



IMPORTANT — Please read the information on pages 1–3 before you start to fill in this form

About this form

This form is a general report that all Aboriginal and Torres Strait Islander corporations must lodge between 1 July and 31 December each year. Failure to lodge this information with the Office of the Registrar of Indigenous Corporations (ORIC) is a breach of the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act).

Lodging this form online

You can complete this form at online.oric.gov.au.

Lodging online is quicker because the online form uses data already held in the Register of Aboriginal and Torres Strait Islander Corporations to pre-populate sections of your form. You can edit or delete the existing information and simply add your current year financial information.

For assistance using the online form please email onlinehelp@oric.gov.au or call 1800 622 431.

Returning the paper form

You can return this paper form by email or post. To email the documents, you will need to scan them first.

Email info@oric.gov.au

Post **Office of the Registrar of Indigenous Corporations**
PO Box 29
Woden ACT 2606

Documents you need to provide with this form

List of members – if you lodge online you can upload an electronic members list there. For hard copy forms you can write members' details on this form or attach a list of your members as at the last day of the reporting period.

Contact person/secretary and directors – you can write minor changes on this form but if these people have changed or there are new people since the last day of the reporting period, you should also lodge a separate form *Notification of a change to corporation contact person, secretary or directors*.

What happens when you return your form?

Your form will be checked to make sure it is filled in properly. If it is not complete, or extra information is required, ORIC will write to the contact person to obtain the extra information.

ORIC will then:

- update its records, and
- put this general report on the public Register of Aboriginal and Torres Strait Islander Corporations.

Privacy

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



Further information – if you need help completing this form or you need more information:

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

The information on these pages will help you fill in the form. Please read it carefully.

Question 2
Indigenous Corporation
Number (ICN)

An ICN is a unique identifying number issued by the Registrar to a corporation registered under the CATSI Act. It is considered an equally acceptable identifying number for a corporation as an Australian Company Number (ACN) which is issued by the Australian Securities and Investments Commission to companies registered under the *Corporations Act 2001*. Additionally, your corporation may apply to the Australian Business Register for an Australian Business Number (ABN). Not everyone has an ABN.

The ICN needs to go on the corporation's public documents (for example, cheques, orders for goods and services, documents lodged with the Registrar, and business letters).

Question 4
Size of the
corporation

Under the CATSI Act and Regulations:

A **small corporation** is a corporation that has at least 2 of the following:

- total gross operating income less than \$100,000
- total gross assets less than \$100,000
- less than five employees.

A **large corporation** is a corporation that has at least 2 of the following:

- total gross operating income equal to or more than \$5 million
- total gross assets equal to or more than \$2.5 million
- 25 or more employees.

Any corporation that does not fit within the 'small' or 'large' categories is classed as a **medium corporation**.

Questions 5 and 6
Addresses

Main place of business – This is where the corporation carries out most of its activities.

'Document access address (DAA) / registered office address (ROA)'

Small and medium corporations must have a document access address (DAA) and large corporations must have a registered office address (ROA). This is to make sure that members and others can look at important documents such as the corporation's rule book and records about officers.

The DAA or ROA must be a physical address – it cannot be a postal address (for example, a post office box). It can be a person's home.

Question 7
Occupant consent

If the corporation currently does not occupy the DAA/ROA, it must obtain written consent from the occupant for its use as the corporation's street address. It is an offence if the corporation cannot show the Registrar the written consent.

Question 12
Contact person/
secretary

For **small** and **medium corporations**, details are required about the person who was contact person at the end of the reporting period (for most corporations this is 30 June).

For **large corporations**, details are required about the person who was the corporation secretary at the end of the reporting period (for most corporations this is 30 June). If the corporation had more than one secretary, please attach the additional details on a separate sheet.

If a person was appointed as a contact person or secretary after the last day of the reporting period please lodge a separate *Notification of a change to corporation directors, contact person or secretary*.

Address – A contact person/secretary must provide their **residential address**. They can give an **alternative address** if:

1. their name is on the electoral roll but not their address because of issues of personal safety, or
2. they apply to the Registrar and the Registrar determines that including their residential address would put their safety (or their family's) at risk.

The alternative address must be one where documents can be served on the person.

Consent – The contact person/secretary must give their consent in writing to be a contact person/secretary. The corporation must keep a record of the consent.

Question 13

Directors

You must provide personal details for each person who was a director on the last day of the reporting period (for most corporations this is 30 June). If a person was appointed as a director after the last day of the reporting period please lodge a separate *Notification of a change to corporation directors, contact person or secretary*.

Address – Directors must provide their **residential address**. They can give an **alternative address** if:

1. their name is on the electoral roll but not their address because of issues of personal safety, or
2. they are given an exemption from the Registrar because their safety or their family's would be at risk.

The alternative address must be one where documents can be served on the person.

Consent – Each director must give their consent in writing to be a director. The corporation must keep a record of the consent.

Director identification number – If a director does not have a director ID they must apply to get one from the Australian Business Registry Services – abrs.gov.au.

Question 14

Members

You must provide the name and address of each person who was a member of the corporation on the last day of the reporting period (for most corporations this is 30 June). You can either write these details on the form or attach a copy of your current register of members.

Address – Although this form is part of the public register, the registrar will **not** include member addresses in copies of this form on the registrar's website.

Members who are concerned about their address in this form being included in the public register should contact their corporation and request that the corporation's register of members be updated with an alternative address. Members can supply any alternative address to the corporation, which may be the corporation's address. The corporation may keep a non-public mailing list separate from its register of members.

Policy statement 12: Registers and use and disclosure of information held by the Registrar

Age – Members must be 15 years of age or older.

Question 17

Number of employees

Employees – to work out how many employees your corporation has:

1. count each full-time employee
2. for each part-time employee, work out a fraction that represents their weekly hours of work.
Do this by dividing the part-timer's hours by the weekly hours of work of a full-time employee.
For example, if a part-timer works eight hours a week, and your full-time employees work 38 hours:
 $8 \div 38 = 0.21$
3. count the fraction for each part-time employee.

Note: Community Development Program (CDP) participants will be treated as employees for the purposes of these thresholds.

Question 18

Deductible gift recipient status

To be endorsed as a deductible gift recipient means gifts of money or property to the corporation are deductible for the donors. For more information, visit the Australian Taxation Office website, ato.gov.au.

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Important — Please read the information on pages 1–3 before you start to fill in this form.

Note: If you need more space to answer or need to provide extra information, please attach the details on a separate sheet.

**For which financial year is
 this general report?**

Financial year
 ending 30 June
 e.g. 2023

Corporation

1 Corporation's name

2 Indigenous corporation number
 (ICN) (see Notes on page 2)

3 Australian business number
 (ABN) (if the corporation has one)

4 Size of the corporation
 (see Notes on page 2)

5 Main place of business
 (including room number, floor
 and level if applicable)
 (see Notes on page 2)

Postcode

**6 Document access address (DAA)/
 registered office address (ROA)**
 (including room number, floor
 and level if applicable)
 (see Notes on page 2)

Postcode

**7 Does the corporation currently
 occupy the DAA/ROA address?**
 (See Notes on page 2)

Yes
 No **Name of current occupant**

Has the occupant of the premises consented in writing to the
 use of the specified address as the corporation's DAA/ROA?
 (see Notes on page 2) Yes
 No

8 Corporation's postal address

Postcode

9 Corporation's phone number ()

10 Corporation's email address

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

Contact person/secretary

12 Provide details of the corporation's contact person/secretary
(see Notes on page 2)

Mr Mrs Miss Ms Other

First name Middle name

Last name

Residential address

Postcode

Postal address (if same as residential address, write 'As above')

Postcode

Primary phone Alternative phone

Email address

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

Is this contact person/secretary also an employee of the corporation? Yes No

About this person's appointment

Date appointed as a contact person or secretary / /

or Date this person stopped being a contact person or secretary / /

Directors

Important – You **must** read the Notes on page 3 before completing this section.

13 Provide details of each person who was a director of the corporation at the end of the reporting period (generally, 30 June).
Note: Directors must be **18 years of age or older**.

Director 1

Mr Mrs Miss Ms Other

First name Middle name

Last name

Previous name(s) (if any)

Date of birth (if known) / / Place of birth (if known)

Residential address
 Postcode

Primary phone Alternative phone

Email address

Director ID or does not have a director ID

Some rule books allow **non-Indigenous** directors. This director is: Indigenous Non-Indigenous

About this director's appointment

Date of appointment / /

How long is the appointment for? up to 1 year up to 2 years other

The type of director position is: director

alternate director with these terms

independent director

or Date this person stopped being a director / /

Other roles in the corporation

Is this director also an **employee** of the corporation? Yes No

Some rule books allow **non-member** directors. This director is a: Member Non-member

Director 2

Mr Mrs Miss Ms Other

First name Middle name

Last name

Previous name(s) (if any)

Date of birth (if known) / / Place of birth (if known)

Residential address
 Postcode

Primary phone Alternative phone

Email address

Director ID or does not have a director ID

Some rule books allow **non-Indigenous** directors. This director is: Indigenous Non-Indigenous

About this director's appointment

Date of appointment / /

How long is the appointment for? up to 1 year up to 2 years other

The type of director position is: director

alternate director with these terms

independent director

or Date this person stopped being a director / /

Other roles in the corporation

Is this director also an **employee** of the corporation? Yes No

Some rule books allow **non-member** directors. This director is a: Member Non-member

Directors continued

Note: If there are more than 6 directors, photocopy one of these pages **before you fill it in** so you have enough space for all directors. You can have a maximum of 12 directors (check your rule book).

Director 3

Mr Mrs Miss Ms Other

First name Middle name

Last name

Previous name(s) (if any)

Date of birth (if known) / / Place of birth (if known)

Residential address
 Postcode

Primary phone Alternative phone

Email address

Director ID or does not have a director ID

Some rule books allow **non-Indigenous** directors. This director is: Indigenous Non-Indigenous

About this director's appointment

Date of appointment / /

How long is the appointment for? up to 1 year up to 2 years other

The type of director position is: director
 alternate director with these terms
 independent director

or Date this person stopped being a director / /

Other roles in the corporation

Is this director also an **employee** of the corporation? Yes No

Some rule books allow **non-member** directors. This director is a: Member Non-member

Director 4

Mr Mrs Miss Ms Other

First name Middle name

Last name

Previous name(s) (if any)

Date of birth (if known) / / Place of birth (if known)

Residential address
 Postcode

Primary phone Alternative phone

Email address

Director ID or does not have a director ID

Some rule books allow **non-Indigenous** directors. This director is: Indigenous Non-Indigenous

About this director's appointment

Date of appointment / /

How long is the appointment for? up to 1 year up to 2 years other

The type of director position is: director
 alternate director with these terms
 independent director

or Date this person stopped being a director / /

Other roles in the corporation

Is this director also an **employee** of the corporation? Yes No

Some rule books allow **non-member** directors. This director is a: Member Non-member

Director 5

Mr Mrs Miss Ms Other

First name Middle name

Last name

Previous name(s) (if any)

Date of birth (if known) / / Place of birth (if known)

Residential address
 Postcode

Primary phone Alternative phone

Email address

Director ID or does not have a director ID

Some rule books allow **non-Indigenous** directors. This director is: Indigenous Non-Indigenous

About this director's appointment

Date of appointment / /

How long is the appointment for? up to 1 year up to 2 years other

The type of director position is: director
 alternate director with these terms
 independent director

or Date this person stopped being a director / /

Other roles in the corporation

Is this director also an **employee** of the corporation? Yes No

Some rule books allow **non-member** directors. This director is a: Member Non-member

Director 6

Mr Mrs Miss Ms Other

First name Middle name

Last name

Previous name(s) (if any)

Date of birth (if known) / / Place of birth (if known)

Residential address
 Postcode

Primary phone Alternative phone

Email address

Director ID or does not have a director ID

Some rule books allow **non-Indigenous** directors. This director is: Indigenous Non-Indigenous

About this director's appointment

Date of appointment / /

How long is the appointment for? up to 1 year up to 2 years other

The type of director position is: director
 alternate director with these terms
 independent director

or Date this person stopped being a director / /

Other roles in the corporation

Is this director also an **employee** of the corporation? Yes No

Some rule books allow **non-member** directors. This director is a: Member Non-member

Members

Important – You **must** read the Notes on page 3 before completing this section.

14 Provide details of each person who was a member of the corporation at the end of the reporting period – or attach a list.

Note: Members must be **15 years of age or older**.

Full name <i>(Include title, first name and last name)</i> <i>e.g. Mr John Citizen</i>	Address <i>(This can be a residential address or a postal address)</i>	Some rule books allows for non-Indigenous members. Please indicate which members are non-Indigenous
		<input type="checkbox"/>
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Members continued

Note: Members must be **15 years of age or older**.

If there are more than 35 members, photocopy this page **before you fill it in**.

<p>Full name <i>(Include title, first name and last name)</i> <i>e.g. Mr John Citizen</i></p>	<p>Address <i>(This can be a residential address or a postal address)</i></p>	<p>Some rule books allows for non-Indigenous members. Please indicate which members are non-Indigenous</p>
		<input type="checkbox"/>
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Industry

15 What does the corporation do? (Tick all that apply)

- Agriculture, aquaculture, forestry, fishing**
- Arts**
 music dance and performing arts visual arts
- Communication services**
 media and broadcasting production and publishing services internet publishing services translation and interpreter services
- Community services**
 family violence prevention and support programs for elders programs for men programs for women
 programs for young people safety and wellbeing sports and recreation
- Construction**
 architecture construction and engineering
- Education and training**
 cultural teaching and learning pre-school and childcare primary and secondary
 post-secondary and vocational (adult education)
- Employment**
 employment mentoring and support job placement and recruitment
- Health care and health promotion**
 aged or residential care community and social wellbeing drug and alcohol rehabilitation medical clinic or services
 stolen generations linkup and healing
- Heritage and culture**
 heritage surveys museums and keeping places preservation of languages
- Hospitality and tourism**
 accommodation cafes and restaurants tourism services
- Housing and tenancy**
 crisis accommodation rental property management
- Land and waters management—care for Country**
 conservation environmental rehabilitation or enhancement holding land title/deeds
 Indigenous land use agreement (negotiation and monitoring) manage native title rights and interests (incl. RNTBCs)
 research, monitoring, evaluation
- Manufacturing**
 food and beverage furniture printing health and beauty products textiles and clothing
- Mining and mining support services**
- Municipal services**
 fuel or energy supply road maintenance waste collection and disposal water, sewerage and drainage
- Spiritual congregation and religion**
- Transport and storage**
 bus or taxi services road, rail, water or air transport postal or courier delivery services warehousing and storage services
- Wholesale and retail trade (shops)**
 retail grocery or liquor retail fuel retail—other goods wholesale supply of goods or services
- Other services**
 accounting advocacy cleaning or pest control consulting insurance legal research
- Other**

Financial information

16 Corporation's financial information for the financial year

Is the corporation's financial information ready to report?

No ▶ skip to question 17

Yes ▶ provide the information here

Income Total income (incl. grants) \$

Total grants \$

Expenditure Total expenditure \$

Assets Total value of current assets \$

Total value of non-current assets \$

Liabilities Total current liabilities \$

Total non-current liabilities \$

17 How many employees does the corporation have?

(see Notes on page 3)

Employees Number of employees at the end of the financial year

18 Has the Australian Taxation Office endorsed the status of the corporation as a deductible gift recipient fund?

(see Notes on page 3)

No

Yes

Declaration

19 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 secretary of the corporation.

I declare that 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 200 penalty units, 5 years imprisonment, or both.

Contact for enquiries

20 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

Primary phone

Secondary phone

Email address

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