



**IMPORTANT — Please read the information on this page before you start to fill in this form**

## About this form

This form should be used by an Aboriginal or Torres Strait Islander corporation to notify the Office of the Registrar of Indigenous Corporations (ORIC) of changes to the corporation's rule book. This is a requirement under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (the CATSI Act).

## Documents you need to provide

Within 28 days after the special resolution is passed, the corporation must lodge with ORIC:

- a copy of the minutes of the general meeting when the special resolution was passed to change the corporation's rule book
- a copy of the notice of the meeting outlining the special resolution, and
- a copy of the rule book change—this can be either the electronic file saved from the changes made in the electronic rule book, or a hard copy of the pages changed in your rule book.

A fact sheet and sample resolution are available at [www.oric.gov.au](http://www.oric.gov.au) or by calling **1800 622 431**.

## Returning your form

You can return your form and attachments either by email, fax or post. To email the documents, you will need to scan them first.

Email **[info@oric.gov.au](mailto:info@oric.gov.au)**

Fax **02 6133 8080**

Post **Office of the Registrar of  
Indigenous Corporations  
PO Box 2029  
Woden ACT 2606**

## What happens when you return your form?

Your form and attachments will be checked to make sure they are complete and that the requirements of the CATSI Act are met. If they are not complete we will write to the contact person and the additional information will need to be provided before the rule book change is approved.

Please note that the rule book changes do not take effect until approved by the Registrar.

After the rule book change has been approved, ORIC will:

- send you the notification of the rule book change approval
- send you a copy of the changed rule book, and
- update the public Register of Indigenous Corporations with the new details.

## Privacy

Collection of information on this form is authorised by the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*. The Registrar of Aboriginal and Torres Strait Islander Corporations is required by law to keep a Register of Aboriginal and Torres Strait Islander Corporations. Information on this form may be made public on the Registrar's website at [www.oric.gov.au](http://www.oric.gov.au)



**Further information**—If you need help with this form, or you need more information:

- call **1800 622 431**
- email **[info@oric.gov.au](mailto:info@oric.gov.au)**
- visit **[www.oric.gov.au](http://www.oric.gov.au)**



**1 Name of corporation**

**2 Indigenous Corporation Number (ICN)**

**3 Date of resolution** *This is the date of the general meeting when the special resolution was passed.*

**4 Director(s) statement** **Note:** If the corporation has more than one director, two of those directors must sign this statement.

**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 \$22,000, 5 years imprisonment, or both.

*I state:*

- the special resolution was passed in accordance with the rule book, and
- the information provided on this form is correct.

**Director's signature**  **Date**

Full name

**Director's signature**  **Date**

Full name

**Please provide details of the person ORIC should contact if there are any questions about this form.**

Mr  Mrs  Miss  Ms  Other

First name

Last name

Postal address   
  
Postcode

Telephone during business hours (  ) Fax (  )

Mobile

Email address

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

**Checklist**

Please provide a copy of these documents with this form:

- the minutes of the general meeting when the special resolution was passed to change the corporation's rule book
- the notice of the meeting outlining the special resolution
- the rule book change