FINANCIAL **FACT SHEET**

DIRECTOR IDENTIFICATION
APPLY FOR A DIRECTOR ID

ABOUT DIRECTOR IDENTIFICATION NUMBERS

The Director Identification Number program came into effect on 01 November 2021 – requiring all company directors to register for an identification number.

Director Identification Numbers are part of the Federal Government's Modernisation of Business Registers (MBR) Program, creating greater transparency and preventing the potential for fraud and phoenix company activity. The MBR unifies the Australian Business Register and 31 ASIC business registers, including the register of companies, to create one source of truth across numerous Government agencies.

WHAT IS A DIRECTOR ID?

A Director ID is a unique 15-digit identification number that you apply for once and retain permanently, even if you stop being a director, change companies, change your name, move interstate or overseas. It is similar to a Tax File Number (TFN) for individual taxpayers.

To ensure privacy, Director IDs are not searchable by the public and will not be disclosed without the Director's consent.

WHO NEEDS A DIRECTOR ID?

All directors of a company, registered Australian body, registered foreign company or Aboriginal and Torres Strait Islander corporation need to have a Director ID. This includes directors of a corporate trustee of self-managed super funds (SMSF).

You do not need a Director ID if you are running a business as a sole trader or partnership, or you are a director in your job title but have not been appointed as a director under the *Corporations Act* or *Corporations (Aboriginal and Torres Strait Islander) Act* (CATSI).

The company secretary or officeholder should keep a register of all Director IDs in a secure place – Director IDs are governed by the same privacy rules that apply to TFNs and should not be disclosed unless required.

WHEN DO YOU NEED TO APPLY FOR A DIRECTOR ID?

Existing company directors as at 01 November 2021 have until 30 November 2022 to apply. Existing directors of an Aboriginal and Torres Strait Islander corporation (as at 01 November 2021) have until 30 November 2023.

New company directors need to apply for a Director ID before being appointed.

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2022/09

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APPLYING FOR A DIRECTOR ID NUMBER

If you are an Australian resident director, you will need to complete a number of steps and have a number of identification documents available and ready.

1. VERIFY YOUR IDENTITY THROUGH MYGOVID

To apply for your Director ID online, you'll need to set up a myGovID. Just to download the app onto your smart device (phone or tablet) and create a myGovID account.

You'll need two pieces of ID information (like your drivers license and Medicare number) to set up your myGovID.

Your myGovID does not create your Director ID – myGovID validates your identity to use government online services without going through the verification process each time.

2. GATHER YOUR IDENTIFICATION DOCUMENTS

After you set up your myGovID, you'll need to have on hand documentation that matches information held by the ATO. If you have a myGov account linked to the ATO, you can find the details on your profile. You will need:

- your Tax File Number
- your residential address held on file by the ATO; and
- two documents that verify your identity, such as:
  - your bank account details held by the ATO (on your myGov ATO account, see 'my profile/financial institution details').
  - Dividend Statement Investment Reference Number.
  - Notice of Assessment (NOA) – date of issue and the reference number (on your myGov ATO account, see Tax/lodgements/income tax/history).
  - the gross amount from your PAYG Payment Summary.
  - superannuation details including your super fund's ABN and your member account number.

3. APPLY FOR YOUR DIRECTOR ID THROUGH ABRS

The final step is to apply through the Australian Business Registry Services (ABRS) for your Director ID – just click the 'Apply now with myGov ID' button to complete your application and use the email you used to create your myGovID.

Once complete, your Director ID will be issued immediately on screen. This information should be provided to your company secretary or office holder.

If any of your details change, for example a change of residential address or phone number, you will need to update your details through the ABRS. You will also need to notify your company within seven days (14 days for CATSI Act directors) and the company will then need to notify ASIC within 28 days.

APPLYING BY PHONE OR USING PAPER FORMS

You can choose to verify your identity and apply for your Director ID by phone (13 62 50) or on paper. You will need to have your identification documents available.

If you are applying using the paper form, your identity documentation will need to be certified by an authorised certifier such as a Barrister, Commissioner of Declarations, Justice of the Peace, etc.

Paper application forms can be downloaded from the ABRS website at www.abrs.gov.au/director-identification-number/apply-director-identification-number

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