

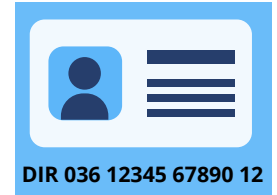
Director Identification Number

Recent legislation requires all directors to apply for their own Director ID.
You only need to apply once and it's yours forever.

WHAT IS A DIRECTOR ID?

It's a 15-digit identifier given to a director, or someone who intends to be a director, who has verified their identity with the Australian Business Registry Services.

You keep the same Director ID forever, like a tax file number.



WHO NEEDS TO APPLY?

All existing and new directors & alternate directors of these entities will need to apply:

1. Australian companies - Pty & public
2. a body corporate that is a registered Australian body
3. a registered foreign company (ARBN)
4. Aboriginal and Torres Strait Islander corporations registered under the *Corporations Act 2006* (these companies have an ICN not an ACN)



WHEN TO APPLY?

When you need to apply depends on when you became or become a director



Existing directors appointed before 31 Oct 2021	New directors appointed between 1 Nov 2021 & 4 Apr 2022	New directors appointed after 5 Apr 2022	Existing CATSI Act directors appointing before 31 Oct 2022	Intended Directors
30 Nov 2022	within 28 days of their appointment	apply before appointed as director	30 Nov 2023	a person who intends to become a director within 12 months

HOW TO APPLY?

- Application is a 2-step process:
1. Directors verify your identity
 2. Apply for a director ID number to be issued

You must apply for your own director ID so you can verify your identity.

No one can apply on your behalf!



HOW DO YOU APPLY?

There are 3 ways to verify your identity & apply for a director ID:



Digital application (*preferred*)

- set up myGovID app
- provide an email
- complete the proof of record ownership process via the app
- apply online via the ABRS website



Phone application

- apply over the phone
- answer questions regarding proof of identity documents only available to directors who have an Australian TFN



Paper application

- apply using PDF fillable form
- provide certified (& translated) proof of identity documents
- mail documents to ABRS locked bag



DIGITAL APPLICATION:

To verify your identity digitally and apply for your director ID online, you will need:

1

- to download the myGovID app on a smart device
- an email address
- to set up a standard and strong identity strength myGovID



2

Upload any 2 of the following Australian identity documents:

- drivers licence or learners permit
- passport
- birth certificate
- visa (using foreign passport)
- Citizenship certificate
- ImmiCard
- Medicare Card

APPLYING FOR A DIRECTOR ID VIA ABRS WITH MYGOVID

Once myGovID is set up, it can be used to log in to selected online services, including the ABRS.

To connect myGovID with ATO records & the ABRS, you will be asked to add:

- your individual tax file number (TFN) (optional)
- your residential address as held by ATO records
- answer 2 questions specific to their individual ATO record



ABRS

Australian Business Registry Services

Answer questions from any 2 of the following docs:

- bank account details used by ATO
- ATO Notice of Assessment
- PAYG Payment summary
- Superannuation account details
- Dividend statement
- Centrelink payment summary

Only directors who have Australian identity documents will be eligible for a myGovID.

WHAT IF I'M NOT ELIGIBLE FOR MYGOVID? You will need to complete a paper application



PHONE APPLICATION:

To apply by phone, you will need:

- an individual Australian TFN (optional)
- your residential address used by the ATO
- answers to 2 questions based on details they know about you
- 2 Australian identity documents - 1 primary and 1 secondary

primary

- Australian full birth certificate
- Australian passport
- Australian citizenship certificate or extract from Register of Citizenship by Descent
- ImmiCard
- Visa (if you are using a foreign passport but you are still in Australia)

secondary

- Medicare card
- Australian driver's licence or learners permit

Once you're ready, phone the ABRS on 13 62 50



PAPER APPLICATION:

You will need certified copies of 1 primary document:

primary

- Australian full birth certificate
- Australian passport
- Australian citizenship certificate or extract from Register of Citizenship by Descent
- Foreign passport

You will also need 2 acceptable secondary identity documents:

secondary

- Medicare card
- 1 of the following cards with a photo & signature & the address must match residential address provided:
 - Australian drivers licence
 - Australian learners permit

REMINDERS:

- You can view, update, and manage your details online at any time
- Civil or criminal penalties may apply if directors do not comply
- If you have any questions, feel free to call MB+M on 5821 9177 and speak with Emily to help with any questions you might have about director ID

