

## DETAILED INSTRUCTIONS – applying online for Director Identification Number

### Step 1

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On your mobile device, download the myGovID (please note: this is different from myGov).



For Apple devices – go to **AppStore**



For android devices – go to **Google Play**

Search “myGovID”



You will then need to download/get/install this App.

Refer to **Appendix 1 – How to set up myGovID** for instruction on how to verify your identity and set up.

### Step 2

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Gather your documents - In addition to your myGovID, to apply online you will need to have some information the ATO knows about you when you apply for your director ID. This information must relate to you, personally, rather than to the company, registered Australian body, or registered foreign company of which you are a director.

You will need:

- your tax file number (TFN)
- your residential address as held by the ATO
- information from 2 documents to verify your identity.

Examples of the documents you can use include:

- bank account details
- an ATO notice of assessment
- super account details
- a dividend statement
- a Centrelink payment summary
- a PAYG payment summary (this is different to your income statement or your PAYG instalment activity statement).

### Step 3

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Click on the following link:

<https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>

Scroll down to the bottom (under Step 3), and click the Apply now with myGovID:



### Step 4

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Enter your myGovID email address and click Login:

A screenshot of the myGovID login interface. At the top, it says 'Get the myGovID app' and provides instructions to download the app from the App Store or Google Play. Below this is a section titled 'What's next?' with a list: '1. Download the app', '1. Prove who you are', and '2. Come back and login'. Further down, there's a section 'Already have the myGovID app?' with the instruction 'Login with your myGovID email to continue.' Below this is a text input field labeled 'myGovID email' and a green 'Login' button. At the bottom left is a 'Remember me' checkbox, and at the bottom right is a 'Cancel' link.

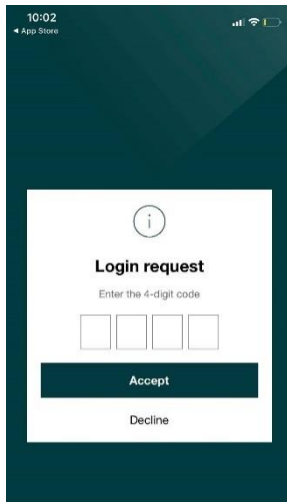
The following will come up on your screen:

A screenshot of the myGovID verification screen. It shows a list of steps: '1. Open myGovID on your phone', '2. Accept or enter the code', and '3. Come back'. An illustration shows a hand holding a smartphone with a checkmark. In the center, the code '7 4 5 1' is displayed above a loading spinner and the text 'Waiting...'. At the bottom left is a 'Cancel' link.

## Step 5

Go to your **phone/device** where there will be an Authentication Request from myGovID.

Enter the number from the website and click Accept.



## Step 6

The application form will then open on the following website:

### Apply for a director identification number

#### Getting a director ID

All fields marked with \* are mandatory

#### Application requirements

You can apply for a director identification number (director ID) if you are:

- > an eligible officer or
- > intend to become an eligible officer within 12 months after applying.

An eligible officer is:

- > an appointed director or alternate director (acting in that capacity), of a company, body corporate that is a registered Australian body, or registered foreign company or an Indigenous corporation.

The Registrar may make a determination that a particular person or class of persons are not eligible officers.

You should not apply for a director ID if you already have an active director ID unless you have been directed to by the Registrar.

☐ I am an eligible officer or intend to become an eligible officer within 12 months of my application \*

To be eligible to be a director of a company, you must:

- > be an individual
- > be at least 18 years of age; and
- > not be [disqualified from managing corporations](#) <sup>☞</sup> unless your appointment is made with the permission of ASIC, ORIC, or with leave of the Court.

☐ I acknowledge that to be a director I must meet the requirements of the Corporations Act 2001 and /or the Corporations (Aboriginal and Torres Strait Islander) Act 2006 \*

Your privacy is important to us. Read the [Privacy notice for director ID](#) <sup>☞</sup> before applying for a director ID.

CancelNext

Step 1 of 3

- > 1. Getting a director ID
- 2. Applicant details
- 3. Review and submit

Read and click the declarations, then click Next.

## Step 7

Enter your personal details. Some details will have been pre-filled from your records with myGovID.

### Apply for a director identification number

#### Applicant details

All fields marked with \* are mandatory

##### Personal details

Full name

Full name

Date of birth

1 Your verified name and date of birth have been pre-filled from your myGovID.

I have previously been known by another name \*

☐ Yes ☒ No

##### Place of birth

Country of birth \*

City/town of birth \*

State/territory of birth \*

##### Residential address

1 Your address details have been pre-filled from your ATO record. As a director you must notify your company or indigenous corporation of any changes to your personal details. Learn what is required at [Manage your director ID](#) \*

Country \*

Search address

e.g. Level 15 100 Miller St North Sydney NSW 2060

Address

##### Postal address

Choose a postal address \*

☒ Same as residential address

☐ A different address

Address

##### Contact details

We will use these details for any communications with you about any of your directorships.

Mobile

Country code \* Number \*

+61

Business phone

Country code \* Area code and number

+61 e.g. 0281234567

Email \*

1 The details entered are for Australian Business Registry Services only. If you update or change these details, they will not update any other systems such as myGovID, myGov, ATO, ASIC, ACNC or CRIC.

Back Cancel

Next

## Step 8

Review the information you have entered.

Tick the declaration and click Submit.

### Apply for a director identification number

#### Review and submit

##### [Getting a director ID](#)

[Edit](#)

#### Application requirements

##### Declaration of eligibility

I am an eligible officer or intend to become an eligible officer within 12 months of my application

##### Acknowledgement of directorship requirements

I acknowledge that to be a director I must meet the requirements of the Corporations Act 2001 and /or the Corporations (Aboriginal and Torres Strait Islander) Act 2006

#### Step 3 of 3

- ✓ 1. [Getting a director ID](#)
- ✓ 2. [Applicant details](#)
- > 3. Review and submit

##### [Applicant details](#)

[Edit](#)

#### Personal details

Full name

Date of birth

Place of birth

#### Residential address

Address

#### Postal address

Address

#### Contact details

Mobile

Business phone

Email

#### Declaration

All fields marked with \* are mandatory

- > I am the person identified in the application above.
- > I do not already have an active director identification number, or I have been directed to apply by the Registrar.
- > I am an [eligible officer](#) or intend to become an [eligible officer](#) within 12 months after applying.

☒ I declare that: The information given on this form is true and correct \*

[Back](#)[Cancel](#)[Submit](#)