

DIRECTOR IDENTIFICATION APPLY FOR A DIRECTOR ID

ABOUT DIRECTOR IDENTIFICATION NUMBERS

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

The Director Identification Number (DIN) is 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 15-digit identification number that, once issued, will remain with that director for life regardless of whether they stop being a director, change companies, change their name, or move overseas. It is similar to a Tax File Number (TFN) for individual taxpayers.

To ensure privacy, the Director ID will not be 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 will need 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 the IDs of their directors in a secure place - director IDs are governed by the same privacy rules that apply to Tax File Numbers (TFNs) and should not be disclosed unless required.

REGISTRATION TIMELINE

Full details of registration deadlines for existing and new directors under the *Corporations Act* are:

Date you become a director	Application deadline
Before 01/11/2021	By 30/11/2022
01/11/2021 to 04/04/2022	Within 28 days of appointment
From 05/04/2022	Before appointment

For *Corporations (Aboriginal and Torres Strait Islander) Act* directors, the key dates are:

Date you become a director	Application deadline
Before 01/11/2022	By 30/11/2023
From 01/11/2022	Before appointment

If a company intends to appoint new directors, it will be important to ensure that they are aware of the requirements and time-frames to establish their Director ID if they do not already have one.

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2021/11

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17 Mt Gravatt-Capalaba Road, Upper Mt Gravatt Qld 4122

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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

If you establish your Director ID online, and you have not already set up myGovID, you will need to download the app onto your phone or device and create a myGovID account.

The myGovID does not create your director ID - the app's only purpose is to validate your identity, and once validated, issue a code that can be used to identify you on government online services without going through the same verification process.

myGovID uses your phone/device's camera to scan your forms of ID such as your passport, driver's license and/ or VISA (check the documentation requirements here), to validate who you say you are. Be careful when you are scanning your documentation as the system does not always read the scan correctly.

2. APPLY FOR YOUR DIRECTOR ID THROUGH AUSTRALIAN BUSINESS REGISTRY SERVICES

Once you have set up your myGovID, you need to apply to the Australian Business Registry Services (ABRS) for your Director ID. Use the email you used to create your myGovID to start the process.

In addition to your myGovID, you will need to have on hand documentation that matches the 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.

The final stage requests your personal contact details (not the company's).

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, Justice of the Peace, Commissioner of Declarations 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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