

Your guide to applying for a Director Identification Number (Director ID)

12 January 2023

The Director ID initiative is part of the government's wider **Modernising Business Registers (MBR) program**. It will help to register, manage and access valuable information by bringing together the Australian Business Registry Service with over 30 ASIC registers. It has been designed to aid the building of a fairer business environment through preventing the use of false or fraudulent director identities.

What is a Director ID?

Every Director of an Australian company is required to have a **Director Identification Number (Director ID)**. This involves verifying your identity, and making an application for a Director ID.

A Director ID is a unique 15-digit number that a director will apply for once and keep forever, even if you change companies, stop being a director, change your name, or move interstate or overseas.

Please note: Obtaining a Director ID is a legal requirement. This process requires you to verify your identity, meaning your accountant or another advisor cannot complete this on your behalf.

Directors must apply for a Director ID if their organisation is one of the following:

- a company
- an Aboriginal and Torres Strait Islander corporation
- a corporate trustee (for example, of a self-managed super fund)
- a charity or not-for-profit organisation that is a company or a Aboriginal and Torres Strait Islander corporation
- a registered Australian body (for example, an incorporated association registered with ASIC and trades outside the state or territory in which it is incorporated)
- a foreign company registered with ASIC and carrying on business in Australia (regardless of where you live).

To be a director under the Corporations Act, you must:

- be an individual who is at least 18 years old
- not be disqualified from managing corporations, unless the appointment is made with the permission of ASIC or the Court.

TIP: If you have an Australian Business Number (ABN), use the ABN Lookup service (abr.business.gov.au/) to determine if your organisation is registered with ASIC as:

- a company - which will have an Australian Company Number (ACN)
- a registered Australian body - which will have an Australian Registered Body Number (ARBN)
- a registered foreign company - which will have an ARBN.

Note: The Office of the Registrar of Indigenous Corporations maintains a register of Aboriginal and Torres Strait Islander corporations. These corporations have an Indigenous Corporation Number (ICN) and may also have an ABN.

This information is of a general nature only and neither represents nor is intended to be specific advice on any particular matter. Bentleys strongly suggests that no person should act specifically on the basis of the information contained herein but should seek appropriate professional advice based on their own personal circumstances.

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When do you need to apply for a Director ID?

When you must apply depends on the date on which you became (or will become) a director.

Existing directors	If you are an existing director who does not already have a Director ID, you will need to verify your details and apply for your Director ID immediately to avoid potential fines.
Intended directors	You will need to verify your details and apply for a Director ID before you are appointed as a Director. You may apply up to 12 months in advance of your appointment. If the Director ID isn't linked to a company within 12 months, it will be cancelled.
Existing CATSI Act directors appointed before 31 October 2022	Directors of Aboriginal and Torres Strait Islander corporations registered under the CATSI Act and 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.

How do you 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:

1. Online - via myGovID (recommended option)
2. By phone
3. By paper form (if you reside outside Australia and cannot apply online)

1. Applying online via myGovID (recommended option)

Step 1 – Set up myGovID

Download the myGovID app from the Apple App store or Google Play – this can be done on most smart devices. **Please note myGovID is different from a myGov account.**

You will need to enter your full name, date of birth and email address to register the app.

As it is your personal digital identity, it is strongly recommended to use a personal email address - not a work or shared email address.



You will need to complete a **STANDARD** or **STRONG** identity strength in myGovID to complete your Director ID online application.

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 these with 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 these with the following Australian identity documents (your name must match on both).

- Passport (not more than three years expired)
- ONE (1) of the following:
 - Birth Certificate
 - Citizenship Certificate
 - Driver's licence or learner's permit
 - Medicare card

Verify your photo

You will also need to complete a face verification check. This is a one-off scan that checks you are a real person and it is verified in real-time. This verification check is compared to the photograph on your passport.

Step 2 – Collate your documents

You will need to provide the following information so the ATO recognises you when you apply for a Director ID:

- your tax file number (TFN)
- your residential address as held by the ATO
- information from TWO (2) documents to verify your identity. Examples of the documents you can use:

Bank account details	You can use a bank account that you received an income tax refund into and/or that has earned interest in the last two years
ATO notice of assessment	You can use a notice of assessment issued by the ATO in the last five years
Super account details	You can use a superannuation account statement issued in the last five years. This must include the member account number and the superannuation fund's ABN (please note you cannot use an SMSF)
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

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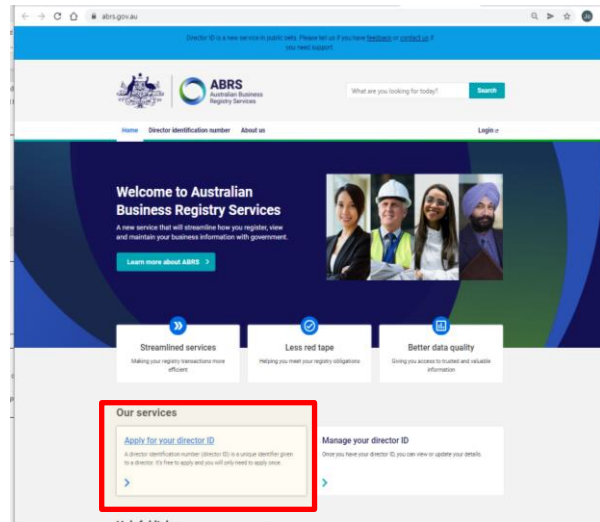
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Step 3 – Complete your application

Once you have a STANDARD or STRONG identity strength myGovID, and you have collated your documents - you can apply for your Director ID.

- Go to: www.abrs.gov.au
- Click on “Apply for your Director ID”
- Go to Step 3 and click on: **Apply now with myGovID**
- Enter the email address you set your myGovID account up with.
- Login to your myGovID app to receive a code. Enter the code and follow the steps to apply for your Director ID.

The application process should take about 10 minutes.



Apply now with 

2. Applying via phone – 13 62 50

If you choose not to apply via the myGovID app, you can apply by phone:

13 62 50 (in Australia) or +61 2 6216 3440 (from overseas)

Before calling you will need to have available an Australian tax file number (TFN) and the information to verify your identity (see above).

3. Applying via post (for directors residing overseas)

If you live overseas and are unable to apply online, 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.

For more information on applying via phone or paper form:

- Go to: www.abrs.gov.au
- Click on the link: **Director Identification Number**
- Click on **Apply Now**, then **How to apply if you cannot get a myGovID**

Once you have your Director ID, please notify your Bentleys advisor so that we can update our records.

Need help? Contact us today. www.bentleys.com.au

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