

# Steps to Registering an Aboriginal Corporation

To register a new Aboriginal Corporation you need to take the following steps...

**STEP 1.** A group of people decide to form a new organisation.

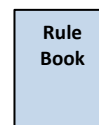


**STEP 2.** They form a **Steering Committee**



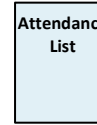
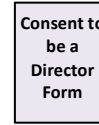
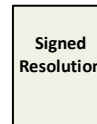
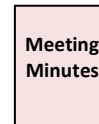
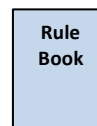
**STEP 3.** The **steering committee** meets and works together to...

- Fill out an **Application to Register a Corporation Form**
- Draft the **rule book**:
  - Name
  - Vision
  - Preamble
  - Values or Guiding Principles
  - Objectives
  - Members
  - Meetings
  - Decision-making processes
  - Directors
  - Finances
  - Record keeping
  - Reporting
  - Disputes
  - Notices
  - Winding up
  - Changing the Rule Book



**STEP 4.** When the **Draft Rule Book** is finished the steering committee (and other interested people) hold a General Meeting to prepare documents for the registration of the Corporation

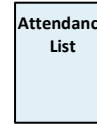
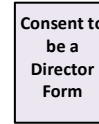
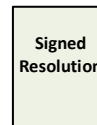
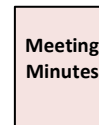
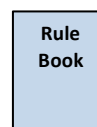
1. Take accurate **Meeting minutes** to record the meeting
2. Make an **Attendance List** of everyone at the meeting
3. Sign a **Resolution** to endorse the draft the rule book
4. People sign up to be a Members of the Corporation, then the members choose the first Directors
5. The new Directors must sign **Consent To Be Directors Forms**
6. All members and the directors fill out the **Application to Register a Corporation Form**



**STEP 5.** The steering committee sends / emails 6 things to **ORIC...**

1. The **Application to Register a Corporation Form**
2. The **Rule Book**
3. The **signed Resolution** (Attachment A&B)
4. The **Meeting minutes** of the meeting
5. The **Attendance List** of everyone at the meeting
6. The signed **Consent To Be Directors Forms**

**Send to ORIC...**



**STEP 6.** **WAIT up to 28 days for ORIC to process and register the new corporation.**