




Guide to applying for a Director Identification Number

New standards for Directors

From November 2021, there are new guidelines, company directors will need to apply for a director ID. This involves verifying their identity and applying for a director ID. A director ID is a unique 15-digit number that a director will apply for once and keep forever.

This will apply to directors, or alternate directors, if their organisation is one of the following:

- Company
- Registered foreign company
- Registered Australian body
- Aboriginal and Torres Strait Islander corporation
- Charity or not-for-profit organisation that is a company or Aboriginal and Torres Strait Islander corporation

	Obtaining a Director ID is a legal requirement. This process requires you to verify your identity personally Whilst we can guide you with this process, we are not able to complete this on your behalf.
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When do you need to apply?

Existing directors appointed before 31 October 2021	If you are an existing director, you will need to verify your details and apply for your director ID before 30 November 2022.
New directors appointed between 1 November 2021 and 4 April 2022	If you become a director between these dates, you will have 28 days after your appointment to verify your details and apply for a director ID. This applies to directors of new companies as well as directors appointed to existing companies.
New directors appointed after 5 April 2022	If you become a director of any company after this date you will need to verify your details and apply for a director ID before you are appointed.
Existing CATSI Act directors appointed before 31 October 2022	Directors of Aboriginal and Torres Strait Islander corporations registered under CATSI Act appointed anytime up to 31 October 2022, will have until 30 November 2023 to apply for their director ID. After this date you will need to apply before your appointment.
Intended Directors	A person who intends to become a director within 12 months may apply for a director ID. If the director ID isn't linked to a company within 12 months, the director ID will be cancelled.



How to Apply?

All directors must apply for their Director ID themselves as they will need to verify their identity. There are three ways you can apply:

- By myGovID (preferred option)
- By phone
- By paper form

Applying via myGovID



myGovID is different from myGov

myGovID is an app. You download the myGovID app to your smart device. It lets you prove who you are and log in to a range of government online services, including myGov.

myGov is an account. Your myGov account lets you link to, and access online services provided by the Australian Taxation Office (ATO), Centrelink, Medicare and more.

Step 1 • Set up myGovID

If you don't already have the myGovID app, you can download it on most smart devices. The app is compatible with most smart devices and is only available from the Apple App store or Google Play.



<https://itunes.apple.com/au/app/mygovid/id1397699449?mt=8>



<https://play.google.com/store/apps/details?id=au.gov.ato.mygovid.droid>

As it's your personal digital 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.



You will need a standard or strong identity strength myGovID for your director ID online.

A Standard Identity Strength

A standard identity strength allows access to most participating government online services. You will need to enter your personal details and verify at least two of the following Australian Documents (your name must match on both).

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

A Strong Identity Strength

A strong identity strength allows access to all government online services. You will need to enter your personal details and verify the following Australian identity documents (your name must match on both).

- Passport (not more than three years expired)
- One of the following: Birth Certificate

Citizenship Certificate

Driver's licence (including learner's permit) Medicare card

Verify your photo – you also need to complete a face verification check. This is a one-off scan that checks that you're a real person, the right person and it is verified in real-time. This verification check is compared to the photograph on your passport.

If your name doesn't match across your identity documents, you may be able to verify this using a [change of name certificate](#) (Tasmania, South Australia, Northern Territory and the Australian Capital Territory only) or [marriage certificate](#).



Step 2 • Gather your documents

You will need to have some information the ATO knows about you when you apply for your director ID:


- Your tax file number (TFN)
- Your residential address as held by the ATO
- Information from two documents to verify your identity
- Examples of the documents you can use are:

Bank account details	You can use a bank account that you received an income tax refund in or one that has earned interest in the last two years.
ATO notice of assessment	You can use a notice of assessment if it was issued by the ATO in the last five years.
Super account details	You can use a superannuation account statement from the last five years with member account number and the superannuation fund's ABN.
Dividend statement	You can use a dividend statement from the last two years with an investment reference number.
Centrelink payment summary	You can use a Centrelink payment summary issued in the last two years.
PAYG payment summary	You can use a PAYG payment summary issued in the last two years.

Step 3 • Complete your application

Once you have a standard or strong identity strength myGovID and you have your documents you can apply for your director ID. The application process should take about 10 minutes.

Applying online

	You will require a personal mobile phone to complete the Online Application
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- Go ABRS website – Director identification number page: www.abrs.gov.au/director-identification-number
- Apply now
- Go to Step 3 – Complete your application and click on:



- Enter the same email address you used to set your myGovID account. You will then need to login to your myGovID app to receive a code to enter. Enter the code and you will be able to apply for your director ID.



Applying via phone

If you can't apply via the myGovID app, you can apply by phone 13 62 50 (in Australia) or +61 2 6216 3440 (from overseas) if you have:

- An Australian tax file number (TFN)
- The information to verify your identity (see above)

To establish and verify your identity, you will be asked questions based on your tax or superannuation information, including information from third parties and other government departments.

This may include details from ATO letters or notices that have been issued to you, details from a tax return, or other information that will help verify your identity.

You may also need to provide details from identity documents, such as your driver's licence, Medicare card or passport, and to consent to ABRIS checking those documents with the issuing authority.

Applying via paper form

If you can't apply online or over the phone, you can apply using a paper form. This is a slower process, and you will also need to provide certified copies of your documents to verify your identity.

The paper form can be downloaded from this link – [Application for a director identification number \(NAT75329, PDF, 306KB\)](#) or access on the web using these instructions:

- Go to ABRIS website – Director identification number page abrs.gov.au/director-identification-number
- Apply now
- Scroll to the bottom to the section How to apply if you cannot get a myGovID
- Apply with a paper form

Once you have your Director ID

Once you receive your director ID, you will need to:

- Keep a record of it — we recommend either printing or electronically saving a copy as you will not receive a notice from ABRIS
- [Notify us](#) of your Director ID so we can update our records.

If you require any assistance with obtaining your Director ID, please [contact](#) our office.