# [insert logo (if any) of the corporation]

# [insert name of Aboriginal and Torres Strait Islander corporation]

# ICN

## Consent to be secretary

|  |  |  |
| --- | --- | --- |
| I, |       | (full name of person) |
| of |       | (residential address—a postal address is not sufficient) |
|  |  |  |
| consent to serve as secretary for the corporation and agree to:* pass on all **communications** (letters, emails, telephones and messages) to at least one director within 14 days of receiving them
* lodge with the Registrar:
	+ **reports** (general, financial and directors’)
	+ details of **directors** with the Registrar
	+ any **changes** to the corporation name, address or rule book.
 |
| My date of birth is |       | (date of birth) |
| I confirm that **I am not disqualified from managing a corporation** and will notify the corporation if I am disqualified in future. (See below for what would automatically disqualify a person.) |
| Signature of person |  |  |
| Date |       |  |

**Notes:**

The following circumstances automatically disqualify a person from managing an Aboriginal or Torres Strait Islander corporation:

* conviction of an offence under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) that is punishable by imprisonment for more than 12 months
* conviction of an offence involving dishonesty that is punishable by imprisonment for at least three months
* conviction of an offence against the law of a foreign country that is punishable by imprisonment for more than 12 months
* undischarged bankruptcy or breach of a personal insolvency agreement
* disqualification under the *Corporations Act 2001* from managing a corporation.

This form should be completed and returned to the corporation before the contact person is appointed—
section 257-15(2) of the CATSI Act.