

Applying for a Director ID Number

New legislation requires all directors of Australian companies to have a director identification number (Director ID)

You will need to apply for a Director ID if you are a company director. This includes if you are director of your SMSF corporate trustee or family trust.

You will also need to apply for a Director ID if you are acting in the capacity of an alternate director, even if you are appointed for a specified period or a temporary basis.

What is a Director ID?

A director ID is a unique 15-digit identifier that a director will apply for once and will keep forever. A director can only have one director ID that they must use for all companies.

The purpose of introducing director IDs is to prevent the use of fictitious director identities, assist regulators trace directors' relationships with companies and better identify directors involved in unlawful activity.

When do I need to apply for a Director ID?

When you must apply for a director ID depends on the date you became a director.

The table below summarises the key dates of when you need to apply for a director ID.

Date you were appointed a director	Date you must apply for a director ID
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

How do I apply for a Director ID?

Unfortunately, we are unable to apply for a director ID on your behalf. You must apply for your own director ID to verify your identity. We can however assist you by advising you of the steps and timelines involved.

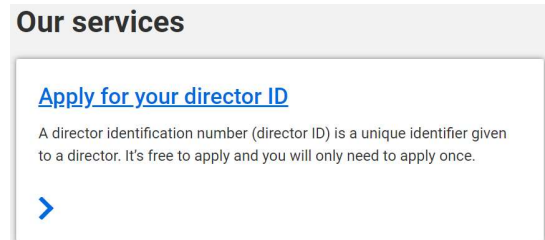
Firstly you will need to visit the [ABRS](http://abrs.gov.au) website (abrs.gov.au).

Click on "Director identification number" near the top of the homepage:



Or

Scroll down to "Apply for your Director ID"



Follow the 3-step process set out on the website, being:

Step 1 – Set-up a myGovID

You will need a [myGovID](#) with a standard or strong identity strength using at least 2 Australian identity documents, such as:

- Driver's licence or learner's permit
- Passport
- Birth certificate
- Citizenship certificate
- Medicare card
- Visa (using your foreign passport)
- ImmiCard

If you already have a myGovID go to Step 2.

TIP – myGovID is different from myGov

myGovID is an app. You download the myGovID app to your smart device. It lets you prove who you are and log in to a range of government online services, including myGov.

myGov is an account. Your myGov account lets you link to and access online services provided by the Australian Taxation Office (ATO), Centrelink, Medicare and more.

Step 2 – Gather the documents required for identification

You will need to have some information the ATO knows about you when you apply for your director ID.

You will need to complete a 'proof of ATO record ownership' (PORO) by providing:

- 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
- APRA fund account details
- A dividend statement
- A Centrelink payment summary
- PAYG payment summary

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 log in and apply for your director ID:

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Once you have a myGovID with a Standard or Strong identity strength, and information to verify your identity, you can log in and apply for your director ID. The application process should take less than 5 minutes.

Apply now with 

Your myGovID details and ATO details will be pre-filled and all you need to do is enter your place of birth, postal address, mobile number, any former names and complete the declaration.

The application process should take less than 5 minutes and once complete, you will instantly receive your director ID.

TIP

If you are a director and living overseas, you can still apply online if you can verify your identity with myGovID.

How do I apply for a Director ID if I cannot get a myGovID?

Living in Australia

If you currently live in Australia, phone the ABRS on 13 62 50 to apply for a director ID.

To apply by phone, you'll be asked to verify your identity. You'll need:

- your tax file number (TFN) (optional)
- your residential address as held by the ATO
- answers to 2 questions based on details we know about you
- a primary and secondary Australian identity document.

(as set out above)

Living outside of Australia

If you currently reside outside Australia, you can apply using a paper application form, "[Application for a director identification number](#)" (NAT 75433, PDF 236KB).

In addition to completing the form, you'll also need to provide certified copies of your documents that verify your identity. Do not send the ABRS the originals as they will not be returned.

Directors calling from overseas can phone the ABRS on +61 2 6216 3440.

Don't get caught out

All directors should apply for their director ID before the relevant deadline. Failure to comply with the new director ID requirements or providing false or misleading information may result in both civil and criminal penalties.

Please also take care when applying for your Director ID. Only apply via the abrs.gov.au website as it is a secure site that will keep your information safe.