



# 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

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

### New postal address

**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.