

Director Identification Numbers

October 2022

Introduction

In June 2020, the Federal Government passed legislation intended to improve the integrity of Australian business registers and to create a central Commonwealth Business Registry.

A key component of the changes is the new mandatory Director Identification Numbers (director ID).

A director ID is a unique 15 digit identifier that directors will need to apply for by verifying their identity. Directors will apply for a Director ID once and will keep it forever, even if they stop being a director, become a director of another company or multiple companies, or move overseas.

Director IDs will be recorded in a new database called the Australian Business Registry Services, administered and operated by the Australian Tax Office (ATO).

Why are director IDs being introduced?

Director IDs are being introduced to prevent the use of false or fraudulent director identities. This will help:

- deter illegal phoenix activity;
- prevent the appointment of fictitious directors;
- prevent the appointment of directors without their knowledge or consent;
- improve director accountability and traceability; and
- improve data integrity and security.

Who needs a director ID?

You need a director ID if you are a **director** or **alternate director** of:

- a company, a registered Australian body or a registered foreign company under the Corporations Act 2001 (Corporations Act); or
- an Aboriginal and Torres Strait Islander corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).

This includes directors and alternate directors of the following, regardless of where you live:

- Australian company – proprietary and public, including corporate trustees;
- Aboriginal and Torres Strait Islander corporation;
- charity or not-for-profit organisation that is a company or Aboriginal and Torres Strait Islander corporation;
- registered Australian body, for example, an incorporated association that is registered with the Australian Securities and Investments Commission (ASIC) and trades outside the state or territory in which it is incorporated. These entities will have an Australian Registered Body Number (ARBN); and
- foreign company registered with ASIC and carrying on a business in Australia. These entities will have an ARBN.

Who does not need to apply?

The following will not be required to apply for a director ID:

- company secretaries;
- external administrators;
- where your job title is 'Director' but you have not been appointed as a Director;
- directors of a registered charity with an organisation type that is not registered with ASIC to operate throughout Australia; and
- an officer of an unincorporated association, cooperative or incorporated association established under state or territory legislation, unless the organisation is also a registered Australian body.

When do directors have to apply?

Corporation Act directors

<u>Date you were appointed</u>	<u>Date you must apply</u>
Existing directors, appointed on or before 31 October 2021	By 30 November 2022
New directors, appointed between 1 November 2021 and 4 April 2022	Within 28 days of appointment
New directors, appointed from 5 April 2022	Before appointment

Note:

- For Corporations Act directors, an 'existing director' is one who was appointed anytime on or before 31 October 2021, and was still a director on 31 October 2021. An 'existing director' who is subsequently appointed as a director of another company after 31 October 2021 still has until 30 November 2022 to apply for their director ID.
- A 'new director' is one who was not a director of any Corporations Act company as at 31 October 2021.

CATSI Act directors

<u>Date you were appointed</u>	<u>Date you must apply</u>
Existing directors, appointed on or before 31 October 2022	By 30 November 2023
New directors, appointed from 1 November 2022	Before appointment

Note:

- For CATSI Act directors, an 'existing director' is one who is appointed anytime on or before 31 October 2022, and is still a director on 31 October 2022. An 'existing director' who is subsequently appointed as a director of another company after 31 October 2022 still has until 30 November 2023 to apply for their director ID.
- A 'new director' is one who is not a director of any CATSI Act company as at 31 October 2022

Can someone apply on my behalf?

Directors must apply for their own director ID, as they will be required to verify their identity. No one can apply on their behalf, including their Tax agent or ASIC agent.

How to apply

Depending on your circumstances, you are able to apply using one of three methods – online (preferred), phone or paper. We have provided detailed instructions on how to apply below. There is no cost to apply.

After receiving your Director ID

Once obtained, your Director ID should be kept in a safe place and retained for your records. The ID details should be provided to the relevant corporation's record holder. This may be the company secretary, another director, or the company's authorised agent.

Where we act as the Registered Office or provide corporate secretarial services to your company (ies), please provide your director ID to us at the relevant email address below:

- Corpsec.Adelaide@au.gt.com
- Corpsec.Brisbane@au.gt.com
- Corpsec.Cairns@au.gt.com
- Corpsec.Melbourne@au.gt.com
- Corpsec.Perth@au.gt.com
- Corpsec.Sydney@au.gt.com

Privacy

A director ID confirms a director's identity. It is intended that in future, it will show which companies that director is linked to. It is not governed by the same laws that apply to a TFN.

An authorised agent or company secretary must ensure that information about its directors is:

- dealt with according to legal obligations; and
- securely stored.

A director ID cannot be searched by the public. The ABRS is not authorised to disclose director IDs to the public without the director's consent. The ABRS and ASIC intend to consult the community about what details can be disclosed and searched in the future.

Compliance

Failure to meet obligations or an offence in relation to a director ID may incur an infringement notice leading to potential civil penalties (up to 5,000 penalty units, currently \$1.1 million) and/or criminal charges (including imprisonment). Offences include applying for multiple director IDs and using false information in an application.

Assistance with Director IDs

We have provided detailed instructions on how to apply for your director ID below.

Should you have any queries or require assistance with your director ID application, please do not hesitate to contact us.

Instructions – how to apply for a Director ID



How to apply

You are required to apply for your own Director ID, as you are required to verify your identity. No one is able to apply on your behalf, including your Tax agent or ASIC agent.

Depending on your circumstances, you are able to apply using one of three methods:

Online (Preferred)	By phone	By paper
<p>Available to Directors who have:</p> <ul style="list-style-type: none">• an Australian Tax File Number (TFN);• a personal unique email address; and• any 2 of the following Australian identification documents: <p>Australian driver's license, passport (not more than 3 years expired), birth certificate, Medicare card, ImmiCard, citizenship certificate and visa (using your foreign passport).</p>	<p>Applying by phone is an option for directors who do not have an email address. However this option is only available if you have an Australian TFN.w</p>	<p>This is the only option available for those without an Australian TFN and who do not have the required Australian identification documents for online application.</p>

Detailed instructions are provided below for each option. Note that each option requires different identity documents.



Apply online

This is the preferred and quickest method to apply for a Director ID. This is a two step process that includes:

- 1 Setting up a myGovID; and
- 2 Applying for a Director ID.

Important: Where you have different names on your Australian identity documents, this may prevent you from successfully applying for your myGovID and Director ID. Any errors or inconsistencies may need to be fixed before applying.

Step 1 – Set up a myGovID

myGovID is your digital identity and makes it easier to prove who you are online. A myGovID is not the same as myGov.

Requirements

- 1 A smart device, usually your mobile phone.
- 2 A unique personal email address. This should not be a work or shared email address.
- 3 Any two of the Australian documents listed above.

Steps

- 1 Download the myGovID app onto your smart device.
- 2 Open the app on your smart device, follow the prompts to enter the requested details.
- 3 Select 'Standard' identity strength.
- 4 Enter your personal details and the details of the two Australian identity documents, and verify your identity.

myGovID Help and Support

The following help and support options are available regarding myGovID:

- Issues with verifying your identity: <https://www.mygovid.gov.au/verifying-your-identity>
- Online help, including explanation of error codes: <https://www.mygovid.gov.au/need-help>
- Phone support:
 - From Australia: 1300 287 539 (select option 2).
 - International callers: +61 2 6216 1111, request call to be transferred to myGovID support line.

Step 2 – Apply for your Director ID

Requirements

- 1 Your smart device, with your myGovID ('standard' identity strength) – per Step 1 above.
- 2 The following information:
 - Your TFN
 - Your residential address as held by the Australian Tax Office ('ATO')
- 3 Information from two documents to verify your identity with the ATO:

Document	Information required
Bank account details used to receive a tax refund, or where you have earned interest income in the last 2 years	BSB and account number
ATO notice of assessment issued in the last 5 years	Date of issue and reference number
Superannuation account statement or similar	Member account number and super fund's ABN
Dividend statement from the last 2 years	Investment reference number
Centrelink payment summary issued in last 2 years	Taxable income in whole dollars
PAYG payment summary / Income statement	Gross income in whole dollars

The steps below are best done on a different device or computer, not the smart device with your myGovID app, as you will need to use the smart device to authenticate your login.

Steps

- 1 Go to <https://abrs.gov.au/persons/ui/secure/start/applyForDirectorID?action=applyfordirectorid>
- 2 Login using your email address and myGovID app:
 - You will receive an authentication request on your smart device via the myGov ID app
 - Enter or accept the code on your smart device.
- 3 Follow the prompts and enter the requested information. Ensure all the information entered is correct before submitting.

After submitting the form, if there are no issues, your Director ID will appear in a few seconds.

- 4 Use the 'print-friendly version' to save as PDF or print – keep this for your own records. (Do not email this document as it contains your date of birth and other personal information).

Note:

You can login to the ARBS website and access your Director ID at any time: <https://www.abrs.gov.au/>



Apply by phone

Requirements

1 The following information:

- Your TFN
- Your residential address as held by the Australian Tax Office ('ATO')

2 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.

3 Information from two documents to verify your identity with the ATO:

Document	Information required
Bank account details used to receive a tax refund, or where you have earned interest income in the last 2 years	BSB and account number
ATO notice of assessment issued in the last 5 years	Date of issue and reference number
Superannuation account statement or similar	Member account number and super fund's ABN
Dividend statement from the last 2 years	Investment reference number
Centrelink payment summary issued in last 2 years	Taxable income in whole dollars
PAYG payment summary / Income statement	Gross income in whole dollars

Steps

1 Once you have the information above, call the Australian Business Registry Services (ABRS) on the numbers below and request to apply for a Director ID:

- From Australia: 13 62 50
- International callers: +61 2 6216 3440



Apply by paper – Applications within Australia

If you would like to apply by paper instead of by phone, please call the ABRS on 13 62 50.



Apply by paper – Applications outside Australia

Requirements

1 One primary and two secondary identity documents, OR, two primary identity documents.

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

2 Arrange for the identity documents to be certified by one of the following:

- notary publics; or
- staff at your nearest Australian embassy, high commission or consulate, including consulates headed by Austrade honorary consuls. For a list of these, refer to the [Australian Department of Foreign Affairs and Trade Website](#).

3 If your identity documents are not written in English, you must arrange for them to be translated into English, by an approved translation service, and certified.

Important: there are specific certification and translation requirements that need to be met. Full details can be found in the 'Paper application – applicants outside Australia' section on the ABRS website: <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number/verify-your-identity/>

If you are having difficulties certifying your documents call the ABRS on +61 2 6216 3440.

If you are not able to apply for your Director ID by the due date, you can apply for an extension by completing the [Application for an extension of time to apply for a director ID form](#).

Steps

- 1 Download and complete this form: [Application for a director identification number \(NAT 75433\)](#).
- 2 Once completed, print and sign it, and send it to the ABRS at the below address, with the certified copies of your two identity documents:

Australian Business Registry Services Locked Bag 6000
ALBURY NSW 2640
Australia

Important: Do not send original documents as they will not be returned to you.

Director ID Help and Support

The following help and support options are available regarding your Director ID:

- ABRS website: <https://www.abrs.gov.au/director-identification-number>
- Phone support:
 - From Australia: 13 62 50
 - International callers: +61 2 6216 3440.

FOR MORE INFORMATION CONTACT



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