

DIRECTOR IDENTIFICATION NUMBER (DIN)

The Australian Business Registry Services together with ASIC and the ATO have announced that all directors of companies and super funds must have a Director Identification Number (DirectorID). The Director ID is similar to a Tax File Number as you will only be issued with the one unique identifier number and it is with you forever. This number identifies you whether you are a director of 1 or multiple companies. The purpose of the director ID is to help prevent the use of false or fraudulent director identities or simple errors in the company incorporation process.

Your director ID confirms your identity and will, in future, show which companies you're linked to.

Applications for your director ID must be completed within the following timeframes:

Date you become a director	Date you must apply
On or before 31 October 2021	By 30 November 2022
Between 1 November 2021 and 4 April 2022	Within 28 days of the appointment
From 5 April 2022	Before appointment

Application

ALL DIRECTORS need to apply for their own director ID due to the link with your personal myGovID profile. **Please be aware this is NOT your MYGOV account (to access Medicare, Centrelink etc..).**

Your myGovID is a separate personal digital identification signature used for multiple Government portals. myGovID is an app that you download to your smart device.

The process for a director ID can be completed now following the steps highlighted on the Australian Business Registry Service. We advise that you watch the video from the ABRS <https://www.abrs.gov.au/director-identification-number>

Step 1 - Set up myGovID – apply for **Standard or Strong Identity strength**

Requirements for myGovID verification:- you need to enter your personal details and verify at least two of the following **Australian** identity 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.

Step 2 - Gather the required documents for the Directors ID application (ATO related)

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

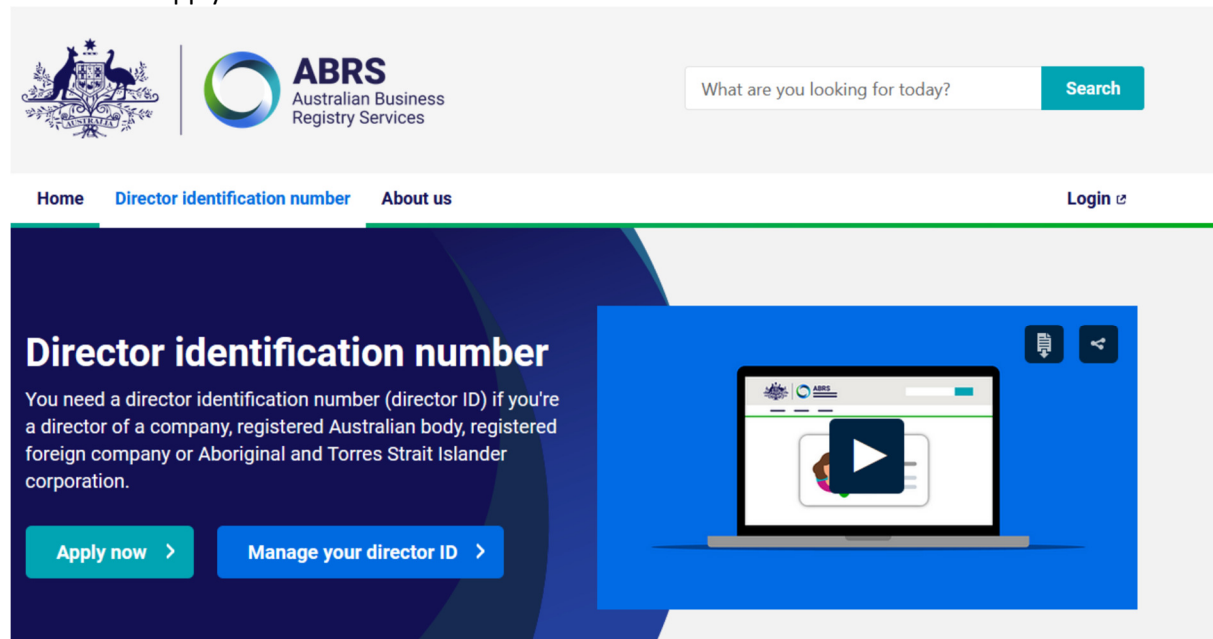
Examples of the documents you can use to verify your identity include:

- bank account details
- an ATO notice of assessment
- super account details
- a dividend statement
- a Centrelink payment summary
- PAYG payment summary.

Step 3 - Complete your application on the **ABRS website**

To apply you need a myGovID profile strength that is 'Standard' or 'Strong', in which case the application will take less than one minute. Additional time will be required to strengthen your myGovID.

1. Go to ABRS Director ID page - <https://www.abrs.gov.au/director-identification-number>
2. Click the 'Apply now' button



3. Scroll to the bottom of the screen and click 'Apply now with myGovID'

Step 3 – Complete your application

Once you have a myGovID with a Standard or Strong identity strength, and information to verify your identity, you can log in and apply for your director ID. The application process should take less than 5 minutes.




4. Enter your email address into the screen (the email address you used to set up your myGovID account)

5. Click Login

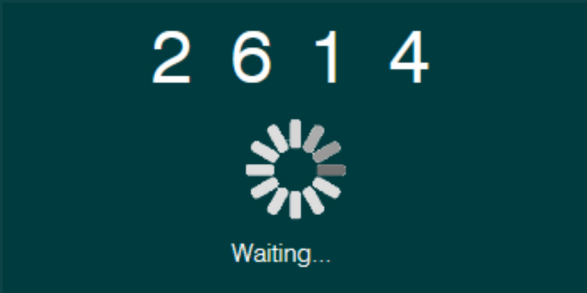

Already have the myGovID app?
Login with your myGovID email to continue.

Remember me [Cancel](#)

6. A code will appear on your screen (as per the below example). Open the myGovID app on your phone and enter the code provided. This will verify your identity and take you to the next screen.

Australian Government 

1. Open myGovID on your phone
2. Accept or enter the code
3. Come back

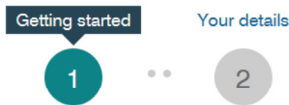


[Cancel](#)

7. Read the screen and tick the 'I agree to the terms and conditions of use' box

8. Click Next.

Proof of record ownership



Getting started

All fields marked with an * are mandatory.

By continuing, you agree to your digital identity provider sharing your name and date of birth with the Australian Taxation Office (ATO) for the purpose of:

- > Identifying your individual ATO record - you may be asked for your Tax file number (TFN) or address
- > Confirming the matched ATO record belongs to you - you may be asked further questions
- > Linking your digital identity with your ATO record

Privacy: For important information about your privacy, see our [Privacy Notice](#).

I agree to the terms and conditions of use. *

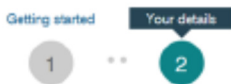
Cancel Next

9. Check your name and date of birth is correct (this should come through from your myGovID app)

10. Enter your address (the address the ATO has recorded for you) and your tax file number

11. Click Submit.

Proof of record ownership




Your digital identity details

Name
[Redacted]

Date of birth
[Redacted]

Provide your personal details

All fields marked with an * are mandatory.

Address as held on ATO record* 

Enter your full address here e.g. Level 15 Elizabeth St North Sydney NSW 2400 X


Tax file number (TFN)

[Input field]

Cancel Submit

12. Your information will be verified > click continue

Proof of record ownership

 **Your ATO record has been verified**
Select continue to return to the requesting service

Continue

Now your information has been verified, you have successfully set up your ABRs account. You will be able to login to this account via the ABRs website.

13. Read the requirements and if you meet the applicable criteria, tick the two boxes provided (example on the following page)

14. Click Next.



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 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.

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 identification number if you already have an active director identification number 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, (i.e. a natural person)
- > be at least 18 years of age; and
- > not be [disqualified from managing corporations](#)  unless the appointment is made with the permission of ASIC or leave of the Court.

I acknowledge that to be a director of a company I must meet the requirements of the Corporations Act 2001 *

Cancel

Next

Step 1 of 3

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

- 15. Review/update your personal details a. Check your name and date of birth
- b. If you have previously been known by another name, please enter that into the relevant field
- c. Add your place of birth, residential address (if different to the address listed), postal address and telephone numbers.

16. Click Next

Apply for a director identification number

Applicant details

All fields marked with * are mandatory

Personal details

Full name

Full name

Date of birth



Your verified name and date of birth have been prefilled from your myGovID. If your details are not correct, update your details in myGovID.

I have previously been known by another name *

Yes

No

Place of birth

Country of birth *

Australia



City/town of birth *

State/territory of birth *

Please select



Residential address



As a director you must notify your company of any changes to your personal details within seven days. In turn your company must notify ASIC of the change within 28 days of the date of change.

Country *

Australia



Search address

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

Step 2 of 3



1. [Getting a director ID](#)

> 2. Applicant details

3. Review and submit

Address

[Redacted]

Postal address

Choose a postal address *

Same as residential address

A different address

Address

Australia

Contact details

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

Mobile

Country code *

Number *

+61 

Number

Business phone

Country code

Area code and number

+61 

Number

Email *

[Redacted]



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 or ASIC.

Back

Cancel

Next

17. Review all your information to ensure it is correct

18. Tick the 'I declare that: The information given on this form is true and correct' box

19. Click Submit

Apply for a director identification number

① Please review the following item before submitting the application:

[Email is unable to be verified. Check the email has been entered correctly.](#)

Review and submit

Step 3 of 3

[Getting a director ID](#)

Edit

Application requirements

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

I acknowledge that to be a director of a company I must meet the requirements of the Corporations Act 2001 Yes

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

[Applicant details](#)

Edit

Personal details

Full name [REDACTED]
Date of birth [REDACTED]
Place of birth [REDACTED]

Residential address

Address [REDACTED]

Postal address

Address [REDACTED]

Contact details

Mobile [REDACTED]
Business phone [REDACTED]
Email [REDACTED]

20. Your application is complete, and you will be provided with your Director ID. Please print a copy of this number for your records and provide a copy to Adrienne Gill adey@herns.com.au , for our records.

The screenshot shows the ABR Australian Business Registry Services website. At the top, there is a dark blue header with the ABR logo and the text 'ABRS Australian Business Registry Services'. To the right of the logo, there is a user profile icon and a 'Log out' link. Below the header, there is a navigation bar with 'Home' and 'Apply for a director ID' links. The main content area has a green border and contains a green checkmark icon followed by the text 'Your application is complete'. Below this, there is a section titled 'Your director ID is' followed by a blacked-out box. Underneath, there are three bullet points: '> You will not receive your director ID by post', '> Go to [Person Details](#) to find your director ID anytime, or', and '> Open [print-friendly version](#) to save a PDF or print a copy now for your records'. Below this section, there is a 'Next steps' section with two bullet points: '> [Print or save a PDF](#) record of your director ID.' and '> Give your director ID to the person responsible for maintaining the records of any companies that you are a director of. This may be the company secretary, another director or an authorised agent.' Below that is a 'Protect yourself' section with a paragraph: 'Your director ID confirms your identity and your relationships to a company. Only give your written consent to being appointed as a director of a company if you will play an active role in overseeing the company's business affairs.' and a link: 'If you suspect someone has been misusing your identity or director ID, [contact us](#) or'. At the bottom of the page, there are two buttons: 'Print-friendly version' and 'Home'.

Unfortunately, we are unable to complete the application on your behalf online but we are able to assist with the information required to complete the application.

Don't want to set up myGovID? Paper applications are available.

If you can't get a myGovID with a standard or strong identity strength, you can apply by phone or with a paper form.

You can apply by phone if you have:

- An Australian TFN
- The information needed to verify your identity (as listed above)

The phone number is 13 62 50 and is available between 8:00am and 6:00pm Monday to Friday for directors in Australia. For directors calling from overseas, the number is +61 2 6216 3440.

The ABRS also has paper forms to apply for your DirectorID. This can be downloaded - https://www.abrs.gov.au/sites/default/files/2021-10/Application_for_a_director_identification_number.pdf or call our office and we can send a copy to you.

Again, we are unable to certify your identity documents for the paper applications as we are your registered tax and ASIC agent. The ABRS consider that our ongoing commercial relationship could create a real or perceived conflict of interest. We ask you to consult an authorised certifier.

Authorised certifiers

The following people can certify copies of your original identity documents as true and correct:

- Barrister
- Solicitor
- Medical practitioner
- Judge
- Justice of the Peace (JP)
- Minister of religion (who is authorised to celebrate marriage)
- Police officer
- Bank, building society or credit union officer with at least five years of service
- Sheriff's officer
- Commissioner of Declarations (in Queensland only).

A certifier should never witness documents:

- for their family, business, clients, employer or any other person where it could create a real or perceived conflict of interest
- connected with matters in which they have an actual or perceived personal or financial interest.

Once you have successfully completed your application, be sure to print/PDF your director ID number for your permanent record and email the pdf to Adrienne at Hern & Associates adey@herns.com.au . We will ensure the ID is saved with your Minute Book and permanent record.

If you have any queries, please don't hesitate to contact us or email adey@herns.com.au

Kind regards
Hern & Associates