



Australian Government
Office of the Registrar of
Indigenous Corporations

myCorp

ORIC's online portal for lodging forms and reports

TASK CARD

Submitting annual reporting through myCorp

Document Type	Task card
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Version	0.1

A corporation must lodge reports with the Registrar of Aboriginal and Torres Strait Islander Corporations (the Registrar) each year depending on its size and income – unless it has an exemption.

This task card explains how to lodge annual reports including the general report, auditor's report, financial report and directors' report through myCorp.

If you are looking for a guide on submitting a specific annual report, you can use the content table on the next page to locate the guide you require.



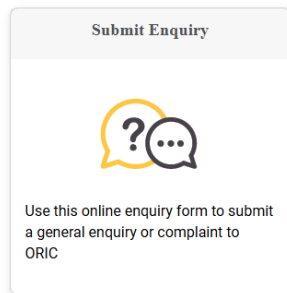
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1. Signing into myCorp

Step 1 Sign in to your [myCorp](#) account.

If you don't have a myCorp account, you will need to 'Sign up' instead.

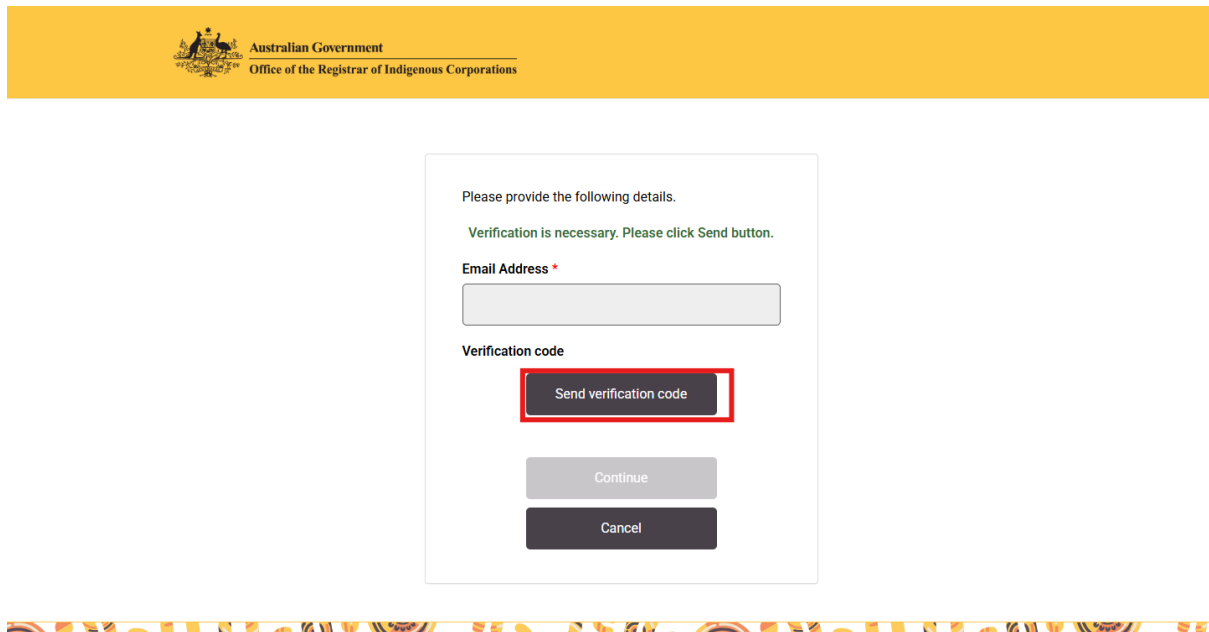


Step 2 To sign in, enter your email address and password and then click the 'Sign in' button.

To sign up for a myCorp account, click the text that says 'Sign up now' under the 'Sign in' button.

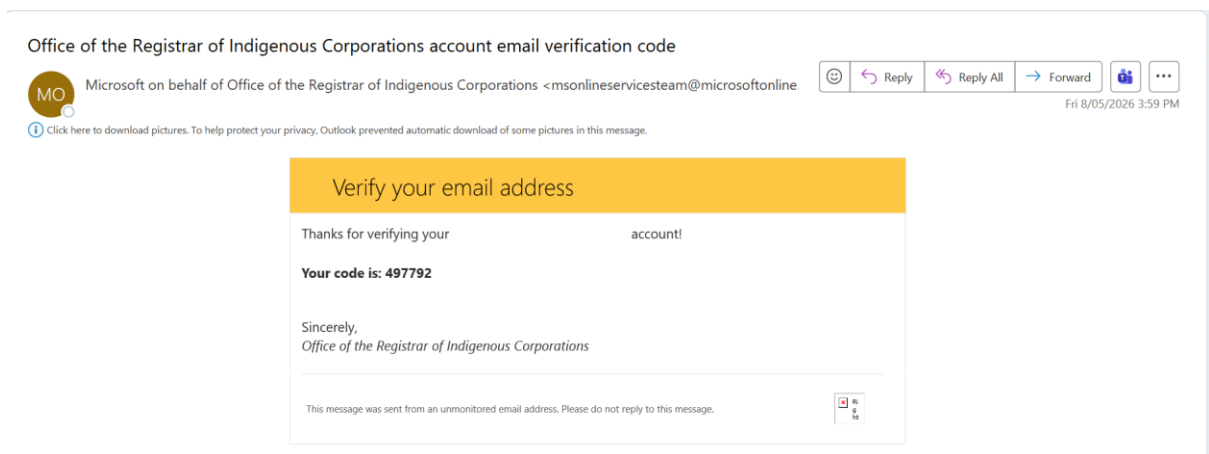
A screenshot of the 'Sign in with your email address' form. It contains two input fields: 'Email Address' and 'Password'. Below the password field is a link that says 'Forgot your password?'. At the bottom is a dark blue button labeled 'Sign In'. Below the button is a link that says 'Don't have an account? Sign up now'.

Step 3 Click the 'Send verification code' button.



The screenshot shows a web form for account verification. At the top is a yellow header with the Australian Government logo and the text "Australian Government" and "Office of the Registrar of Indigenous Corporations". The form itself is a white box with a light gray border. It contains the following elements: a heading "Please provide the following details.", a green instruction "Verification is necessary. Please click Send button.", a label "Email Address" with a red asterisk, a text input field, a label "Verification code", a button labeled "Send verification code" which is highlighted with a red rectangular border, a "Continue" button, and a "Cancel" button. Below the form is a decorative horizontal bar with a repeating pattern of colorful Indigenous Australian motifs.

The verification code will appear in your email inbox and should look like the image below. It can take a few minutes for the verification code to be received. If you do not receive it after five minutes, you can check your spam or junk folder, or search your emails for 'email verification code'.



Step 4 Enter the verification code and select 'Verify code'.



Please provide the following details.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address *

Verification code

Verify code Send new code

Continue

Cancel

Step 5 Press Select 'Continue' to finish signing in.



Please provide the following details.

E-mail address verified. You can now continue.

Email Address *

Verification code

Continue Cancel

Step 6 Navigate to the 'Manage corporation' tile.

Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | oric.gov.au | Find a corporation | myCorp

Hi

What would you like to do today?

Register a corporation



Use this form to apply to register a corporation under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).

Manage corporation



Click here to update corporation information, and lodge annual reports and forms.

Ask ORIC



Use this form to submit a general enquiry or report a concern to ORIC.

Learning and development



View your learning history and register for training workshops.

My enquiries

ID	Title	Corporation Name	Subject	Status	Date Created ↓
There are no records to display.					

Step 7 Select the corporation you want to lodge your reports for and click 'Edit'.

Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | oric.gov.au | Find a corporation | myCorp

Home > Corporation Management

Select the Corporation you wish to manage

ICN or Corporation Name

Corporation Name	ICN ↓	Status	
John Doe Aboriginal Corporation	11844	Registered	Edit
UAT Aboriginal Corporation	11845	Registered	Edit
MyCorp Aboriginal Corporation	11846	Registered	Edit

2. Lodging General Report

Step 1 Navigate to the 'Annual Reporting' tab to view all annual reports that have not been lodged for your corporation.

Note: Your corporation is required to submit all reports – not only the most recent report.

John Doe Aboriginal Corporation - 11844

[Corporation Details](#)[Officers](#)[Members](#)[Annual Reporting](#)[Rule Book](#)[Exemptions](#)[Auditors](#)[Other Requests](#)

To Do Annual Reporting

Read our [Guide to completing the general report](#) or watch a video on [How to lodge annual reports in myCorp](#)

Name	Type	Reporting Period ↓	Status	Due Date	Created On	
FRM-2026-126839 - Financial Report	Financial Report	2026-27	Draft	31/12/2027	30/04/2026 3:38 PM	Edit
FRM-2026-126840 - Auditor's Report	Auditor's Report	2026-27	Draft	31/12/2027	30/04/2026 3:52 PM	Edit
FRM-2026-126841 - Director's Report	Director's Report	2026-27	Draft	31/12/2027	30/04/2026 3:52 PM	Edit
FRM-2026-126789 - General Report	General Report	2026	Draft	31/12/2026	13/04/2026 3:18 PM	Edit
FRM-2026-126675 - Auditor's Report	Auditor's Report	2026	Draft	31/12/2026	12/03/2026 10:58 AM	Edit

Step 2 Select the 'Edit' button next to the general report you wish to complete.

 Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | [oric.gov.au](#) | [Find a corporation](#) | myCorp 

[Home](#) > [Corporation Management](#) > [Corporation Details](#)

John Doe Aboriginal Corporation - 11844

[Corporation Details](#)[Officers](#)[Members](#)[Annual Reporting](#)[Rule Book](#)[Exemptions](#)[Auditors](#)[Other Requests](#)

To Do Annual Reporting

Read our [Guide to completing the general report](#) or watch a video on [How to lodge annual reports in myCorp](#)

Name	Type	Reporting Period ↓	Status	Due Date	Created On	
FRM-2026-126789 - General Report	General Report	2026	Draft	31/12/2026	13/04/2026 3:18 PM	Edit
FRM-2026-126675 - Auditor's Report	Auditor's Report	2026	Draft	31/12/2026	12/03/2026 10:58 AM	Edit

Step 3 You need to confirm the information on the 'Corporation Details' page is correct. Review the information and if the information is correct, proceed by selecting 'Next'.

Corporation *

John Doe Aboriginal Corporation

ICN

11844

Form Type *

General Report

Reporting Period

2026

ABN (if the organisation has one)

Address

Main place of business

1 Real St, Suburbtown, ACT 2000

☒ The Corporation's Registered Office Address (ROA) / Document Access Address (DAA) is the same as its main place of business

Does the corporation currently occupy the ROA/DAA Address?

Yes

☒ The Corporation's Postal Address is the same as its main place of business

Contact Details

Corporation's Primary Contact Number

0455 555 555

Corporation's Alternate Contact Number

Provide a telephone number

Preferred method of communication

Next

Save and Close

If the corporation information is incorrect, you can exit the general report and navigate back to the 'Corporation Details' tab in myCorp and select 'Edit' to modify the information before proceeding. Corporation information includes your corporation's email, phone number, addresses and industry information.

Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | oric.gov.au | Find a corporation | myCorp

Home > Corporation Management > Corporation Details General Report

FRM-2026-126789 - General Report Draft

Sync

Corporation Details

Financial Information

Industry Details

Corporation People

Corporation Members

Declare and Submit

Home > Corporation Management > **Corporation Details**

John Doe Aboriginal Corporation - 11844

Corporation Details Officers Members Annual Reporting Rule Book Exemptions Auditors Other Requests

Edit

Corporation Details

Corporation Name *
John Doe Aboriginal Corporation

Registration Status
Registered

ICN
11844

Search by Australian Business Number (ABN) / Australian Company Number (ACN)
(if the organisation has one) ⓘ
Search By ABN Number

Corporation Size ⓘ
Small

Corporation Reporting Requirements
General Report

Registered On
10/03/2026

Corporation registered with ACNC? *
No

Note: If you change the corporation information, you will need to select the 'Sync' button when you return to the general report to include the changes in the general report. You can use the 'Sync' button immediately after making changes to 'Corporation Details' to update the general report.

Use steps 1 and 2 to return to the general report.

Step 4 After confirming the corporation's details, navigate to the Financial Information page of the general report and provide the required information. You can learn more about what is required, and the definition of the terms by clicking on the 'i' next to each field.

Select 'Next' at the bottom left of the page to progress to the Industry Details page.

Note: It is not necessary to enter a dollar sign (\$) in the financial information section. Only enter the numerical amount. For example, 1,000,000. Do not enter \$1,000,000.

Sync

Corporation Details **Financial Information** Industry Details Corporation People Corporation Members Declare and Submit

Financial Information ⓘ

Total Income (including grants) * ⓘ
\$

Total Grants * ⓘ
\$

Total Expenditure * ⓘ
\$

Profit / Loss

Step 5 Review the industry sectors that the corporation has previously reported that it operates in. If the information is correct, select 'Next' to go to the Corporation People page.

Note:

- If the industry details need to be updated, select 'Corporation Details' to leave the general report so that you can make the changes needed and return to the general report. This process is set out in Step 3.
- Information already entered into the general report will be saved – when you go back to the general report after making changes to the industry sectors, make sure you press 'Sync' so that the changes are included in the general report. You can use the 'Sync' button immediately after making changes to 'Corporation Details' to update the general report.

Home > Corporation Management > Corporation Details > General Report

FRM-2026-126844 - General Report **Draft**

Sync

Corporation Details Financial Information **Industry Details** Corporation People Corporation Members Declare and Submit

Industry Details ⓘ

Industry Sector ↑

Community services > Family violence prevention and support
Community services > Programs for elders
Community services > Programs for men
Community services > Programs for women

< 1 2 3 >

Other Industry Sectors:

Previous **Next** Save and Close

Step 6 Review the Corporation People page. The corporation people listed should be those who were in place on the last day of the corporation's financial year. If the corporation people are correct, select 'Next' to go to the Corporation Members page.

Home > Corporation Management > Corporation Details > General Report

FRM-2026-126789 - General Report **Draft**

Sync

Corporation Details Financial Information Industry Details **Corporation People** Corporation Members Declare and Submit

Corporation People ⓘ

Role	Is this person a contact person?	Name ↑	Date of appointment / reappointment	Term of appointment
------	----------------------------------	--------	-------------------------------------	---------------------

If the corporation people need to be updated, select 'Corporation Details' button located above the form to leave the general report.
. You will need to lodge a change of officer form to update your corporation people.

Note: You cannot use the 'Sync' button immediately after lodging a change of officer form to update the general report. You will need to wait for the change officer form to be processed by ORIC before using the 'Sync' button in the general report.

Home > Corporation Management > **Corporation Details** > General Report

FRM-2026-126789 - General Report **Draft** Sync

Corporation Details Financial Information Industry Details **Corporation People** Corporation Members Declare and Submit

Corporation People i

Role	Is this person a contact person?	Name ↑	Date of appointment / reappointment	Term of appointment
------	----------------------------------	--------	-------------------------------------	---------------------

Note: If a corporation member joined or resigned outside of the financial year of the general report, they will still appear in the general report, as it reflects the status of the corporation during that specific financial year. You may refer to the [additional notes](#) for further information.

You can find detailed instructions on how to update corporation people [here](#).

Step 7 On the Corporation Members page, review the corporation members to confirm all people listed were members on the last day of the corporation's financial year and there are no members that need to be added.

Home > Corporation Management > Corporation Details > General Report

FRM-2026-126789 - General Report **Draft** Sync

Corporation Details Financial Information Industry Details Corporation People **Corporation Members** Declare and Submit

Corporation Members i

Member Type	Name ↑	Address
-------------	--------	---------

If the corporation members are correct, select "Next" at the bottom of the page to move to the 'Declare and Submit' page.

Sync

Corporation Details
Financial Information
Industry Details
Corporation People
Corporation Members
Declare and Submit

Corporation Members ?

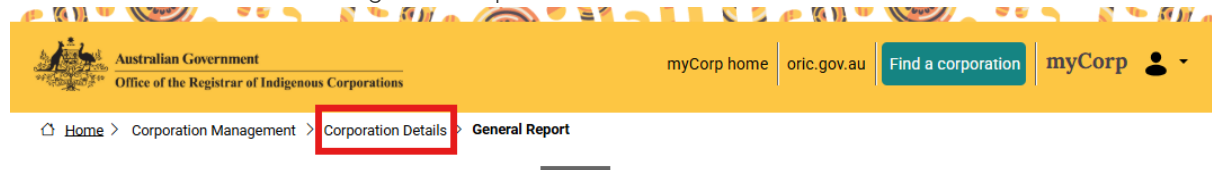
Member Type	Name ↑	Address
Individual	Malcolm Young	2 Corner Crescent, Suburbtown ACT, 2000
Individual	Mark Tripodi	2 Corner Crescent, Suburbtown ACT, 2000
Individual	Amy Breeze	2 Corner Crescent, Suburbtown ACT, 2000
Individual	Johnathon Jones	2 Corner Crescent, Suburbtown ACT, 2000
Individual	Allan Farrer	2 Corner Crescent, Suburbtown ACT, 2000
Individual	Malcolm Barnes	1 Somewhere St Canberra ACT 2000

< 1 >

Previous
Next

[Export]
Save and Close

If the corporation members need to be updated, select the 'Corporation Details' button located above the form to leave the general report.



Proceed to the 'Members' tab in myCorp and make any changes to the list of members. After you have made changes to the members, the changes will be reflected in the 'List of Current Members' section. You can find detailed instructions on how to update members [here](#).

Corporation Details
Officers
Members
Annual Reporting
Rule Book
Exemptions
Auditors
Other Requests

List of Current Members ?

Refresh
Download Current List
Add New Member

Member Type	Title	Name ↑	Date Added	Date Updated
-------------	-------	--------	------------	--------------

Note: If you change the members' information, you will need to select the 'Sync' button when you return to the general report to include the changes in the general report. You can use the 'Sync' button immediately after making changes to the members to update the general report.

Step 8 Complete the declaration and click the 'Declare and Submit' button on the bottom-right hand side of the page to lodge the report.

Note: If all mandatory information fields are complete then the report will be lodged and automatically published on the public Register of Aboriginal and Torres Strait Islander Corporations on ORIC's website.

The screenshot shows the 'myCorp' interface for the 'General Report' of corporation FRM-2026-126789, which is currently a 'Draft'. The top navigation bar includes the Australian Government logo, 'myCorp home', 'oric.gov.au', a 'Find a corporation' button, and a user profile icon. Below this, a breadcrumb trail reads 'Home > Corporation Management > Corporation Details > General Report'. The main header area contains the report title 'FRM-2026-126789 - General Report Draft' and a 'Sync' button. A secondary navigation bar features tabs for 'Corporation Details', 'Financial Information', 'Industry Details', 'Corporation People', 'Corporation Members', and a highlighted 'Declare and Submit' tab. The 'Declare and Submit (Submitter's Confirmation)' section is enclosed in a red box and contains three checked checkboxes with their respective declarations: 1) 'I declare that the information I am providing is true and correct, and authorised by the board.' 2) 'I declare the financial information included in this report is correct.' 3) 'I acknowledge that under section 561-1 of the CATSI Act, it is an offence to provide false or misleading information, and doing so can result in a maximum penalty of 200 penalty units or imprisonment for five years, or both.' Below these declarations are input fields for 'First Name', 'Middle Name', and 'Last Name'. At the bottom of the page, there are three buttons: 'Previous', 'Save and Close', and 'Declare and Submit', with the latter being highlighted by a red box.

Notes on completing the General Report

Inspect the information on each tab to ensure it is accurate and reflects the position of the corporation on the last day of its financial year. If changes are required, they will need to be made through the relevant processes:

- For changes to the corporation details (e.g. corporation contact information or addresses), navigate to the 'Corporation Details' tab in myCorp and select the 'Edit' button to update information as required.
- For changes to members, navigate to the 'Members' tab in myCorp and amend the corporation's list of members as required (this can be done individually or in bulk). Instructions may be found [here](#).
- For changes to officers such as directors, secretaries or contact people, complete the change of officers form in myCorp. Detailed instructions can be found [here](#).

If the corporation has made changes to its information in myCorp, these changes can be included in the general report by clicking the 'Sync' button. If a corporation has submitted a change of officer form, you will need to wait for this to be processed by ORIC before using the 'Sync' function to update the information in the general report.

Corporation details, industries and members will be synced with current point-in-time information, whereas directors and other officer information will be synced with the officer information as at the end of the corporation's financial year (i.e. using start and cease dates). This means that if a corporation person ceased before the end of the reported financial year, they will still appear in the general report as it is relevant information.

Once lodged, the general report status will change to 'Lodged' and it will be published to the public register on ORIC's website. If any of the information in the published General Report needs to be corrected the corporation will need to lodge an addendum. You can contact ORIC at 1800 622 431 or by email at info@oric.gov.au and we can guide you through the addendum process.

3. Lodging a Financial/Auditor's/Directors' Report via myCorp

Instructions for how to log into myCorp and find your corporation are [here](#).

Step 1 Navigate to the 'Annual Reporting' tab and then select the 'Edit' button next to either the [Financial Report](#), [Auditor's Report](#) or [Directors' Report](#) in the 'To Do Annual Reporting' section.

Note: Only the reports your corporation needs to lodge will show in the 'To Do Annual Reporting' section.



Australian Government
Office of the Registrar of Indigenous Corporations

myCorp home | [oric.gov.au](#) | [Find a corporation](#) | myCorp 

Home > Corporation Management > Corporation Details

John Doe Aboriginal Corporation - 11844

Corporation Details | Officers | Members | **Annual Reporting** | Rule Book | Exemptions | Auditors | Other Requests

To Do Annual Reporting

Read our [Guide to completing the general report](#) or watch a video on [How to lodge annual reports in myCorp](#)

3.1 Financial Report

Step 1 You will arrive at a page prefilled with your corporation details. For information on what is required in the Financial Report, select the 'i' symbol next to 'About this form'.

Financial Details

About this Form

This form is to provide the corporation's financial report.

A financial report contains:

- financial statements for the financial year
- notes to the financial statements (as required by the accounting standards)
- a directors' declaration.

The financial report must give a true and fair view of the corporation's finances and performance. It should also be audited and an audit report obtained.

Corporations that: are not large, do not have an income of more than \$5 million, have at least 90% of their income from government funding, have to lodge annual reports with funding bodies, and are not required to prepare consolidated reports, are eligible for alternative financial reporting requirements. This means that instead of a financial report, corporations can lodge a copy of the annual reports provided to funding bodies, together with any relevant audit report as well as an income and expenditure statement and a balance sheet that show any income, expenditure, assets and liabilities that have not been included in the funding report, and a directors' declaration that there are reasonable grounds to believe the corporation will be able to pay its debts when they become due and payable.

If you are lodging the audit report with the financial report, please ensure it is signed and dated prior to lodging.

Corporation *

John Doe Aboriginal Corporation

ICN

11844

Step 2 Declare if you are eligible for alternative reporting and whether you will be providing alternative reporting. Eligibility requirements for alternative reporting can be found on [ORIC's website](#).

Corporation *

John Doe Aboriginal Corporation

ICN

11844

Form Type *

Financial Report

Reporting Period

2026-27

Is the corporation eligible for alternative reporting? *

No

Is the corporation providing alternative reporting? *

No

I have provided my financial report with my audit / director's report lodgement * 

No

Step 3 If you have provided the financial report with either the audit or directors' report lodgement then select 'Yes' under the relevant field. When you select 'Yes' another field will show: 'Report Lodged in'. In this field, you need to select the audit or directors' report which was lodged with the financial report. Select from the drop-down list in the field.

I have provided my financial report with my audit / director's report lodgement * 

Yes

Report Lodged in  *

Select

Note: You can only select 'Yes' if the other report has been lodged. If you have selected 'Yes' and are unable to select a report, then you have not lodged another report and must either declare 'No' and complete this report or lodge another report with the financial report provided in it.

Corporation *
John Doe Aboriginal Corporation

ICN
11844

Form Type *
Financial Report

Reporting Period
2026-27

Is the corporation eligible for alternative reporting? *
No

Is the corporation providing alternative reporting? *
No

I have provided my financial report with my audit / director's report lodgement *
No

Step 4 Select the '+ Add files' button underneath 'Auditor's Report or Copy of Financial Report provided to Public Funding Body' heading to add the required files for the financial report. The required files can be found by selecting the 'Choose Files' field in the pop up. Select 'Add files'.

Auditor's Report or Copy of Financial Report provided to Public Funding Body

Add files

Choose files No file chosen

☒ Overwrite existing files

Step 5 The final section of this form is where the required declarations are completed. Select each of the tick boxes and press 'Declare and Submit' button to lodge the Financial Report.

Declare and Submit (Submitter's Confirmation)



I declare that the **information** I am providing is **true and correct**, and **authorised by the board**.



I acknowledge that under section 561-1 of the CATSI Act, it is an **offence to provide false or misleading information**, and doing so can result in a maximum penalty of 200 penalty units or imprisonment for five years, or both.

First Name

Middle Name

Last Name

 Save and Close

 Save to Draft

 Declare and Submit

3.2 Auditor's Report

Step 1 Enter the Audit Date. This is the date that the audit was completed and should be recorded in the Auditor's Report which you will upload.

Corporation *

John Doe Aboriginal Corporation

ICN

11844

Form Type *

Auditor's Report

Reporting Period

2026-27

Audit Date *

DD/MM/YYYY



Step 2 If you have provided the financial report with either the audit or directors' report lodgement then select 'Yes' under the relevant field. When you select 'Yes' another field will show: 'Report Lodged in'. In this field, you need to select the financial or directors' report which was lodged with the auditors' report. Select from the drop-down list in the field.

Audit Date *

DD/MM/YYYY



I have provided my audit report with my financial / director's report lodgement * 

Yes

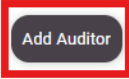
Report Lodged in *

Select

Note: You can only select 'Yes' if the other report has been lodged. If you have selected 'Yes' and are unable to select a report, then you have not lodged another report and must either declare 'No' and complete this report or lodge another report with the financial report provided in it.

Step 3 Record the Auditor's details by selecting the 'Add Auditor' button. You will need to include the name of the auditor or auditing firm, their contact details and their address.

Auditor Details



Auditor Type	Name ↑
There are no records to display.	

Auditor Details

Auditor Type *

Firm

Business Name *

Business Name Registration Number

Lead Auditor First Name

Lead Auditor Last Name

Auditor Phone

Provide a telephone number

Auditor Email

Address *

Step 4 If you have not uploaded the audit report as part of another report, then upload the Auditor's Report by selecting '+Add Files' underneath the 'Auditor's Report or Copy of Financial Report provided to Public Funding Body' heading. The required files can be found by selecting the 'Choose Files' field in the pop up. Select 'Add files'.

Auditor's Report or Copy of Financial Report provided to Public Funding Body

+ Add files

There are no files to display.

Step 5 Make the necessary declarations and select 'Declare and submit'.

Declare and Submit (Submitter's Confirmation)

☒

I declare that the **information** I am providing is **true and correct**, and **authorised by the board**.

☒

I acknowledge that under section 561-1 of the CATSI Act, it is an **offence to provide false or misleading information**, and doing so can result in a maximum penalty of 200 penalty units or imprisonment for five years, or both.

First Name

Middle Name

Last Name

 Save and Close  Save to Draft

 Declare and Submit

3.3 Directors' Report

Step 1 Declare if you have provided the directors' report with either the financial or audit report lodgement. This can only be done where the other report has been lodged. If you have selected 'Yes' and are unable to select a report, then you have not lodged another report and must either declare 'No' and complete this report or lodge another report with the audit report provided in it.

Directors Details

About this Form

This form is to provide the corporation's directors' report. A directors' report should contain:

- a detailed overview of a corporation's business performance during the financial year
- reasons for the corporation's results and financial position
- directors' meetings and any sub-committees
- description of the corporation's activities
- qualifications and experience of the corporation's directors and secretary
- any court proceedings relevant to the corporation.

Corporation *

John Doe Aboriginal Corporation

ICN

11844

Form Type *

Director's Report

Reporting Period

2026-27

I have provided my directors report with my audit, financial report lodgement * 

No

Step 2 Upload report by selecting '+Add Files' underneath the 'Directors report' section. The required files can be found by selecting the 'Choose Files' field in the pop up. Select 'Add files'.

Directors Report

 Add files

There are no files to display.

Step 3 Make the necessary declarations and select 'Declare and submit'.

Declare and Submit (Submitter's Confirmation)
☐ I declare that the **information** I am providing is **true and correct**, and **authorised by the board**.
☐ I acknowledge that under section 561-1 of the CATSI Act, it is an **offence to provide false or misleading information**, and doing so can result in a maximum penalty of 200 penalty units or imprisonment for five years, or both.

First Name

Middle Name

Last Name

[Save and Close](#) [Save to Draft](#)

[Declare and Submit](#)