

Director Identification Number (director ID)

A director identification number (director ID) is a unique identifier you will keep forever.

Its purpose is to help prevent the use of false or fraudulent director identities.

Obtaining a Director ID is now a legal requirement.

Directors need to apply for their own director ID. This is due to the need to verify your identity by the supply of required proof of identification documents. If you have any problems, we are here to help and support you with your application, although we are unable to complete this on your behalf due to the requirement to verify your identity personally.

Directors will only ever have one director ID. You will keep it forever, even if you change companies, stop being a director, change your name, or move interstate or overseas.

Who needs a director ID?

You need a director ID if you're an eligible officer of:

- a company, a registered Australian body or a registered foreign company under the Corporations Act 2001 (Corporations Act)
- an Aboriginal and Torres Strait Islander corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).

An eligible officer is a person who is appointed as:

- a director
- an alternate director who is acting in that capacity.

If you are unsure if you need one, please give us a call to discuss.

When do you need to apply?

Date you become a director

On or before 31 October 2021

Between 1 November 2021 and 4 April 2022

From 5 April 2022

Date you must apply

By 30 November 2022

Within 28 days of appointment

Before appointment



How to apply?

ONLINE APPLICATION (preferred) Requirements to verify your identity

myGovID <i>with either a Standard or Strong identity strength</i>	If you don't have one, please see Appendix 1 – How to set up myGovID <i>* please note: myGovID is different to myGov</i>	
Tax File Number	Providing your TFN is optional, but it speeds up the process	
Residential Address	As recorded by the Australian Taxation Office (ATO)	
Answers to 2 questions <i>based on details about you from 2 of these documents</i>	Bank account details Notice of assessment Super account details Dividend statement Centrelink payment summary PAYG payment summary <i>* have a copy of any 2 of these documents available to answer the required questions</i>	<i>BSB and Account Number of a bank Account that you received an income tax refund in or one that has earned interest in the last five years</i> <i>Date of issue and reference number of notice of assessment issued by ATO in the last five years</i> <i>Member account number and super fund's ABN from a superannuation account statement from the last 5 years</i> <i>Investment reference number on a dividend statement from last 2 years</i> <i>Your taxable income from a payment summary issued in the last 2 years</i> <i>Your gross income from payment summary issued in the last 2 years</i>
Once you have all the above sorted, go to: https://www.abrs.gov.au/director-identification-number/apply-director-identification-number		

PHONE APPLICATION

Requirements to verify your identity

Tax File Number	Providing your TFN is optional, but it speeds up the process	
Residential Address	As recorded by the Australian Taxation Office (ATO)	
Answers to 2 questions <i>based on details about you from 2 of these documents</i>	Bank account details Notice of assessment Super account details Dividend statement Centrelink payment summary PAYG payment summary <i>* have a copy of and 2 of these documents available to answer the required questions</i>	
2 Australian identity documents <i>one primary one secondary</i>	Primary Documents Australian full birth certificate Australian passport (including those that have expired in past 2 years) Australian citizenship certificate ImmiCard Visa (if using foreign passport in Australia) <i>* if your names don't match, you may be required to verify the document, eg with a marriage certificate.</i>	Secondary Documents Medicare Card Australian driver's licence or learner's permit
Phone 13 62 50 8.00am to 6.00pm Monday to Friday		

PAPER APPLICATION

Requirements to verify your identity

Completed Application Form	Available from – www.abrs.gov.au	
3 Australian identity documents - certified one primary and two secondary OR Two primary and one secondary	Primary Documents Australian full birth certificate Australian passport (including those that have expired in past 2 years) Australian citizenship certificate Foreign passport <i>* if your names don't match, you must provide either a marriage certificate, deed poll, or change of name certificate</i> <i>* documents certified by registered tax agents are not accepted</i>	Secondary Documents Medicare Card Australian driver's licence or learner's permit
Complete the application form available at https://www.abrs.gov.au/sites/default/files/2021-10/Application_for_a_director_identification_number.pdf and post to: Australian Business Registry Services Locked Bag 6000 ALBURY NSW 2640		

Appendix 1 – How to set up myGovID

myGovID is different from myGov.

myGovID is an app. You need to download the myGovID app to your smart phone/device.

myGov is an account. Your myGov account lets you link to, and access online services provided by ATO, Centrelink, Medicare and others.



If you don't already have the myGovID app on your smart device, you will need to download it from the AppStore (for Apple devices) or Google Play (for android devices).

As it's your **personal** identity, you should use a personal email address, not a work or shared email address.

You will need to enter your full name (the same as on your identity documents) and your date of birth.

Then you need to verify your identity in the myGovID.

A **Standard identity strength** (minimum required for your Director ID application) requires verification of at least 2 of the following Australian Documents:

- ✦ Driver's licence or learner's permit
- ✦ Passport (not more than 3 years expired)
- ✦ Birth certificate
- ✦ Visa (if using your foreign passport)
- ✦ Citizenship certificate
- ✦ ImmiCard
- ✦ Medicare card

Enter details and/or scan these documents as instructed.

A **Strong identity strength** (which will allow access to all government online services) requires verification of:

- ✦ Passport (not more than 3 years expired)
- ✦ plus one of the following:
 - Birth certificate
 - Citizenship certificate
 - Driver's licence
 - Medicare card
- ✦ You will also need to verify your photo by taking a selfie that is compared to the photograph on your passport.

* if the names on your documents don't match, you will need to verify with appropriate documentation.