



**IMPORTANT—Please read the information on pages 1–4 before you start to fill in this form**

## About this form

This form should be used by Aboriginal or Torres Strait Islander corporations who want to amalgamate into one corporations under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act).

## Who should complete this form?

A person who is authorised to act on behalf of members of the amalgamating corporations regarding this registration should complete this form. This person is referred to as the applicant.

## Documents you need to provide with this application

You will need to provide:

- a copy of the proposed rule book of the proposed amalgamated corporation
- if applicable, any applications for exemption under the CATSI Act
- a copy of the creditor notice published in the newspapers referred to at question 18
- evidence that each corporation has taken reasonable steps to inform creditors of the amalgamation

AND either:

- a resolution from each amalgamating corporation that at least 75 per cent of the members applying for registration have agreed to do so (please see 'Resolution under the CATSI Act' on page 4), OR
- if the decision to apply for registration was made at a meeting where members of each of the amalgamating corporations passed the required resolutions, the notice of the meeting and the minutes (members must be given at least 21 days notice of the meeting and the proposed resolution).

## Returning the form

You can return your form and the required documents to the Office of the Registrar of Indigenous Corporations (ORIC) either by email, fax or post. To email the documents, you will need to scan them first.

Email **info@oric.gov.au**

Fax **(02) 6133 8080**

Post **Office of the Registrar of Indigenous Corporations**  
**PO Box 29**  
**Woden ACT 2606**

## What happens when you return this form?

ORIC will check the application to make sure it is filled in properly and that the requirements of the CATSI Act are met. If it is not complete ORIC will write to you asking for the missing information to be provided. The application cannot be registered until all information is given.

ORIC will then:

- send you a certificate of registration
- send you a copy of the approved rule book
- put the details of your corporation on the public Register of Aboriginal and Torres Strait Islander Corporations.

Each of the amalgamating corporations will cease to exist.

## Privacy

Collection of information on this form is authorised by the CATSI Act. The Registrar of Indigenous Corporations is required by law to keep a Register of Aboriginal and Torres Strait Islander Corporations. Information on this form may be made public at **www.oric.gov.au**.



**Further information**—if you need help completing this form or you need more information:

- call **1800 622 431**
- email **info@oric.gov.au**
- visit **www.oric.gov.au**

## Notes

The information on these pages will help you fill in the form. Please read it carefully.

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### Question 3

#### **Proposed name of amalgamated corporation**

The corporation's name may be:

- a name that is available (that is, it must not be identical to another corporation's name or prescribed as unacceptable under the Regulations—see s. 85–5 of the CATSI Act), or
- the expression 'Indigenous Corporation Number' followed by the corporation's ICN.

The name of the corporation must include the words:

- Aboriginal corporation
  - Torres Strait Islander corporation
  - Aboriginal and Torres Strait Islander corporation
  - Torres Strait Islander and Aboriginal corporation, or
  - Indigenous corporation.
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### Question 5

#### **Amalgamated corporation addresses**

**Main place of business**—This is where the corporation carries out most of its activities.

**Registered office address (ROA)**—Large corporations must have a registered office to make sure members and others can get hold of important documents, such as the corporation's rules, and can contact the corporation.

**Document access address (DAA)**—Small and medium corporations must have a document access address which is a place where people can inspect important documents. This can be a person's home. People wanting to inspect documents have to give seven days written notice.

**Occupant consent**—If the corporation does not occupy the ROA/DAA, it must obtain written consent from the current occupant to use it as the corporation's street address. The corporation must be able to show the consent to the Registrar if required.

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### Question 10

#### **Size of the amalgamated corporation**

A **small corporation** is a corporation that has at least two of the following:

- total gross operating income less than \$100,000
- total gross assets less than \$100,000
- less than five employees.

A **large corporation** is a corporation that has at least two of the following:

- total gross operating income more than \$5 million
- total gross assets more than \$2.5 million
- more than 25 employees.

Any corporation that does not fit within the 'small' or 'large' categories is classed as a **medium corporation**.

**Employees**—To find out the expected number of employees your corporation will have in the first year:

1. count each full-time employee
2. for each part-time employee, work out a fraction that represents their weekly hours of work.  
Do this by dividing the part-timer's hours by the weekly hours of work of a full-time employee.  
For example: if a part-timer works 8 hours a week, and your full-time employees work 38 hours:  
 $8 \text{ divided by } 38 = 0.21$
3. count the fraction for each part-time employee.

**Note:** Community Development Programme (CDP) workplace hosted jobseekers will be treated as employees for the purposes of these thresholds.

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### Question 11

#### **Liability of members**

If the application for registration states that members are not liable for the debts of the corporation, then they are not liable. But if it states that they are liable for the corporation's debts, then they must indicate to what extent the members are liable. This could be a dollar amount, or it may be a proportion (e.g. Mr X is liable for half, Ms Y is liable for one-quarter), or it may be for property or goods. If members are to be liable, you should seek legal advice about the extent of liability.

## Question 12

### Contact person's/ secretary's details for amalgamated corporation

For **small and medium corporations**, the contact person's details are required.

For **large corporations**, the secretary's details are required. If the corporation has more than one secretary, please attach the additional details on a separate sheet.

To be eligible to act as a contact person/secretary a person must:

- be at least 18 years of age
- not be currently disqualified under Part 6–5 of the CATSI Act (unless permission is granted by the Registrar or leave granted by the court).

**Address**—The residential address of the contact person/secretary must be provided. A contact person/secretary can apply to the Registrar to give an alternative address if:

1. their name is on the electoral roll but not their address because of issues of personal safety, or
  2. the Registrar determines that including their residential address would put their safety (or their family's) at risk.
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## Question 15

### Members' details

You must provide details of each person who is a current member of the amalgamating corporation.

The corporation must have a minimum of five members unless you are granted an exemption (refer to the separate exemption form available from <https://online.oric.gov.au> or [www.oric.gov.au](http://www.oric.gov.au)).

The members must be 15 years of age or older.

If your rule book allows for non-Indigenous members, at least 51 per cent of members must be Aboriginal and Torres Strait Islander.

If your rule book allows for corporate members, you may have them. Section 138–1 of the CATSI Act says that a person is a member of a corporation if they are a member on registration, or if they agree subsequently to become a member. Under law, a 'person' is not only a human being but is also an entity (such as a corporation) that is recognised by law as having the rights and duties of a human being.

**Address**—Members can apply to the Registrar to keep their address from being made public if they have justifiable reasons.

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## Question 16

### Directors' details

To be eligible to act as a director a person must:

- be at least 18 years of age
- be a member of the corporation (unless the corporation's rule book provides otherwise)
- be an Aboriginal or Torres Strait Islander person (unless the corporation's rule book provides otherwise)
- not have any convictions against them as described in s. 279–5(1) of the CATSI Act
- not be an undischarged bankrupt
- not be currently disqualified from managing CATSI Act corporations under Part 6–5 of the CATSI Act.

Corporations can apply to the Registrar for exemption so that a director can be appointed for more than two years. A director is also eligible for reappointment.

**Note:** The CATSI Act requires a majority of directors to be members and also to be Aboriginal or Torres Strait Islander.

The amalgamated corporation must not have more than 12 directors unless it is granted an exemption (refer to the separate exemption form available from <https://online.oric.gov.au> or [www.oric.gov.au](http://www.oric.gov.au)).

**Address**—Directors must provide a residential address. A director can apply to the Registrar for an alternative address if:

1. their name is on the electoral roll but not their address because of issues of personal safety, or
2. the Registrar determines that including their residential address would put their safety (or their family's) at risk.

## Question 17

### Directors' declaration

Two directors from each amalgamating corporation named at question 1 must sign a statement declaring that their corporation is not under regulatory action. The Registrar takes these declarations as evidence that:

- each amalgamating corporation is not under external administration
- no application has been made to a court (in Australia or elsewhere) to wind up the amalgamating corporations that has not been dealt with, and
- no application to approve a compromise or arrangement between an amalgamating corporation and another person has been made to a court (in Australia or elsewhere) that has not been dealt with.

The directors must also declare that they have taken reasonable steps within the objection period to notify the corporation's creditors of the proposed amalgamation and of the creditors' right to object to the application.

**Note:** The objection period referred to in question 17 is 21 days after notice is published in a national newspaper or daily newspaper in each state or territory where any of the amalgamating corporations has a registered office or is carrying on business or other operations.

If you do not understand this declaration, please contact ORIC for further information.

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## Question 18

### Applicant's confirmation

#### Creditor notice requirement

The applicant must give the Registrar notice of the corporation's intention to make this application to apply for registration as an amalgamated corporation. Within 14 days of giving this notice, the applicant must publish a copy of this notice and a statement informing creditors that they may object to the grant of the application in a national newspaper or daily newspaper of each state or territory in which any of the amalgamating corporations have registered offices or carry on business or other operations. Send a copy of these published notices with this application.

A creditor of each amalgamating corporation has 21 days after this material is published to object to the grant of the application (this is known as the objection period).

During the objection period, each of the amalgamating corporations must take reasonable steps to inform their creditors of the proposed amalgamation and their right to object to the grant of the application.

Refer to the following documents for guidance:

- form *Notice of intention to apply for registration of an amalgamated corporation*
  - fact sheet *Amalgamation—information for existing corporations*—this fact sheet includes sample words for a newspaper notice and letter to substantial creditors.
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## Question 18

### Checklist

#### Resolution under the CATSI Act

A pre-transfer of registration requirement is that you must provide evidence that at least 75 per cent of the people listed as consenting to become members of the corporation have agreed to apply for registration. This means they had to:

- authorise the applicant to apply for registration
- approve the proposed rule book (including agreeing to all replaceable rules being adopted)
- nominate the people who will become directors of the corporation, and
- nominate the person who will become the contact person or secretary, depending on whether the corporation expects to be small, medium or large in its first year.

Sample resolutions are available at [www.oric.gov.au](http://www.oric.gov.au) or by calling **1800 622 431**.

**Note:** Before ORIC can make a decision about your application, you must send a copy of the proposed rule book of your proposed corporation.



**Important**—Please read the information on pages 1–4 before completing this form.

**Note:** If you need more space to answer or need to provide additional information, please attach the details on a separate sheet.

## Applicant's details

The applicant is the person who is authorised to act on behalf of members of the existing organisation regarding this registration.

### 1 Applicant's details

Mr  Mrs  Miss  Ms  Other

First name  Middle name

Last name

Residential address

Postcode

Postal address (if same as residential address, write 'As above')

Postcode

Telephone—Home ( )

Work ( )

Mobile

Fax ( )

Email address

## Corporations proposing to amalgamate

### 2 Details of the amalgamating corporations

**Corporation 1**—Name

Indigenous Corporation Number (ICN)

**Corporation 2**—Name

Indigenous Corporation Number (ICN)

**Corporation 3**—Name

Indigenous Corporation Number (ICN)

*If more than three corporations are amalgamating please provide details on a separate sheet.*

# Amalgamated corporation details

<b>3 Proposed name of amalgamated corporation</b> (see <i>Notes on page 2</i> )	<input type="text"/> <input type="text"/>		
<b>4 Australian Business Number (ABN)</b> if the amalgamated corporation has one	<input type="text"/>		
<b>5 Amalgamated corporation's addresses</b> (see <i>Notes on page 2</i> )			
<b>Main place of business</b> (including room number, floor and level if applicable)	<input type="text"/> <input type="text"/>		<input type="text"/>
			Postcode
<b>Registered office address (ROA)/ document access address (DAA)</b> (see <i>Notes on page 2</i> ) (including room number, floor and level if applicable)	<input type="text"/> <input type="text"/>		<input type="text"/>
			Postcode
	Does the amalgamated corporation currently occupy the ROA/DAA address? (See <i>Notes on page 2</i> )		
	Yes <input type="checkbox"/>		
	No <input type="checkbox"/> ▶ Name of current occupant		
	<input type="text"/>		
	Has the occupant of the premises consented in writing to the use of the specified address as the address of the corporation's registered office address/document access address?		
			Yes <input type="checkbox"/>
			No <input type="checkbox"/>
	<b>Postal address</b>	<input type="text"/> <input type="text"/>	
			Postcode
<b>6 Amalgamated corporation's contact numbers</b>	Telephone ( ) <input type="text"/>	Fax ( ) <input type="text"/>	
<b>7 Amalgamated corporation's email address</b>	<input type="text"/>		
<b>8 Preferred method of communication</b> (e.g. email, phone, fax, post)	<input type="text"/>		
<b>9 Does the amalgamated corporation intend to become a registered native title body corporate?</b>	Yes <input type="checkbox"/>		
	No <input type="checkbox"/>		
<b>10 Size of the amalgamated corporation</b> (see <i>Notes on page 2</i> )	Expected income for the first financial year		\$ <input type="text"/>
	Expected value of assets for the first financial year		\$ <input type="text"/>
	Expected number of employees in the first financial year		<input type="text"/>
	Corporation size	Small <input type="checkbox"/>	Medium <input type="checkbox"/>
			Large <input type="checkbox"/>
<b>11 Liability of members</b> (see <i>Notes on page 2</i> )	Members not liable <input type="checkbox"/>		
	Members liable <input type="checkbox"/> ▶ Give details of the extent of liability		
	<input type="text"/>		

## Contact person's/secretary's details

**12 Contact person's/secretary's details for amalgamated corporation** (see Notes on page 3)

Position  Contact person for a small or medium corporation  Secretary of a large corporation

Mr  Mrs  Miss  Ms  Other

First name  Middle name

Last name

Residential address   
  
 Postcode

Postal address (if same as residential address, write 'As above')   
 Postcode

Telephone—Home (  )  Work (  )

Mobile  Fax (  )

Email address

Preferred method of communication (e.g. email, phone, fax, post)

**13 Contact person's consent/secretary's declaration**

*I, the person named above, **consent** to becoming the contact person/secretary of the corporation named at question 3.*

*I **declare** that I am eligible to become a secretary of an Aboriginal and Torres Strait Islander corporation.*

Signature  

Date  /  /

## Members' details

You must provide details of each person who is a current member of the amalgamating corporations.

**Important**—You *must* read the *Notes* on page 3 before completing this section.

Proposed name  
of corporation

### 14 How many members are between 15–18 years of age?

**Note:** Members must be 15 years of age or older

### 15 Members' details

Full name (Include title, first name and last name) e.g. Mr John Citizen	Address (This can be a residential address or a postal address)	If your rule book allows for non-Indigenous members, please indicate which members are non-Indigenous	Consent and signature  Note: By signing this form you consent to become a member of the corporation named above
	Postcode	<input type="checkbox"/>	 / /
	Postcode	<input type="checkbox"/>	 / /
	Postcode	<input type="checkbox"/>	 / /
	Postcode	<input type="checkbox"/>	 / /
	Postcode	<input type="checkbox"/>	 / /
	Postcode	<input type="checkbox"/>	 / /
	Postcode	<input type="checkbox"/>	 / /
	Postcode	<input type="checkbox"/>	 / /
	Postcode	<input type="checkbox"/>	 / /

**Members' details continued**

**Note: If there are more than 20 members,** photocopy this page **before you fill it in** so you have enough space for all members.

**Proposed name  
of corporation**

<b>Full name</b> <i>(Include title, first name and last name)</i> <i>e.g. Mr John Citizen</i>	<b>Address</b> <i>(This can be a residential address or a postal address)</i>		If your rule book allows for non-Indigenous members, please indicate which members are non-Indigenous	<b>Consent and signature</b> Note: By signing this form you consent to become a member of the corporation named above
		Postcode	<input type="checkbox"/>	 / /
		Postcode	<input type="checkbox"/>	 / /
		Postcode	<input type="checkbox"/>	 / /
		Postcode	<input type="checkbox"/>	 / /
		Postcode	<input type="checkbox"/>	 / /
		Postcode	<input type="checkbox"/>	 / /
		Postcode	<input type="checkbox"/>	 / /
		Postcode	<input type="checkbox"/>	 / /
		Postcode	<input type="checkbox"/>	 / /
		Postcode	<input type="checkbox"/>	 / /
		Postcode	<input type="checkbox"/>	 / /

# Directors' details

**Important**—You *must* read the Notes on page 3 before completing this section.

Proposed name of corporation


## 16 Directors' details

You must provide details of each person who consents to becoming a director of the amalgamated corporation.  
If more than six please use a separate sheet.

### Director 1

Mr  Mrs  Miss  Ms  Other

First name  Middle name

Last name

Previous name(s) (if any)

Date of birth (if known)  /  /  Place of birth (if known)

Residential address   
  
 Postcode

Telephone during business hours (  ) Fax (  )

Email address

How long will this director hold office? up to 1 year  up to 2 years

Is this director also an employee of the corporation? Yes  No

If your rule book allows non-Indigenous directors, is this director: Indigenous  Non-Indigenous

If your rule book allows non-member directors, is this director: Member  Non-member

#### Consent and declaration

• **I consent** to becoming a director of the corporation named above.

• **I declare** that I am eligible to become a director of an Aboriginal and Torres Strait Islander corporation.

Signature



Date

/  /

### Director 2

Mr  Mrs  Miss  Ms  Other

First name  Middle name

Last name

Previous name(s) (if any)

Date of birth (if known)  /  /  Place of birth (if known)

Residential address   
  
 Postcode

Telephone during business hours (  ) Fax (  )

Email address

How long will this director hold office? up to 1 year  up to 2 years

Is this director also an employee of the corporation? Yes  No

If your rule book allows non-Indigenous directors, is this director: Indigenous  Non-Indigenous

If your rule book allows non-member directors, is this director: Member  Non-member

#### Consent and declaration

• **I consent** to becoming a director of the corporation named above.

• **I declare** that I am eligible to become a director of an Aboriginal and Torres Strait Islander corporation.

Signature



Date

/  /

Proposed name of corporation


**Director 3**

Mr  Mrs  Miss  Ms  Other

First name  Middle name

Last name

Previous name(s) (if any)

Date of birth (if known)  /  /  Place of birth (if known)

Residential address   
  
 Postcode

Telephone during business hours (  ) Fax (  )

Email address

How long will this director hold office? up to 1 year  up to 2 years

Is this director also an employee of the corporation? Yes  No

If your rule book allows non-Indigenous directors, is this director: Indigenous  Non-Indigenous

If your rule book allows non-member directors, is this director: Member  Non-member

- Consent and declaration**
- **I consent** to becoming a director of the corporation named above.
  - **I declare** that I am eligible to become a director of an Aboriginal and Torres Strait Islander corporation.

Signature  Date  /  /

**Director 4**

Mr  Mrs  Miss  Ms  Other

First name  Middle name

Last name

Previous name(s) (if any)

Date of birth (if known)  /  /  Place of birth (if known)

Residential address   
  
 Postcode

Telephone during business hours (  ) Fax (  )

Email address

How long will this director hold office? up to 1 year  up to 2 years

Is this director also an employee of the corporation? Yes  No

If your rule book allows non-Indigenous directors, is this director: Indigenous  Non-Indigenous

If your rule book allows non-member directors, is this director: Member  Non-member

- Consent and declaration**
- **I consent** to becoming a director of the corporation named above.
  - **I declare** that I am eligible to become a director of an Aboriginal and Torres Strait Islander corporation.

Signature  Date  /  /


**Note: If there are more than six directors**, photocopy this page **before you fill it in** so you have enough space for all directors. You can have a maximum of 12 directors.

**Director 5**

Mr  Mrs  Miss  Ms  Other

First name  Middle name

Last name

Previous name(s) (if any)

Date of birth (if known) / / Place of birth (if known)

Residential address   
  
 Postcode

Telephone during business hours ( )  Fax ( )

Email address

How long will this director hold office? up to 1 year  up to 2 years

Is this director also an employee of the corporation? Yes  No

If your rule book allows non-Indigenous directors, is this director: Indigenous  Non-Indigenous

If your rule book allows non-member directors, is this director: Member  Non-member

- Consent and declaration**
- **I consent** to becoming a director of the corporation named above.
  - **I declare** that I am eligible to become a director of an Aboriginal and Torres Strait Islander corporation.

Signature

Date

/
/

**Director 6**

Mr  Mrs  Miss  Ms  Other

First name  Middle name

Last name

Previous name(s) (if any)

Date of birth (if known) / / Place of birth (if known)

Residential address   
  
 Postcode

Telephone during business hours ( )  Fax ( )

Email address

How long will this director hold office? up to 1 year  up to 2 years

Is this director also an employee of the corporation? Yes  No

If your rule book allows non-Indigenous directors, is this director: Indigenous  Non-Indigenous

If your rule book allows non-member directors, is this director: Member  Non-member

- Consent and declaration**
- **I consent** to becoming a director of the corporation named above.
  - **I declare** that I am eligible to become a director of an Aboriginal and Torres Strait Islander corporation.

Signature

Date

/
/

# Directors' declaration

To be signed by two directors or committee members of each amalgamating organisation named at question 3. (See *Notes on page 4*)

Note: **If there are more than three amalgamating corporations**, photocopy this page **before you fill it in** so you have enough space for all signatories.

## 17 Corporation 1

We **declare that:**

- we are directors of (name of corporation)

- the corporation is not under external administration
- no application has been made to a court (in Australia or elsewhere) to wind up the corporation that has not been dealt with
- no application to approve a compromise or arrangement between the corporation and another person has been made to a court (in Australia or elsewhere) that has not been dealt with, and
- the corporation has taken reasonable steps within the objection period to inform its creditors of:
  - the proposed amalgamation, and
  - their right to object to the grant of this application.

Signature



Date

/ /

Full name

Signature



Date

/ /

Full name

## Corporation 2

We **declare that:**

- we are directors of (name of corporation)

- the corporation is not under external administration
- no application has been made to a court (in Australia or elsewhere) to wind up the corporation that has not been dealt with
- no application to approve a compromise or arrangement between the corporation and another person has been made to a court (in Australia or elsewhere) that has not been dealt with, and
- the corporation has taken reasonable steps within the objection period to inform its creditors of:
  - the proposed amalgamation, and
  - their right to object to the grant of this application.

Signature



Date

/ /

Full name

Signature



Date

/ /

Full name

## Directors' declaration continued

Corporation 3

We **declare** that:

- we are directors of (name of corporation)

- the corporation is not under external administration
- no application has been made to a court (in Australia or elsewhere) to wind up the corporation that has not been dealt with
- no application to approve a compromise or arrangement between the corporation and another person has been made to a court (in Australia or elsewhere) that has not been dealt with, and
- the corporation has taken reasonable steps within the objection period to inform its creditors of:
  - the proposed amalgamation, and
  - their right to object to the grant of this application.

Signature



Date

/ /

Full name

Signature



Date

/ /

Full name

## Applicant's confirmation

**Note:** It is an offence under s. 561–1 of the CATSI Act to provide false or misleading information. This offence can result in a penalty of 200 penalty units, five years imprisonment, or both.

### 18 Applicant's confirmation and declaration

*I, the person whose details appear at question 1, apply for registration under the CATSI Act on the basis of the information in this form and attachments.*

- I confirm that:*
- all members are 15 years of age or older
  - all directors are 18 years of age or older, and
  - the information provided in this application and attachments is true and correct at the time of signing.

- I declare that:*
- notice of the proposed amalgamation was given to the Registrar
  - within 14 days of giving notice, a copy of this notice and a statement informing creditors of the amalgamating corporations (named at question 2) that they may object to the grant of this application, was published in either:
    - a national newspaper or
    - in a daily newspaper of each state and territory in which any of the amalgamating corporations have registered offices or carry on business or other operations.

Applicant's signature



Date

/ /

Full name

## Checklist

### 19 Please provide a copy of these documents with this form

- a copy of the proposed rule book of your proposed corporation, AND
- if applicable, any applications for exemption under the CATSI Act
- a copy of the creditor notice published in the newspapers referred to at question 18 (see note on page 4), AND
- evidence that each corporation has taken reasonable steps within the objection period to inform its creditors of the proposed amalgamation and their rights of objection, **AND either:**
- a resolution from each amalgamating corporation that at least 75 per cent of the members have agreed to apply for registration, **OR**
- if the decision to apply for registration was made at a meeting where members of each of the amalgamating corporations passed the required resolutions, the minutes of the meeting.