



Notification of a change to corporation address and/or contact details

Name of corporation

Indigenous Corporation Number (ICN)

Corporation's new address details (if applicable) Date the new address changes will take effect

New main place of business

Postcode

New registered office address/document access address (ROA/DAA)

Postcode

New postal address

Postcode

Corporation's new telephone, fax or email details (if applicable) **New telephone**

New fax

New email address

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

Declaration

I declare the information provided on this form is correct.

Full name Date

The **main place of business** is where the corporation carries out most of its activities.

Registered office address/document access address (ROA/DAA)

Large corporations must have a registered office to make sure members and others can get hold of important documents such as the corporation's rules and to make sure that people who need to can contact the corporation.

Small and medium corporations must have a document access address (DAA) which is a place where people can inspect important documents. This can be a person's home and people wanting to inspect documents have to give seven days written notice.