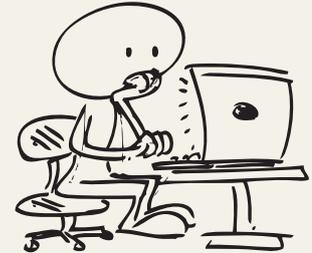




# Lodge online

Under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) corporations must lodge reports and notify the Registrar of certain changes to corporation information. This is so the Registrar can maintain the Register of Aboriginal and Torres Strait Islander Corporations.

You can lodge at [online.oric.gov.au](http://online.oric.gov.au)



## Advantages of lodging online

Lodging your forms and reports online saves time, paper and money.

**Existing information is already there**—When you start an online form, information you have already supplied to ORIC will be in the form. All you need to do is change those parts that are no longer correct.

**The system helps you**—In fact, it won't let you lodge your form if you've missed any information by mistake. So when you press '**Lodge this form now**' you can be sure you are lodging a complete form.

## Who can lodge?

### For existing corporations...

A corporation **director, secretary or contact person** can apply for an online user account.

The CATSI Act allows the directors of a corporation to authorise **any other person** to lodge information on the corporation's behalf. Directors do this by passing a resolution to delegate their powers.

It's best if the delegation is in writing, setting out who is authorised and for how long. This could be in the minutes of a directors' meeting or you can see an example of the wording on [oric.gov.au/templates](http://oric.gov.au/templates). ORIC will need to see the delegation before we'll approve an online user account for this person.

### For a new corporation...

**Anyone** can apply to register a corporation online. When you apply for a user account you will be given access to the *Application for registration (general)* form.

## Apply for a user account

### Step 1 Go to [online.oric.gov.au](http://online.oric.gov.au)

- If you're from an existing corporation and it's your **first time lodging**, use '**Create an account**'.
- If you are **starting a new corporation** use '**register a corporation**'.

Note: ORIC will only approve user accounts for a corporation director, secretary, contact person or a person to whom the directors have delegated their powers.

### Step 2 Type in your details, read and agree to the **terms and conditions** for using the site and then '**submit**'.

If you hold a delegation from the directors, email it to [onlinehelp@oric.gov.au](mailto:onlinehelp@oric.gov.au)

### Step 3 The online system will check your details against corporation records.

- **If there's a match** the system will email you a user name and password.
- **If there's no match** ORIC will review the request, check [onlinehelp@oric.gov.au](mailto:onlinehelp@oric.gov.au) to see if we've received a copy of your delegation. We can only activate your account if we have a copy of your delegation.

### Step 4 **Start lodging...** The first time you log in with the user name and password sent to you, the system will ask you to change your password. You will need to re-enter the password that was sent to you before entering a new password.

### >> Don't share your password!

As a user of the system for online lodgement it is your responsibility to keep your password confidential. If you believe someone else has access to it, reset your password immediately. If you are having trouble logging in, email [onlinehelp@oric.gov.au](mailto:onlinehelp@oric.gov.au) or freecall **1800 622 431**—not free from mobiles.

# Use the online system to ...

## Keep on top of reporting

- **General report and other annual reports**—all corporations must send their reports to ORIC between 1 July and 31 December each year unless they have been given an exemption.

## Keep your corporation's contact details updated

- **Notification of a change to corporation contact details**—update the phone number, address or other contact details for your corporation. These changes must be lodged with the Registrar within 28 days of the change.
- **Request to change corporation name**—lodge this form with the Registrar within 28 days of passing a special resolution.

## Make sure your people are correct

- **Notification of a change to corporation officers' details**—lodge updated names and contact details for the contact person, secretary or directors with the Registrar within 28 days of the change.
- **List of names and addresses of members**—update names and contact details for your members. You must do this at least once a year (as part of your general report) but it's a good idea to keep it updated all year round.
- **Notification of appointment or resignation of an auditor**—Corporations must notify ORIC within 14 days.

## Ask for flexibility to make running your corporation easier

- **Exemptions**—you can ask the Registrar for an exemption from some rules under the CATSI Act if they don't suit your corporation or would make your job more difficult.

## Change your rule book

- **Request to change a corporation rule book**—ORIC has templates and guides you can use to develop or revise your rule book—download them from [oric.gov.au/templates](http://oric.gov.au/templates).

ORIC can also review your draft rules before you take them to a meeting of members to approve.

## Start or end a corporation

- **Application for registration (general)**—for new groups who want to become a corporation under the CATSI Act.
- **Application for reinstatement**—to reinstate a deregistered corporation.
- **Voluntary deregistration**—to deregister a corporation that is defunct.

## TIP >>

Add [online.oric.gov.au](http://online.oric.gov.au) to your internet browser's bookmarks or favourites so you can find it easily next time.

## FAQs about the online system

### What about sending attachments?

Some ORIC forms ask for extra information. No problem—the online system allows you to attach or upload extra files or scanned documents.

### What happens to the forms?

After checking your forms, ORIC will apply the changes to and publish relevant documents on the Register of Aboriginal and Torres Strait Islander Corporations.

### About the public register

Anyone can access the public register to look at public information and documents for every corporation. You can also download an extract which is a summary of the corporation's key information.

Use the 'Find a corporation' tool on [oric.gov.au](http://oric.gov.au). You can search by a corporation's name, ICN or location.



## CONTACT ORIC

freecall 1800 622 431

(not free from mobiles)

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

website [oric.gov.au](http://oric.gov.au)

NOTE: This fact sheet is not a substitute for legal advice. It is intended as a quick overview of the topic. For more detail see the CATSI Act or consult a lawyer.