

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.

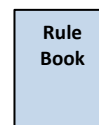


STEP 2. They form a **Steering Committee**



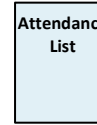
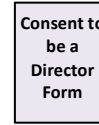
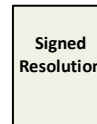
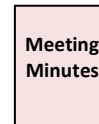
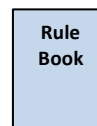
STEP 3. The **steering committee** meets and works together to...

- 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

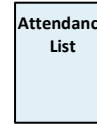
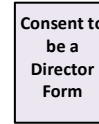
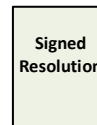
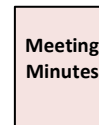
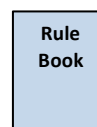
1. Take accurate **Meeting minutes** to record the meeting
2. Make an **Attendance List** of everyone at the meeting
3. Sign a **Resolution** to endorse the draft the rule book
4. People sign up to be a Members of the Corporation, then the members choose the first Directors
5. The new Directors must 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.**