



# Registers of members and former members

A corporation must at all times know who its members are. As a result, its **register of members** and **register of former members** are two of the most important documents a corporation must maintain. These documents record the members of the corporation and, therefore, who can participate in its members' meetings and are entitled to corporation notices and information for members.

The corporation must make sure that the registers are accurate and kept up to date.

If a person is not on the register of members, they are not a member.

## What goes in the register of members?

The register of members should include the following information about each member:

- first name and last name—it may also include other names by which the member is or was known
- address (postal)
- the date their name was added to the register of members
- if the member is not an Aboriginal or Torres Strait Islander person—this is only required if a corporation allows non-Aboriginal and Torres Strait Islander members.

## What goes in the register of former members?

This register should include information about all people who stopped being a member within the last seven years. It should include the following information about each former member:

- first name and last name—it may also include other names by which the member is or was known
- address (postal)
- the date they stopped being a member.

The register of members and register of former members can be kept separately or together in the one register.

You can download sample templates for registers of members and former members from [www.oric.gov.au](http://www.oric.gov.au).

### Both registers kept together:

<Insert logo (if any) of corporation>

**Register of members and former members**

Corporation: <insert corporation name>

ICN: <insert Indigenous corporation number>

Note: Records must be kept for seven years

Date entered on the register	Name (first and last name)	Indigenous (Y/N)*	Address	Date person ceased being a member
		<small>* Only applies if your rule book allows non-Indigenous members</small>		

### Registers kept separately:

<Insert logo (if any) of corporation>

**Register of members**

Corporation: <insert corporation name>

ICN: <insert Indigenous corporation number>

Date entered on the register	Name (first and last name)	Indigenous (Y/N)*	Address
		<small>* Only applies if your rule book allows non-Indigenous</small>	

<Insert logo (if any) of corporation>

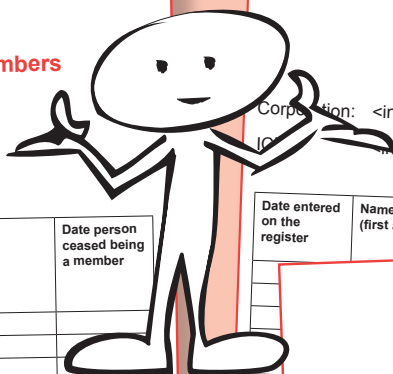
**Register of former members**

Corporation: <insert corporation name>

ICN: <insert Indigenous corporation number>

Note: Records must be kept for seven years

Date person ceased to be a member	Name (first and last name)	Address



## Where are the registers kept and when can they be viewed?

The register of members and register of former members must be kept at the corporation's registered office (for large corporations) or document access address (for small or medium-size corporations).

Any person is entitled to inspect both registers or ask for a copy at any time. A member may inspect the registers without charge.

If the registers are kept on a computer the corporation can allow the person to access them by computer or provide a hard copy. If they are not kept on a computer the person can inspect the hard copy registers.



## What is a list of members?

A 'list of members' is a copy of the register of members at a point in time. A list of members is part of a corporation's general report that must be lodged with the Registrar each year.

General reports can be viewed at [www.oric.gov.au](http://www.oric.gov.au) under the 'Search for a corporation' feature.

**Note:** Because a list is a copy of the register at a point in time it will not include any changes to the register that occurred after the list was lodged with the Registrar. The actual register must be updated at any time that the corporation is notified of changes to a member's details.

## Updating the registers

At every annual general meeting (AGM) the register of members must be available and the corporation must ask all attending members to check their entry (that's their name, address and other details). This is best done before the start of the meeting. The registers are usually made available at the door so it's easy for members coming into the meeting to confirm that:

1. they are on the register of members and
2. the information recorded is correct. If it is not the member should say so immediately (for example, perhaps there's a misspelling of a street name or they have moved house).



### Members must notify changes

Members must tell their corporation about any change of their details, not just at the AGM. It is best if this is done in writing and given to the corporation's contact person or secretary.

**Remember:** If a member's name is not on the register of members that person risks not being:

- recognised as a member of the corporation
- notified of meetings
- able to take part in corporation meetings.

This is why maintaining accurate registers is so important—members should not risk losing the opportunity to play an active role in their corporation.

## Misuse of information on the register of members

While a register of members is open for inspection by any person it can only be viewed for valid purposes.

A person who misuses information taken from a register of members to contact or send material to a member that is not relevant to their membership or approved by the corporation commits a criminal offence—subsection 183-1(3). For instance, a company can't use the register of members to send advertising material to a member.



## CONTACT ORIC

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**NOTE:** This fact sheet is intended as a quick overview of the topic registers of members and former members. For more detail see the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* and your rule book.