



**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 address and/or contact details. This is a requirement under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (the CATSI Act).

Returning your form

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

Email **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 will be checked to make sure it is filled in properly and that the requirements of the CATSI Act are met. If it is incomplete we will write to the contact person and the additional information will need to be provided before the notification can be registered.

ORIC will then 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**



Further information

If you need help completing this form, or you need further information:

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



Notification of a change to corporation address and/or contact details

1 Name of corporation

2 Indigenous Corporation
Number (ICN)

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3 Have any of the corporation's
address details changed?

No ► **Go to question 4 on the next page**

Yes ► Please provide the **new details**
If any of the address details have not changed, write 'No change'

Date the new address changes will take effect

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New main place of business (including room number, floor and level if applicable)
(See Notes below)

Postcode

New registered office address/document access address (ROA/DAA)
(including room number, floor and level if applicable) (See Notes below)

Postcode

Does the corporation currently occupy the new ROA/DAA?

Not applicable because the ROA/DAA has not changed

Yes

No ► Name of current occupant

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Has the occupant of the premises consented in writing to the use of the specified address as the address of the registered office address/document access address of the corporation and not withdrawn that consent? (see Notes below) Yes
No

New postal address

Postcode

The **main place of business** is where the corporation carries out most of its activities.

Registered office address/document access address (ROA/DAA)

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 to make sure that people who need to can contact the corporation.

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

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

4 Have the corporation's telephone, fax or email details changed?

No ▶ Go to question 5

Yes ▶ Please provide the **new details**
If any of the contact details have not changed, write 'No change'

New telephone ()

New fax ()

New email address

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


5 Declaration

Note: For small/medium corporations, this declaration must be completed by a director of the corporation.

For large corporations, this declaration must be completed by a director or the secretary of the corporation.

I declare the information provided on this form is correct.

Director's/
secretary's
signature



Date

/ /

Full name

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.

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)