

How to apply for a Director ID (DIN)

Directors will need to apply online at <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>, from November 2021 and will require a MyGovID (an app you download on your smart device, which is different from MyGov) to complete the application process.

To establish a director ID, you will need to verify your identity and ensure that this information matches the records held by the ATO.

1. Verify your identity

You will need to download the app onto your phone or device and create an account.



The MyGovID app looks like this

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.

myGovID uses your phone/device's camera to scan your forms of identification such as your passport, driver's licence and/ or visa 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.

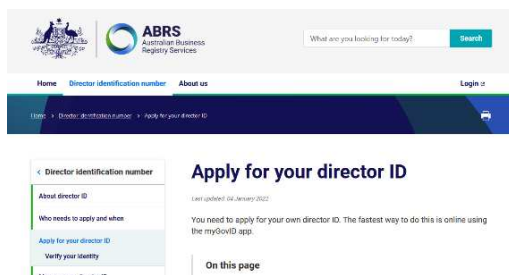
You can check the documentation requirements here:

<https://www.mygovid.gov.au/verifying-your-identity>

2. Apply for your director ID through ABRS

Once you have set up your myGovID, you need to apply to the ABRS for your director ID. Use the email you used to create your myGovID to start the process

<https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>

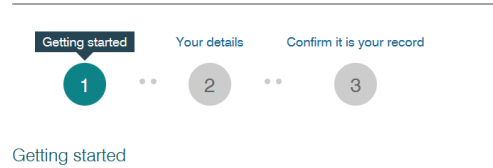


The website looks like this

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 (see <https://my.gov.au/>). You will need:

- Your tax file number
- The residential address held on file by the ATO; and

Link to ATO



Once you sign in with your MYGOVID the website will show this screen

- 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 confirm records page will look like this and you select the two options and complete the details here

Once you Agree and Continue you have verified your identity and will move on to the Director ID application

Apply for a director identification number

Getting a director ID

All fields marked with * are mandatory

Application requirements

You can apply for a director identification number (director ID) if you are:

- an eligible officer or
- intend to become an eligible officer within 12 months after applying.

An eligible officer is:

- an appointed director or alternate director (acting in that capacity), of a company, body corporate that is a registered Australian body, or registered foreign company or an Indigenous corporation.

The Registrar may make a determination that a particular person or class of persons are not eligible officers.

You should not apply for a director ID if you already have an active director ID unless you have been directed to by the Registrar.

I am an eligible officer or intend to become an eligible officer within 12 months of my application *

Step 1 of 3

1. Getting a director ID
2. Applicant details
3. Review and submit

This is the page you will see once you have successfully linked the ATO

The confirmaiton of details screen will look like this

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

Apply for a director identification number

Once complete, your director ID will be issued immediately on screen

Please email us a PDF copy of your Director ID.

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 ABR and advise us and within 14 days and we will notify the Australian Securities and Investments Commission (ASIC).

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 (see https://www.abrs.gov.au/sites/default/files/2021-10/Application_for_a_director_identification_number.pdf).

You will need to have your identification documents available (see the list here: <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number/verify-your-identity>). 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 etc.