

## ABOUT THIS POLICY

This *KNAC Member Business Register Policy* sets out information regarding the KNAC Member Business Register (**Register**), including the:

- Criteria
- Terms and Conditions
- How to Register
- Benefits
- KNAC Member Logo
- Application form

## KARLKA COMMERCE

Karlka Nyiyaparli Aboriginal Corporation RNTBC (**KNAC**) is the Registered Native Title Body Corporate for the Nyiyaparli People and plays a significant role in matters of native title, heritage, community development and advancement for the Nyiyaparli People.

KNAC has a commercial division, which is known as Karlka Commerce. The objective is to achieve economic benefit for the corporation and its members.

Karlka Commerce aims to do this by:

- Direct and practical member support
- Promote awareness of existing supports and benefits to both members and stakeholders.

To accomplish this, Karlka Commerce will maintain a register of KNAC Member Businesses.

The primary aim of the Register is to maintain a comprehensive record of the businesses owned by the corporation and its members. This Register is a valuable resource for KNAC and KNAC Members by promoting visibility, credibility, and accountability for member businesses.

## CRITERIA

1. Listed on Register of KNAC members
2. Business registered as a sole trader, company, joint venture, partnership or trust.
3. All businesses must have an Australian Business Number (ABN).

If a KNAC Member owns multiple businesses, they are required to submit separate applications for each business. All businesses must meet the specific ownership criteria based on the level of KNAC Member ownership.

BUSINESS STRUCTURE	PERCENTAGE KNAC MEMBER OWNERSHIP/MEMBERSHIP
SOLE TRADER	100%
PARTNERSHIP	50%
CORPORATION	25%
JOINT VENTURE	50%
INDIGENOUS CORPORATIONS	75%

*Note: Inclusion of Indigenous Corporation on KNAC Member Business Register considered by the Board on a case-by-case basis*

## BENEFITS

Karlka Commerce is committed to supporting businesses listed on the Register that align with our objectives, goals and priorities. To assist with this aim, the following strategies will be adopted by Karlka Commerce:

- **Promoting the Register:** The Register will be displayed on our website and shared with stakeholders upon request to facilitate opportunities for Member businesses.
- **Facilitating access to free local services:** We will prioritise identifying and supporting valuable connections for KNAC Members with local services that can assist them with growing their existing businesses or starting new ventures. These services will be provided free of charge.
- **Providing the KNAC Member Business Logo:** On registration businesses will receive KNAC Member Business Logo, featuring level of ownership. This logo will serve as an acknowledgment that the KNAC Member Business meets the KNAC Member Business criteria and is included on the register.
- **Access to free networking events (organised by Karlka Commerce):** These events will offer networking opportunities and collaborative platforms.
- **Collaboration with the Karlka Commerce team:** Our Karlka Commerce team will work closely with Member Businesses to provide tailored assistance, guidance and resources to address their specific needs and challenges.

## TERMS AND CONDITIONS

- Member Businesses listed on the KNAC register must:
  - Clearly communicate to their clients that the business does not represent or speak on behalf of KNAC;
  - Ensure that usage of the KNAC Member Business Logo is solely for the purpose of promoting the business as a Registered Business;
  - Refer any clients to KNAC for any services that KNAC is responsible for - e.g. Heritage Work, Welcome to Country; and
  - Notify Karlka Commerce if circumstances change for your business – e.g. there is a change in ownership of your business.
  - Acknowledge that KNAC has no legal liability for the success or failure of the business.
- The Register serves as a tool used to promote, advertise and inform KNAC Stakeholders about KNAC Member Businesses.

As such:

- KNAC is not responsible for any commercial agreements between Registered Businesses and their clients or contractors. The responsibility for such agreements rests solely with the involved parties, and KNAC will not interfere with them.
- KNAC will not be held liable under any circumstances for any loss or damage whatsoever incurred or suffered by any entity listed on the Register or any entity that operates a business that is listed on the Register, including any loss or damage that arises as a result of, or in connection with, a business being listed on the Register.
- KNAC does not accept any liability or responsibility to any third party (e.g. clients) regarding the services provided by a business listed on the Register. Any concerns or disputes related to services should be resolved directly between the business and its clients.
- KNAC will not interfere with any commercial agreements of Registered Businesses.

## KNAC MEMBER BUSINESS REGISTER POLICY

KNAC has the final authority to determine the eligibility of a business for inclusion on the Register and to determine the specific ownership criteria that the business fits into.

- Registration on the Register is free of charge, and no ongoing fees are required to remain listed.
- If an individual's KNAC membership is revoked, their associated business will be automatically removed from the Register as they no longer meet the registration criteria.
- All Registered Businesses are expected to act in good faith and maintain appropriate confidentiality regarding discussions and information sharing. This ensures that sensitive or proprietary information remains protected and respects the commercial in-confidence requirements of the involved parties.
- The Nyiyaparli Code of Conduct applies to all Registered Businesses. (Provided in the package)

### KNAC MEMBER BUSINESS LOGO



**100%**  
KNAC Member  
ownership



**50% or more**  
KNAC Member  
ownership



**25% or more**  
KNAC Member  
ownership

### HOW TO REGISTER

- A KNAC Member can apply to register their business on the Register using the **KNAC Member Business Register Application Form** on the following page.
- If you have any questions regarding the Register, please contact Karlka Commerce at or telephone 08 9140 2755 and ask for the Commerce Team.

## KNAC MEMBER BUSINESS REGISTER APPLICATION FORM

### KNAC Member Business Register Application

**This application form is to be read together with the KNAC Member Business Register Policy.  
This application must be completed by a KNAC Member.**

<b>Business Name</b>	
<b>KNAC Member Owner</b>	
<b>KNAC Member Mobile</b>	
<b>ACN/ICN (if applicable)</b>	
<b>ABN</b>	
<b>Business Type (i.e. Sole Trader, Company, Joint Venture, Partnership or Trust)</b>	
<b>Date First Registered</b>	
<b>Industry</b>	
<b>Level of KNAC Member Ownership (Please tick only one)</b>	<input type="checkbox"/> 100% KNAC Member ownership <input type="checkbox"/> 50% or more KNAC Member ownership <input type="checkbox"/> 25% or more KNAC Member ownership
<b>Summary of Business</b>	
<b>Business Contact Person</b>	
<b>Business Contact Phone</b>	
<b>Business Contact Email</b>	
<b>Business Address</b>	
<b>Business Website</b>	

## KNAC MEMBER BUSINESS REGISTER APPLICATION FORM

If possible, please provide a full capability statement for the business that introduces the business, lists any capabilities, and also contains any recent projects or works that have been completed or are currently ongoing that the business is involved in.

By signing this form, the applicant:

- ✓ Agrees to comply with the terms and conditions, conduct rules and other information provided in the KNAC Member Business Register Policy.
- ✓ Acknowledge that KNAC has no legal liability for the success or failure of the business.
- ✓ Acknowledges and provides consent for the following information to be recorded on the Register: business name, summary of business activities, business contact details, and name and mobile of the KNAC Member.
- ✓ Acknowledges and provides consent for KNAC to provide a copy of the Register to third parties (such as mining companies) for their use and information.
- ✓ Acknowledges and provides consent to KNAC to display the Register on the KNAC website.
- ✓ Consents KNAC to adding the applicant to the Karlka Commerce Mailing List.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please email your completed application and capability statement to**

If you have any questions, contact Member Business Support

Email: [memberbusiness@karlka.com.au](mailto:memberbusiness@karlka.com.au)

Telephone KNAC Office: 08 9140 2755

OFFICE USE ONLY			
<b>Date received by Karlka Commerce:</b>	/	/	
<b>ABR/ASIC/ORIC Report attached:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Percentage Ownership:</b>	<input type="checkbox"/> 25% or more	<input type="checkbox"/> 50% or more	<input type="checkbox"/> 100%
<b>KNAC Membership Confirmed:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Criteria for registration:</b>	<input type="checkbox"/> Meet Criteria	<input type="checkbox"/> Does Not Meet Criteria	
<b>Registration notified to KNAC Board:</b>	/	/	