



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

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This guide 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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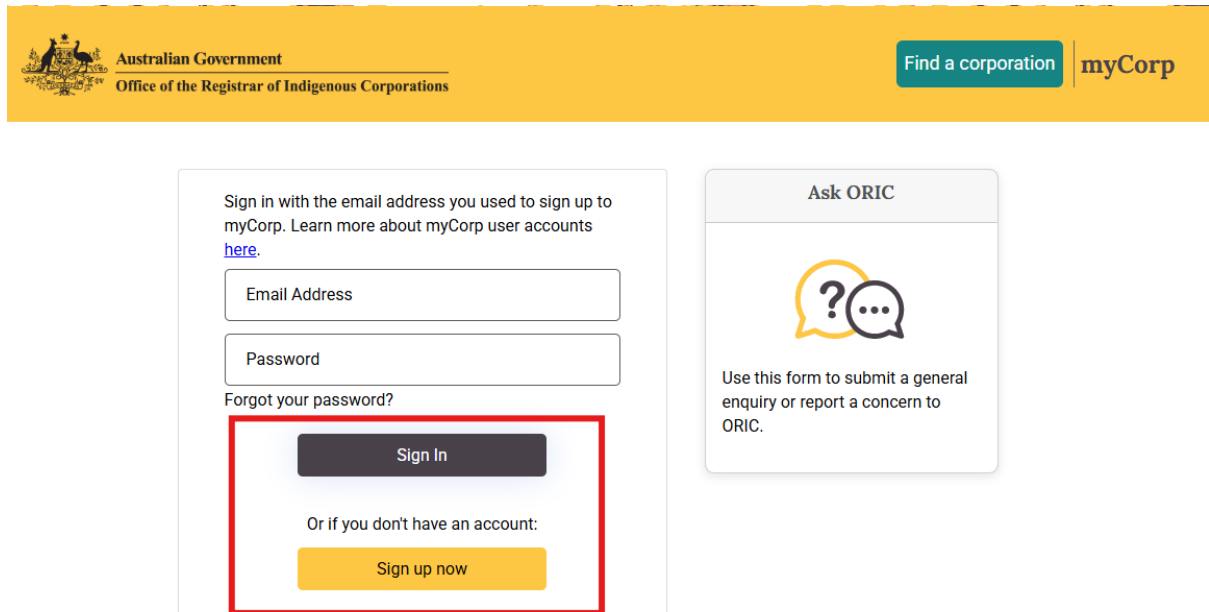
1. Signing into myCorp

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

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

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 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, and a 'Find a corporation' button and 'myCorp' logo on the right. Below the header, the main content area is white. On the left, there is a sign-in form with the text '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 for 'Email Address' and 'Password'. Below these fields is a link 'Forgot your password?'. A red rectangle highlights the 'Sign In' button (dark grey) and the 'Sign up now' button (yellow) which is preceded by the text 'Or if you don't have an account:'. On the right, there is a 'Ask ORIC' section with a speech bubble icon containing a question mark and three dots, and 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'.



Australian Government
Office of the Registrar of Indigenous Corporations

[Find a corporation](#) | myCorp

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

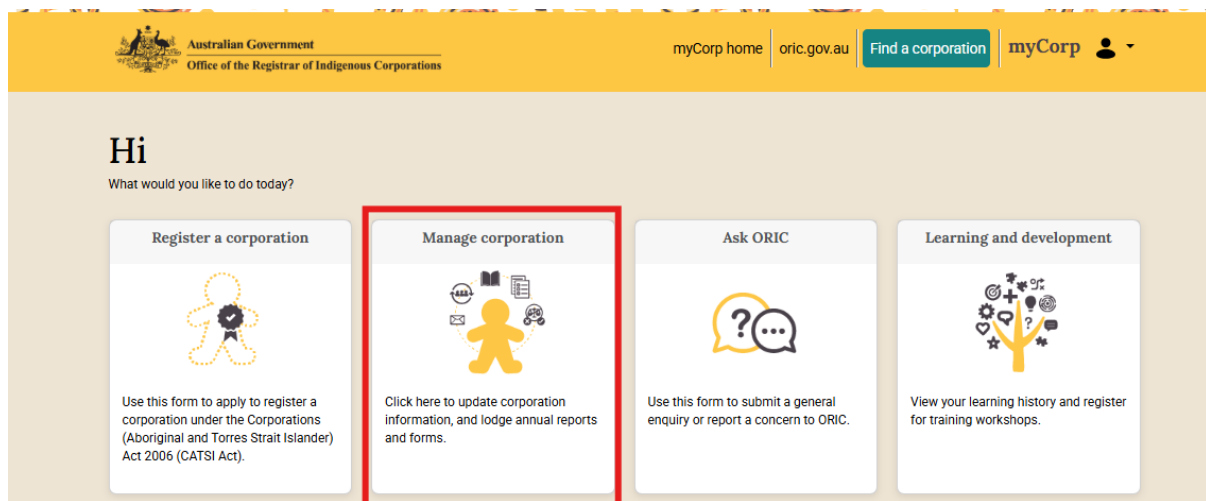
Ask ORIC



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

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

Step 1 Select the 'Manage Corporation' tile.



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

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

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 can access 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 Corporation Director, Contact Person or Secretary' tile in the 'Actions' section.

The screenshot shows the top navigation bar of the myCorp portal. The header includes the Australian Government logo, the text "Australian Government Office of the Registrar of Indigenous Corporations", and 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 tabs: "Corporation Details", "Officers" (highlighted with a red box), "Members", "Annual Reporting", "Rule Book", "Exemptions", "Auditors", and "Other Requests". Under the "Officers" tab, the "Actions" section displays 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, "Delegation of Director's Powers", contains 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 myCorp interface as the previous one, but with an "Invalid Action" error message dialog box open. The dialog box has a yellow warning icon and the title "Invalid Action". The message inside reads: "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 "Officers" tab remains selected, and the "Change Director, Contact Officer & Secretary" tile is still visible in the background.

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 and Secretaries/Contact Person table using the following instructions. Screenshots of the User Steps can be found below each table, labelled with the correlating step and 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 myCorp interface for managing corporations. At the top, there is a yellow header bar with 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 a 'Find a corporation' button. Below the header, a breadcrumb trail reads 'Home > Corporation Management > Corporation Details > Change of Officers'. The main heading is 'FRM-2026-126798 - Change of Officers' followed by a 'Draft' status label. Below this, there are three tabs: 'Corporation Officer Changes' (selected), 'Supporting Documents', and 'Declare and Submit'. Under the 'Corporation Officer Changes' tab, the text 'Corporation Officer Changes' is followed by an information icon. Below that is 'John Doe Aboriginal Corporation - 11844'. A red box highlights the 'Add or Update Directors' button. Another red box highlights the '+ Add new Officer' button in the bottom right corner.

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.

Change Action

Change Action

Add

Corporation Person Details

Corporation Role ⓘ *

Select

Select

Director

Secretary

Contact Person

Is this person a contact person?

No

Middle Name

Last Name *

Previous Name(s) (If any)

Step 3 Complete all mandatory fields, including address field.

Create

Change Action

Change Action

Add

Corporation Person Details

Corporation Role ⓘ *

Select

Select

Director

Secretary

Contact Person

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

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

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.

Alternative Address

Address Search

Type at least 4 characters for address search

☐ Manually enter address

Line 1

Line 2

Town/Suburb

State/Territory

Postcode

Save

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

4. Updating officer details

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

Step 1 Find the relevant corporation person record that is to be edited by selecting '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 X

Change Action

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 X

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

Select

Provide a telephone number

10/3/2026

Director Details

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

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

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

Director Type: **Director**

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.

Alternative Address

Address Search

Type at least 4 characters for address search

☐ Manually enter address

Line 1:

Line 2:

Town/Suburb:

State/Territory:

Postcode:

Save

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 selecting '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 
John	Doe	Director	Yes	john.doe@email.com	10/03/2026	Up to 2 years	No	No change 

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 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". The "Save" button, located at the bottom left of the form area, is highlighted with a red rectangular border. The background shows a sidebar with a list of names and a top navigation bar.

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 selecting '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

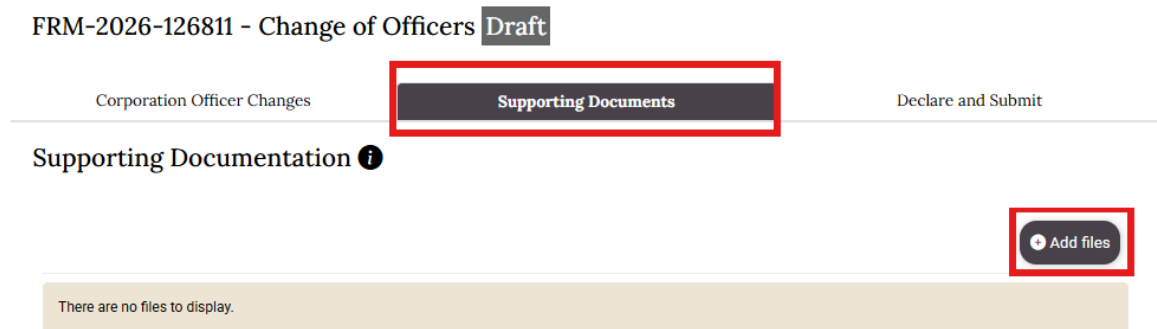
Step 3 Save the record.

The 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". Underneath is a checkbox labeled "Manually enter address". The form is divided into two columns. The left column contains three fields: "Line 1", "Town/Suburb", and "Postcode". The right column contains two fields: "Line 2" and "State/Territory". At the bottom left of the form, a dark grey "Save" button is highlighted with a red rectangular border. The background of the page is a light grey, and a sidebar with a list of names is partially visible on the left.

Step 5 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.



The screenshot shows a web interface for a form titled "FRM-2026-126811 - Change of Officers" with a "Draft" status. Below the title is a horizontal navigation bar with three buttons: "Corporation Officer Changes", "Supporting Documents", and "Declare and Submit". The "Supporting Documents" button is highlighted with a red rectangular box. Below the navigation bar, the heading "Supporting Documentation" is followed by an information icon (i). On the right side of the page, there is a button labeled "Add files" with a plus icon, also highlighted with a red rectangular box. Below this button, a light beige message box states "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.

FRM-2026-126811 - Change of Officers Draft

Corporation Officer Changes

Supporting Documents

Declare and Submit

Declaration

- ☐ 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