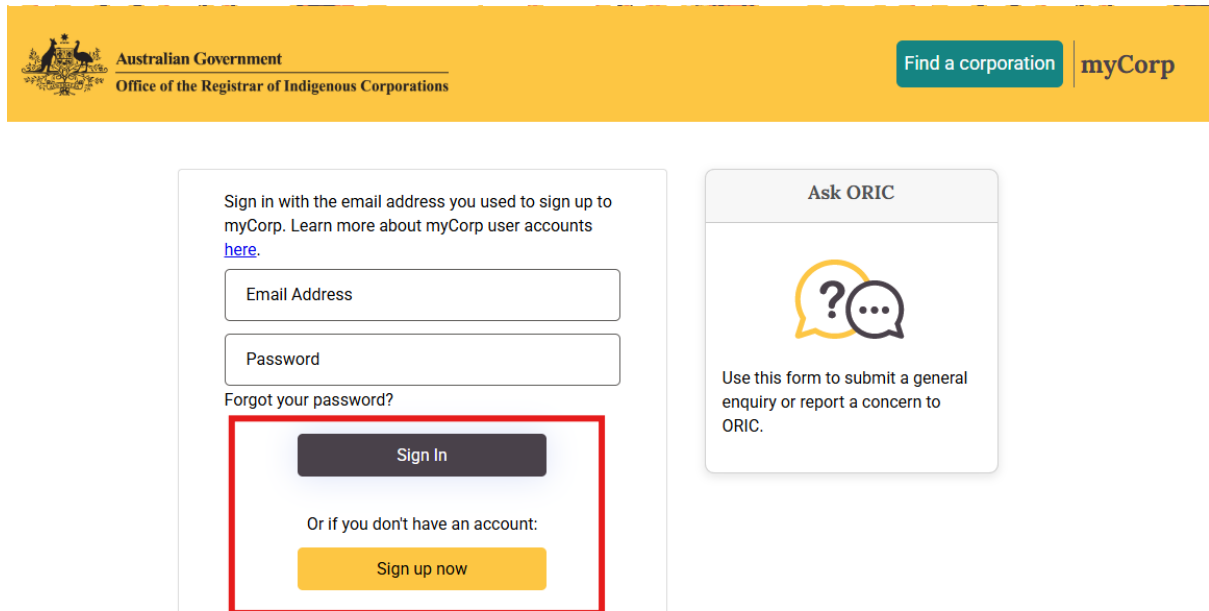
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1. Signing into myCorp

Step 1 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



The screenshot shows the myCorp login and sign-up interface. At the top, there is a yellow header bar with the Australian Government logo and the text "Australian Government Office of the Registrar of Indigenous Corporations" on the left, a "Find a corporation" button in the center, and the "myCorp" logo on the right. Below the header, the main content area is divided into two sections. The left section is a white box with a light gray border containing the login and sign-up forms. The right section is a white box with a light gray border containing an "Ask ORIC" form. The login and sign-up form on the left has a title "Sign in with the email address you used to sign up to myCorp. Learn more about myCorp user accounts [here](#)." followed by two input fields: "Email Address" and "Password". Below these fields is a link "Forgot your password?". At the bottom of the form are two buttons: a dark gray "Sign In" button and a yellow "Sign up now" button. The "Sign In" and "Sign up now" buttons are highlighted with a red rectangular border. The "Ask ORIC" form on the right has a title "Ask ORIC" and a question mark icon. Below the icon is the text "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

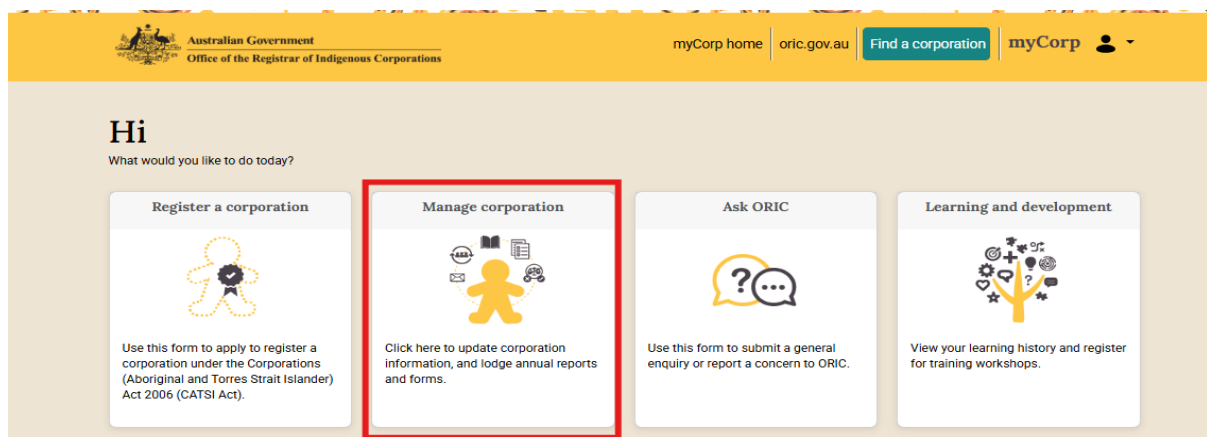
Cancel

Ask ORIC



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

Step 5 Navigate to the 'Manage corporation' tile.



My enquiries

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

There are no records to display.

Step 6 Select the corporation you want to manage the members for and click 'Edit'



Home > Corporation Management

Select the Corporation you wish to manage

ICN or Corporation Name			Q
Corporation Name ↑	ICN	Status	
John Doe Aboriginal Corporation	11844	Registered	Edit

2. Lodging General Report

Step 1 Navigate to the 'Annual Reporting' tab to view all annual reports that have not been lodged for your corporation.

Note: Your corporation is required to submit all reports – not only the most recent report.

Home > Corporation Management > Corporation Details

John Doe Aboriginal Corporation - 11844

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

Annual General Meetings

AGM Name	AGM Held?	AGM Date
2029 AGM		Record AGM Date
2028 AGM	Yes	

To Do Annual Reporting

Read our [Guide to completing the general report](#) or watch a video on [How to lodge annual reports in myCorp](#)

Name	Type	Reporting Period ↓	Status	Due Date	Created On	
FRM-2026-126840 - Auditor's Report 2026-27	Auditor's Report	2026-27	Draft	31/12/2027	30/04/2026 3:52 PM	Edit
FRM-2026-126841 - Director's Report 2026-27	Director's Report	2026-27	Draft	31/12/2027	30/04/2026 3:52 PM	Edit
FRM-2026-126789 - General Report 2026	General Report	2026	Draft	01/07/2029	13/04/2026 3:18 PM	Edit

Step 2 Select the 'Edit' button next to the general report.

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Home > Corporation Management > Corporation Details

John Doe Aboriginal Corporation - 11844

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

Annual General Meetings

AGM Name	AGM Held?	AGM Date
2029 AGM		Record AGM Date
2028 AGM	Yes	

To Do Annual Reporting

Read our [Guide to completing the general report](#) or watch a video on [How to lodge annual reports in myCorp](#)

Name	Type	Reporting Period ↓	Status	Due Date	Created On	
FRM-2026-126840 - Auditor's Report 2026-27	Auditor's Report	2026-27	Draft	31/12/2027	30/04/2026 3:52 PM	Edit
FRM-2026-126841 - Director's Report 2026-27	Director's Report	2026-27	Draft	31/12/2027	30/04/2026 3:52 PM	Edit
FRM-2026-126789 - General Report 2026	General Report	2026	Draft	01/07/2029	13/04/2026 3:18 PM	Edit

Step 3 You need to confirm the information on the 'Corporation Details' page is correct. Review the information and if the information is correct, proceed by selecting 'Next'.

Corporation *
John Doe Aboriginal Corporation

ICN
11844

Form Type *
General Report

Reporting Period
2026

ABN (if the organisation has one)

Address
Main place of business
1 Real St, Suburbtown, ACT 2000

☒ The Corporation's Registered Office Address (ROA) / Document Access Address (DAA) is the same as its main place of business

Does the corporation currently occupy the ROA/DAA Address?
Yes

☒ The Corporation's Postal Address is the same as its main place of business

Contact Details
Corporation's Primary Contact Number
0455 555 555

Corporation's Alternate Contact Number
Provide a telephone number

Preferred method of communication

Next

Save and Close

If the corporation information is incorrect, you can exit the general report and navigate back to the 'Corporation Details' tab in myCorp and select 'Edit' to modify the information before proceeding.

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

Registration Status
Registered

ICN
11844

Search by Australian Business Number (ABN) / Australian Company Number (ACN) (if the organisation has one) ⓘ
Search By ABN Number

Corporation Size ⓘ
Small

Corporation Reporting Requirements
General Report

Registered On
10/03/2026

Corporation registered with ACNC? *
No

Note: If you change the corporation information, you will need to select the 'Sync' button in the general report to include the changes in the general report.

Step 4 After confirming the corporation's details, navigate to the Financial Information page and provide the required information. You can learn more about what is required, and the definition of the terms by clicking on the 'i' next to each field.

Select 'Next' at the bottom left of the page to progress to the Industry Details page.

Note: It is not necessary to enter a dollar sign (\$) in the financial information section. Only enter the numerical amount. For example, 1,000,000. Do not enter \$1,000,000.

FRM-2026-133201 - General Report 2026-27 **Draft**

Sync

Corporation Details **Financial Information** Industry Details Corporation People Corporation Members Other Reports Declare and Submit

Financial Information ⓘ

Total Income (including grants) ⓘ

Income includes revenue received by the corporation such as grant funding and amounts received for providing services or selling stock. ✕

\$

Total Grants ⓘ

\$

Total Expenditure ⓘ

\$

Profit / Loss

Total Value of Current Assets ⓘ

\$

Total Value of Non-Current Assets ⓘ

\$

Total Assets

Step 5 Review the industry sectors that the corporation has previously reported that it operates in. If the information is correct, select 'Next' to go to the Corporation People page.

Note:

- If the industry details need to be updated, select 'Corporation Details' to leave the General Report so that you can make the changes needed. This process is set out in Step 3.
- Information already entered into the General Report will be saved – when you go back to the General Report after making changes to the industry sectors, make sure you press 'Sync' so that the changes are included in the General Report.

Home > Corporation Management > Corporation Details **General Report**

FRM-2026-133201 - General Report 2026-27 **Draft**

Sync

Corporation Details Financial Information **Industry Details** Corporation People Corporation Members Other Reports Declare and Submit

Industry Details ⓘ

Industry Sector ↑

Communication services > Media and broadcasting

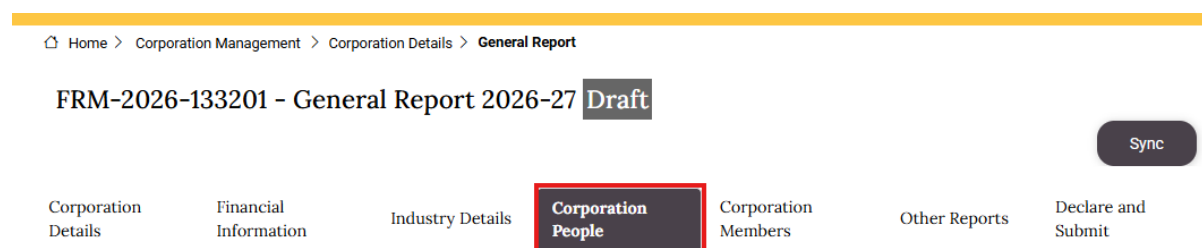
Communication services > Translation and interpreter service

Community services

Other Industry Sectors:

Previous **Next** Save and Close

Step 6 Review the Corporation People page. The corporation people listed should be those who were in place on the last day of the corporation's financial year. If the corporation people are correct, select 'Next' to go to the Corporation Members page.



Home > Corporation Management > Corporation Details > General Report

FRM-2026-133201 - General Report 2026-27 **Draft**

Sync

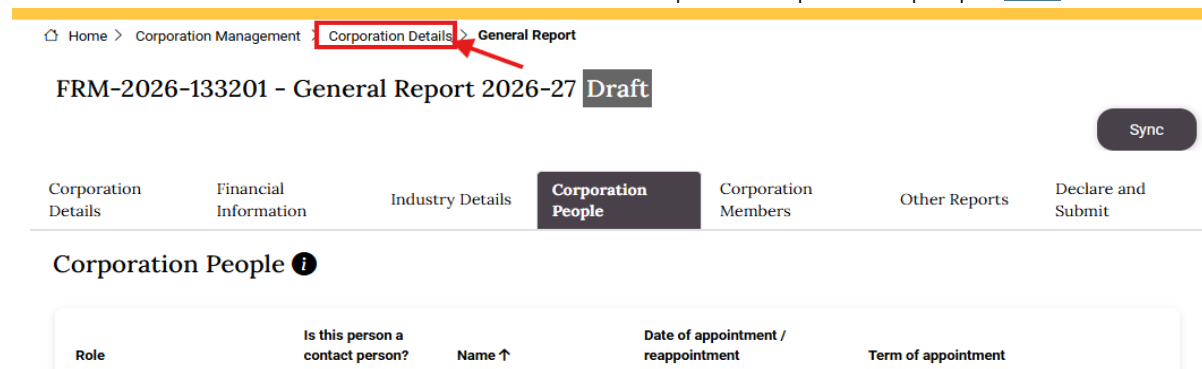
Corporation Details Financial Information Industry Details **Corporation People** Corporation Members Other Reports Declare and Submit

Corporation People ⓘ

Role	Is this person a contact person?	Name ↑	Date of appointment / reappointment	Term of appointment
------	----------------------------------	--------	-------------------------------------	---------------------

If the corporation people need to be updated, select 'Corporation Details' to leave the General Report so that you can make the changes needed. You will need to lodge a change of officer form to change the corporation people. After lodging a change of officer form, you will need to wait for ORIC to process the form before you can use the 'Sync' button to include any changes in the General Report.

Note: You can find detailed instructions on how to update corporation people [here](#).



Home > Corporation Management > Corporation Details > General Report

FRM-2026-133201 - General Report 2026-27 **Draft**

Sync

Corporation Details Financial Information Industry Details **Corporation People** Corporation Members Other Reports Declare and Submit

Corporation People ⓘ

Role	Is this person a contact person?	Name ↑	Date of appointment / reappointment	Term of appointment
------	----------------------------------	--------	-------------------------------------	---------------------

Step 7 On the 'Corporation Members' page, review the corporation members to confirm all people were listed were members on the last day of the corporation's financial year and there are no members that need to be added.

Home > Corporation Management > Corporation Details > **General Report**

FRM-2026-133201 - General Report 2026-27 **Draft**

Sync

Corporation Details Financial Information Industry Details Corporation People **Corporation Members** Other Reports Declare and Submit

Corporation Members ⓘ

Search

Member Type	Name ↑	Address
-------------	--------	---------

If the corporation members need to be updated, select the 'Corporation Details' button located above the form to leave the General Report.

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Office of the Registrar of Indigenous Corporations

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Home > Corporation Management > **Corporation Details** > General Report

Afterwards, proceed to the 'Members' tab in myCorp and make any changes to the list of members. After you have made changes to the members, and the changes have been processed, the changes will be reflected in the 'List of Current Members' section. You can find detailed instructions on how to update members [here](#).

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

List of Current Members ⓘ

Refresh Download Current List Add New Member

Member Type	Title	Name ↑	Date Added	Date Updated
-------------	-------	--------	------------	--------------

If the corporation members are correct, select "Next" at the bottom of the page to move to the next section.

Step 8 If you are a medium or large corporation you will have the option to lodge your financial report, auditor's report and/or directors' report on this tab

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Find a corporation

myCorp

Home > Corporation Management > Corporation Details > General Report

FRM-2026-133201 - General Report 2026-27 Draft

Sync

Corporation Details

Financial Information

Industry Details

Corporation People

Corporation Members

Other Reports

Declare and Submit

Other Reports

Are you intending to lodge your financial and / or auditor's report with this submission?

No

Are you intending to lodge your directors' report with this submission?

No

Previous

Next

Save and Close

To lodge the reports, click on the drop-down box and select 'Yes'. You will then be prompted to upload your reports.

Other Reports

Are you intending to lodge your financial and / or auditor's report with this submission?

Yes

Upload Financial Report

Add files

Name↑	Modified
There are no files to display.	

For Financial reporting, you must upload the financial report. If you have included the auditor's report with the financial report, you must specify in the box below, otherwise you will be prompted to upload an auditor's report separately.

Upload Financial Report

Name↑	Modified
There are no files to display.	

Does the uploaded financial report include your auditor's report? ⓘ

Yes ▾

If you wish to submit your auditors report separately, select 'No' and upload it in the 'Upload Auditor's Report' section below using the 'Add files' button.

Does the uploaded financial report include your auditor's report? ⓘ

No ▾

Upload Auditor's Report

➕ Add files

There are no files to display.

To upload the directors report, select 'Yes' and upload the files in the 'Upload Directors' Report' section below, using the 'Add files' button. Note that you must upload the directors report separately, even if it is included in the financial report.

Are you intending to lodge your directors' report with this submission?

Yes ▾

Upload Directors' Report ⓘ

You must upload your directors' report even if you have included it in your financial report upload. You can either upload your directors' report as a separate file or upload your full financial report again, that contains your directors' report.

➕ Add files

There are no files to display.

Once complete, press 'Next' to proceed to the 'Declare and Submit' section of the form.

Step 9 You must tick the declarations boxes in this section in order to submit the form.

If all mandatory information fields are complete then the report will be lodged and automatically published on the public Register of Aboriginal and Torres Strait Islander Corporations on ORIC's website.

Note: If you have submitted other reporting with the General Report, they will be in the 'submitted' status where ORIC will process the forms. Note that it can take up to 5 minutes for the report status to be updated in myCorp, so do not panic if it is still in 'Draft'. As long as the general report has been lodged, the included reports will be submitted.

FRM-2026-133201 - General Report 2026-27 **Draft**

Sync

Corporation Details Financial Information Industry Details Corporation People Corporation Members Other Reports **Declare and Submit**

Declare and Submit (Submitter's Confirmation)

- ☒ I declare that the **information** I am providing is **true and correct**, and **authorised by the board**.
- ☒ I declare the **financial information** included in this report is correct.
- ☒ 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.

First Name Middle Name

Last Name

Previous **Save and Close** **Declare and Submit**

Notes on completing the General Report

Inspect the information on each tab to ensure it is accurate and reflects the position of the corporation on the last day of its financial year. If changes are required, they will need to be made through the relevant processes:

- For changes to the corporation details (e.g. corporation contact information or addresses), navigate to the 'Corporation Details' tab in myCorp and select the 'Edit' button to update information as required.
- For changes to members, navigate to the 'Members' tab in myCorp and amend the corporation's list of members as required (this can be done individually or in bulk). Instructions may be found [here](#).

- For changes to officers such as directors, secretaries or contact people, complete the change of officers form in myCorp. Detailed instructions can be found [here](#).

If the corporation has made changes to its information in myCorp, these changes can be included in the General Report by clicking the 'Sync' button. If a corporation has submitted a change of officer form, please wait for this to be processed by ORIC before using the 'Sync' function to update the information in the general report.

Corporation details, industries and members will be synced with current point-in-time information, whereas directors and other officer information will be synced with the officer information as at the end of the corporation's financial year (i.e. using start and cease dates). This means that if a corporation person ceased before the end of the reported financial year, they will still appear in the General Report as it is relevant information.

Once lodged, the General Report status will change to 'Lodged' and it will be published to the public register on ORIC's website. If any of the information in the published General Report needs to be corrected the corporation will need to lodge an addendum. You can contact ORIC at 1800 622 431 or by email at info@oric.gov.au and we can guide you through the addendum process.

3. Lodging a Financial/Auditor's/Directors' Report via myCorp

You now have the option to lodge these reports in your general report. For instructions on how to do this, refer to [Step 8](#) of the General Reporting section of this guide.

Instructions for how to log into myCorp and find your corporation are [here](#).

Step 1 Navigate to the 'Annual Reporting' tab and then select the 'Edit' button next to either the [Financial Report](#), [Auditor's Report](#) or [Directors' Report](#) in the 'To Do Annual Reporting' section.

Note: Only the reports your corporation needs to lodge will show in the 'To Do Annual Reporting' section.



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

John Doe Aboriginal Corporation - 11844

Corporation Details

Officers

Members

Annual Reporting

Rule Book

Exemptions

Auditors

Other Requests

To Do Annual Reporting

Read our [Guide to completing the general report](#) or watch a video on [How to lodge annual reports in myCorp](#)

Name	Type	Reporting Period ↓	Status	Due Date	Created On	
FRM-2026-126839 - Financial Report	Financial Report	2026-27	Draft	31/12/2027	30/04/2026 3:38 PM	 Edit
FRM-2026-126840 - Auditor's Report	Auditor's Report	2026-27	Draft	31/12/2027	30/04/2026 3:52 PM	 Edit
FRM-2026-126841 - Director's Report	Director's Report	2026-27	Draft	31/12/2027	30/04/2026 3:52 PM	 Edit
FRM-2026-126789 - General Report	General Report	2026	Draft	31/12/2026	13/04/2026 3:18 PM	 Edit
FRM-2026-126675 - Auditor's Report	Auditor's Report	2026	Draft	31/12/2026	12/03/2026 10:58 AM	 Edit

3.1 Financial Report

Step 1 You will arrive at a page prefilled with your corporation details. For information on what is required in the Financial Report, select the 'i' symbol next to 'About this form'.

Financial Details

About this Form

This form is to provide the corporation's financial report.

A financial report contains:

- financial statements for the financial year
- notes to the financial statements (as required by the accounting standards)
- a directors' declaration.

The financial report must give a true and fair view of the corporation's finances and performance. It should also be audited and an audit report obtained.

Corporations that: are not large, do not have an income of more than \$5 million, have at least 90% of their income from government funding, have to lodge annual reports with funding bodies, and are not required to prepare consolidated reports, are eligible for alternative financial reporting requirements. This means that instead of a financial report, corporations can lodge a copy of the annual reports provided to funding bodies, together with any relevant audit report as well as an income and expenditure statement and a balance sheet that show any income, expenditure, assets and liabilities that have not been included in the funding report, and a directors' declaration that there are reasonable grounds to believe the corporation will be able to pay its debts when they become due and payable.

If you are lodging the audit report with the financial report, please ensure it is signed and dated prior to lodging.

Corporation *

John Doe Aboriginal Corporation

ICN

11844

Step 2 Declare if you are eligible for alternative reporting and whether you will be providing alternative reporting. Eligibility requirements for alternative reporting can be found on [ORIC's website](#).

Corporation *

John Doe Aboriginal Corporation

ICN

11844

Form Type *

Financial Report

Reporting Period

2026-27

Is the corporation eligible for alternative reporting? *

No

Is the corporation providing alternative reporting? *

No

I have provided my financial report with my audit / director's report lodgement * 

No

Step 3 If you have provided the financial report with either the audit or directors' report lodgment then select 'Yes' under the relevant field. When you select 'Yes' another field will show: 'Report Lodged in'. In this field, you need to select the audit or directors' report which was lodged with the financial report. Select from the drop-down list in the field.

I have provided my financial report with my audit / director's report lodgement * 

Yes

Report Lodged in  *

Select

Note: You can only select 'Yes' if the other report has been lodged. If you have selected 'Yes' and are unable to select a report, then you have not lodged another report and must either declare 'No' and complete this report or lodge another report with the financial report provided in it.

Corporation *
John Doe Aboriginal Corporation

ICN
11844

Form Type *
Financial Report

Reporting Period
2026-27

Is the corporation eligible for alternative reporting? *
No

Is the corporation providing alternative reporting? *
No

I have provided my financial report with my audit / director's report lodgement *
No

Step 4 Select the '+ Add files' button underneath 'Auditor's Report or Copy of Financial Report provided to Public Funding Body' heading to add the required files for the financial report. The required files can be found by selecting the 'Choose Files' field in the pop up. Select 'Add files'.

Auditor's Report or Copy of Financial Report provided to Public Funding Body

Add files

Choose files Choose Files No file chosen

☒ Overwrite existing files

Add files Cancel

Step 5 The final section of this form is where the required declarations are completed. Select each of the tick boxes and press 'Declare and Submit' button to lodge the Financial Report.

Declare and Submit (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.

First Name

Middle Name

Last Name

Save and Close

Save to Draft

Declare and Submit

3.2 Auditor's Report

Step 1 Enter the Audit Date. This is the date that the audit was completed and should be recorded in the Auditor's Report which you will upload.

Corporation *

John Doe Aboriginal Corporation

ICN

11844

Form Type *

Auditor's Report

Reporting Period

2026-27

Audit Date *

DD/MM/YYYY



Step 2 If you have provided the financial report with either the audit or directors' report lodgement then select 'Yes' under the relevant field. When you select 'Yes' another field will show: 'Report Lodged in'. In this field, you need to select the financial or directors' report which was lodged with the auditors' report. Select from the drop-down list in the field.

Audit Date *

DD/MM/YYYY



I have provided my audit report with my financial / director's report lodgement * 

Yes

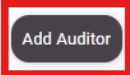
Report Lodged in *

Select

Note: You can only select 'Yes' if the other report has been lodged. If you have selected 'Yes' and are unable to select a report, then you have not lodged another report and must either declare 'No' and complete this report or lodge another report with the financial report provided in it.

Step 3 Record the Auditor's details by selecting the 'Add Auditor' button. You will need to include the name of the auditor or auditing firm, their contact details and their address.

Auditor Details



Auditor Type	Name ↑
There are no records to display.	

Auditor Details

Auditor Type *

Firm

Business Name *

Business Name Registration Number

Lead Auditor First Name

Lead Auditor Last Name

Auditor Phone

Provide a telephone number

Auditor Email

Address *

Step 4 If you have not uploaded the audit report as part of another report, then upload the Auditor's Report by selecting '+Add Files' underneath the 'Auditor's Report or Copy of Financial Report provided to Public Funding Body' heading. The required files can be found by selecting the 'Choose Files' field in the pop up. Select 'Add files'.

Auditor's Report or Copy of Financial Report provided to Public Funding Body

+ Add files

There are no files to display.

Step 5 Make the necessary declarations and select 'Declare and submit'.

Declare and Submit (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.

First Name

Middle Name

Last Name

[Save and Close](#) [Save to Draft](#)

[Declare and Submit](#)

3.3 Directors' Report

Step 1 Declare if you have provided the directors' report with either the financial or audit report lodgement. This can only be done where the other report has been lodged – If you have selected 'Yes' and are unable to select a report, then you have not lodged another report and must either declare 'No' and complete this report or lodge another report with the audit report provided in it.

Directors Details

About this Form

This form is to provide the corporation's directors' report. A directors' report should contain:

- a detailed overview of a corporation's business performance during the financial year
- reasons for the corporation's results and financial position
- directors' meetings and any sub-committees
- description of the corporation's activities
- qualifications and experience of the corporation's directors and secretary
- any court proceedings relevant to the corporation.

Corporation *

John Doe Aboriginal Corporation

ICN

11844

Form Type *

Director's Report

Reporting Period

2026-27

I have provided my directors report with my audit, financial report lodgement * 

No

Step 2 Upload report by selecting '+Add Files' underneath the 'Directors report' section. The required files can be found by selecting the 'Choose Files' field in the pop up. Select 'Add files'.

Directors Report

 Add files

There are no files to display.

Step 3 Make the necessary declarations and select 'Declare and submit'.

Declare and Submit (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.

First Name

Middle Name

Last Name

➔ Save and Close

📄 Save to Draft

📄 Declare and Submit