# Directors’ statement about changing the corporation’s rule book

The process of changing your corporation’s rule book requires your corporation to lodge with the Registrar of Aboriginal and Torres Strait Islander Corporations these things:

* a copy of the notice of the meeting that includes the special resolution
* a copy of the minutes of the general meeting that show the special resolution and the decision of members. Some corporations provide an extract or summary in a new document. This is not sufficient.
* a signed directors’ statement. This should not be signed until after the general meeting that passed the special resolution.
* a copy of the proposed rule book – either the minor change/s or whole new rule book.

A ***directors’ statement***is a statement saying that the special resolution was passed in accordance with the corporation’s current rule book.

It needs to be signed by:

* 2 directors of the corporation or
* if the corporation has only one director – that director.

On the next page is an example of a directors’ statement for this purpose.

## EXAMPLE: Directors’ statement about process to pass special resolution to change rule book

|  |  |  |
| --- | --- | --- |
| The  |       | (full name of corporation) |
| held a general meeting on: |       | (date of general meeting or when the circulating resolution was signed) |
| where the members resolved: |       | (exact words of the special resolution) |
| We confirm that the special resolution was passed according to the corporation’s current rule book and the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act).As required by section 69-20(5) of the CATSI Act, this statement is made by 2 directors/the sole director of the corporation. |
| **Director 1:** |       | (name of director) |
| Signature: |  |  |
| Date: |       |  |
| **Director 2:** |       | (name of director) |
| Signature: |  |  |
| Date: |       |  |
| **Sole director:** |       | (name of director) |
| Signature: |  |  |
| Date: |       |  |