

# Go online

ORIC online forms lodgment will make it easier for you to register a corporation or lodge your forms.

ORIC now has the most commonly lodged forms available online at <https://online.oric.gov.au>.

This will make managing your corporation's information easier.

Corporations can now lodge forms with ORIC conveniently and safely saving time, paper and money. You can also register a new corporation online.

If you do not have access to the internet you can still register a corporation or fill out your forms in hard copy, the same way as you did in the past.

But now there is a faster and a more secure way of doing it.

## How it works

You have to first apply for a user account and you can do this online.

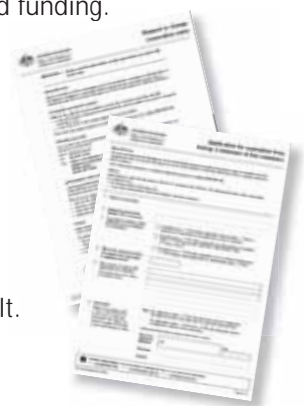
The online lodgment system uses the information you have already given to ORIC. You only need to update the information that has changed.

The system provides you with help as you complete the form and won't allow you to lodge the form if you have missed any information—making sure that your form will be accepted.

Remember you can also call ORIC on 1800 622 431 if you need to talk to someone to help you fill in your form—it's a free call (not from mobiles).

## What forms are available?

- **Application for registration (general)**—for new groups who want to become corporations under the CATSI Act.
- **List of names and addresses of members**—update names and contact details for your members.
- **Notification of a change to corporation contact details**—update the phone number, address or other contact details for your corporation. It's important to keep your details up to date so you can receive the important letters, news or notices we send you.
- **Notification of a change to corporation officers' details**—update names and contact details for the contact person, secretary or directors.
- **General report**—all corporations must send this report to ORIC by 31 December each year whether or not they are trading or have received funding.
- **Exemptions**—there are quite a few exemption forms—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.



### FURTHER INFORMATION:

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

1800 622 431

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

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## Who can use it?

### Existing corporations

Only a director, secretary or contact person from a corporation can apply for an online user account. Their information will be cross-checked with corporation records to make sure they hold one of these positions.

### New corporations

Anyone can register a new corporation online and you don't need to be a director or secretary or contact person to apply for a user account. Applicants will be given an account with access to the *Application to register a corporation (general)* form.

## Applying for a user account



**Step 1** → Go to the website: <https://online.oric.gov.au>

- if you're a new user from an **existing corporation** click on 'Register now'
- if you want to register a **new corporation** click on 'Apply to register a new corporation'.



**TIP:** To find the website easily in the future, add the website address in your bookmark or favourites list on your computer.

**Step 2** → Type in your details, read the terms and conditions for using the site and click on 'submit'.

**Step 3** → Once your details have been checked and registered you will be emailed a user name and password.



**TIP:** Treat this information with care as it provides secure and confidential access to your corporation's information. Let the Registrar know if you think someone else is using your password.

**Step 4** → Log on with your user name and password and you can start lodging forms on behalf of your corporation.

## What about attachments?

Some of ORIC's forms will ask for extra information. For example, the *Request to change corporation rule book form* says you need to send in:

- 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.

The online lodgment system allows you to attach, or upload, extra files or scanned documents to a form. If your corporation cannot scan in the documents or send them electronically then the attachments can be faxed or mailed to us.

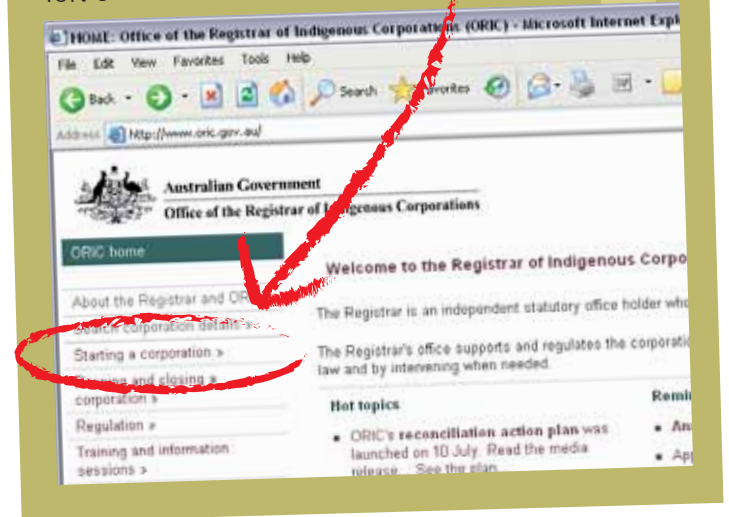
## What happens when you submit your form?

We will check your form to make sure it is filled in properly. If it's not complete or we need more information, ORIC will contact the person listed for inquiries to ask for the extra information.

We will then update our records and place the relevant information on the public Register of Indigenous Corporations.

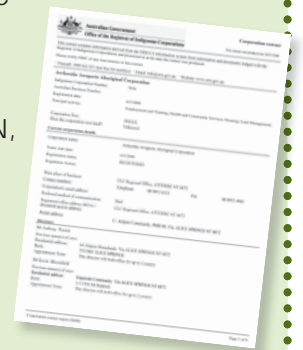
## Did you know...?

Anyone can access the public Register of Indigenous Corporations at any time and view documents or download an extract of current information. It's free and easy at [www.oric.gov.au](http://www.oric.gov.au)—click on 'Search corporation details' and you can then search by corporation name, ICN or location.



## New feature on our website— Corporation extract report

A new feature to extract a corporation's details was released on the ORIC website this month. The extract report has detailed corporation information which includes the current and previous names, ICN, principal activities, size, contact details, current officers' details, documents lodged (lists publicly available documents on the website) and the corporation's annual reporting status (lists annual returns lodged by the corporation over the last three years).



All the information is now contained in one document.

To access the extract report, search for a corporation in the public register and simply click on the 'Extract' button in the search results table.