

## Important Notice: Director Identification Number Regime

Based on the recent ATO announcement, the Australian Business Registry Services (ABRS) will be introducing and maintaining the Director Identification Number Registration as of 1 November 2021.

### What is a Director Identification Number?

The Director Identification Number (Director ID) is a 15 digit unique identifier that will help prevent the use of false or fraudulent director identities with the new registry services of the ABRS. This will make it easier to trace director relationships across companies and help identify and eliminate involvement in illegal activity such as illegal phoenix activity.

### What do you need to do as of 1 November 2021?

Individuals who are currently a director or will be acting as a director in the future must apply for a Director ID based on the transitional arrangements specified in the table below:

The table below summarises the key dates of when you need to apply for a Director ID. <b>Date you were appointed a director</b>	<b>Date you must apply for a Director ID</b>
On or before 31 October 2021	By 30 November 2022
Between 1 November 2021 and 4 April 2022	Within 28 days of appointment
From 5 April 2022	Before appointment

## Option 1: myGovID

### *Step 1 – Set up myGovID*

You will need a myGovID with a Standard or Strong identity strength to apply for your Director ID online. If you live outside Australia and can't get a myGovID with a Standard or Strong identity strength, you will need to apply with a paper form and provide certified copies of your identity documents.

See instructions at the end of this document if you need to set up a myGovID.

### *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 to verify your identity include:

- bank account details
- an ATO notice of assessment
- super account details
- a dividend statement
- a Centrelink payment summary
- a PAYG payment summary (this is different to your income statement, and/or your PAYG instalment activity statement).

### *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 use the below link to apply for your Director ID. The application process should take less than 5 minutes.

1. Open the following webpage [www.abrs.gov.au/director-identification-number/apply-director-identification-number](http://www.abrs.gov.au/director-identification-number/apply-director-identification-number)
2. Click to complete your application



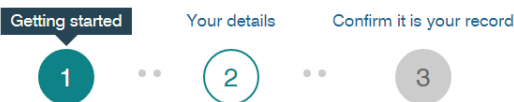
### 3. Move through the 3 steps for "Proof of record ownership"

#### STEP 1



## Proof of record ownership

✔ **Your ATO record has been verified**  
Select Next to progress through



### 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

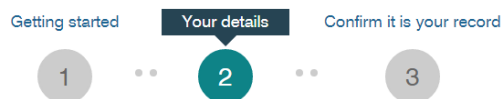
Next

#### STEP 2



## Proof of record ownership

✔ **Your ATO record has been verified**  
Select Next to progress through



### Your digital identity details

Name

XXXXXXXXXX

Date of birth

10 March 1970

Cancel

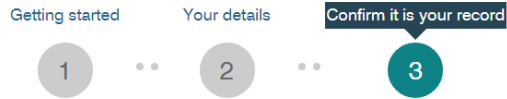
Next

## STEP 3



### Proof of record ownership

---



#### Confirm it is your record

---

All fields marked with an \* are mandatory.

To protect the security of your record the Australian Taxation Office (ATO) will need to ask you two questions.

Answer two questions from the list below

Bank account details ?

Centrelink payment summary ?

Dividends statement ?

Notice of assessment ?

PAYG payment summary ?

Superannuation account details ?

By continuing, you agree to this information being provided to the ATO to verify your ATO record.  
If successful, you agree to having your digital identity permanently linked to your ATO record.

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

I agree to verifying and linking my record. \*

Cancel

Submit

## Option 2: Phone

When applying by phone, you will need:

- Australian tax file number (TFN)
- Your residential address as held by the Australian Taxation Office (ATO)
- Information required to verify your identity based on details the ATO know about you
- two Australian identity documents – one primary and one secondary:

### Primary documents

- Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- Australian passport (including passports that have expired in the past two years)
- Australian citizenship certificate or extract from a Register of Citizenship by Descent
- ImmiCard
- Visa (if you are using a foreign passport but you are still in Australia)

### Secondary documents

- Medicare card
- Australian driver's licence or learner's permit. This must show your photo and signature, and the address on the card must match your details on the form.

If your name on the Australian identity document doesn't match your ATO record, you may be able to verify the document using a change of name certificate (from Tasmania, South Australia, the Northern Territory and the Australian Capital Territory only) or a marriage certificate.

You can phone the ATO between 8.00am and 6.00pm Monday to Friday.

- If you are in Australia, phone 13 62 50.
- If you are calling from overseas, phone **+61 2 6216 3440**.
- If you have difficulty speaking or understanding English, you can call the Translating and Interpreting Service (TIS National) on **13 14 50** between 8.00am and 5.00pm (AEST) Monday to Friday. If you are calling from overseas, phone **+61 3 9268 8332**. The service will then call us with an interpreter, so we can help with your query.

### Option 3: Paper Form

If you can't apply online or over the phone, you can apply using a downloadable form

[https://www.abrs.gov.au/sites/default/files/2021-10/Application\\_for\\_a\\_director\\_identification\\_number.pdf](https://www.abrs.gov.au/sites/default/files/2021-10/Application_for_a_director_identification_number.pdf)

This is a slower process and you will also need to provide certified copies of your documents to verify your identity and sent these along with the application to:  
Australian Business Registry Services Locked Bag 6000 ALBURY NSW 2640 Australia

As your Tax Agent, we are unable to certify these documents on your behalf. [Click here to view a list of authorised persons](#)

Acceptable documents are different depending on your residency status

#### Documents for applicants within Australia

##### Primary documents

- Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- Australian passport (including passports that have expired in the past two years)
- Australian citizenship certificate or extract from a Register of Citizenship by Descent
- Foreign passport

##### Secondary documents

- Medicare card
- Australian driver's licence or Australian learner's permit. This must show your photo and signature, and the address on the card must match the details on your application.

#### Documents for applicants outside Australia

##### Primary documents

- Foreign birth certificate
- Foreign passport
- Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- Australian passport (including passports that have expired in the past two years)

##### Secondary documents

- National photo identification card
- Foreign government identification
- Driver's licence, as long as the licence address matches the address details on your application
- Marriage certificate, but if you use this document to verify your change of name, you can't use it as a secondary document

If you have changed your name, you must provide another document showing the change, such as a:

- marriage certificate
- deed poll
- change of name certificate.

## If you need to set up your MyGovID

1. Download the myGovID app via either the AppStore or GooglePlay

2. Enter your details

Open the myGovID app on your smart device and follow the prompts. You need to enter your full name, date of birth and email address.

3. Obtain your identity strength

The Government Online Services will want to access determines the minimum identity strength you require. You will need to set up either a Standard or Strong myGovID in order to apply for a Director ID

### *Standard identity strength*

For a **Standard** identity strength, 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.

### *Strong identity strength*

For a Strong identity strength, you need to enter your personal details and verify the following **Australian** identity documents (your name must match on all):

- passport (not more than three years expired), and
- one of the following - birth certificate, citizenship certificate, driver's licence (including learner's permit) or 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 verifying in real-time. It's like a selfie which is compared to the photograph on your passport.