HARRIS PLANNING
Financial Advisors

Director ID



New Requirement: A Guide to applying for Director Identification Numbers (DIN)

New Legislation requires all directors of Australian companies to have a **director identification number (DIN)**

Directors and alternate directors of Australian companies, Aboriginal and Torres Strait Islander corporations, registered Australian bodies and registered foreign companies all require a DIN.

This also applies to individuals who have an SMSF with a corporate trustee. All directors of your corporate trustee will need to apply for their own director ID by the prescribed deadline. For most existing directors, the deadline is 30 November 2022.

Directors only have to apply once, and they keep the number forever. Importantly, an application for a director ID (DIN) must be made individually and only by those who are applying for the director ID, as personal verification of your identity is part of the process. We can, however, assist you on the steps involved.

This document provides some important information about Director Identification Numbers, including how to apply for one and by when.

What is a Director Identification Number (director ID)?

A director ID is a unique 15-digit identifier that directors need to apply for once, like a tax file number. If you are a director of multiple companies, you are only required to have one director ID that will be used across all companies. You will keep your director ID forever even if you change companies, resign altogether from your director role(s), change your name, or move overseas.

Why do I need a Director Identification Number?

As part of the Government's Digital Business Plan, it is rolling out a Modernising Business Registers program which includes the introduction of director IDs. The main purpose is to prevent the use of false or fraudulent director identities as well as to improve the efficiency of the system by making it easier to meet registration obligations and trace director activity and relationships. By improving the integrity and security of business data it is expected to reduce the risk of unlawful activity.

When do I need to apply for a DIN?

A director who is:

1. appointed prior to 1 November 2021 must apply for their Director ID by 30 November 2022;

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2. appointed for the first time between 1 November to 4 April 2022 must apply within 28 days from their appointment date (as registered with ASIC); or

3. appointed after 5 April 2022 must apply for a Director ID prior to their appointment.

From 1 November 2021 it is the director's obligation to apply for a Director ID in line with these time limits.

How do I apply for a Director Identification Number?

Directors can apply for a Director ID either:

1. online through **myGovID** & **ABRS**;

2. by telephone with the ABRS; or

3. by mail lodging a paper form.

How do I apply online?

There are 3 key steps to apply for your director ID online.

Step 1: Set up a myGovID and follow the prompts. (If you already have a myGovID go to Step 2).
You will need a myGov ID with a standard or strong identity strength using two Australian identity documents, such as:

- Driver's licence or learner's permit
- Passport
- Birth Certificate
- Visa (using foreign passport providing still in Australia)
- Citizenship Certificate
- ImmiCard
- Medicare Card

Step 2: Gather your documents
You will need to gather some information that the ATO already knows about you to verify your identity. You will need your tax file number, your residential address held by the ATO, and information from two of the following documents:

Examples of the documents you can use to verify your identity include:

- Bank account details
- An ATO Notice of Assessment
- Superannuation account details
- A dividend statement
- A Centrelink payment summary
- PAYG payment summary

Most of this information can be downloaded from your myGov account so it may be worthwhile linking to this service ahead of applying for your director ID.

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Note, myGovID is different to your myGov account. Your myGov account allows you to link to and access online services provided by the ATO, Centrelink, Medicare and more, while myGovID is an app that enables you to prove who you are and to log in to a range of government online services, including myGov.

Step 3 Complete your application
Once you have a myGovID and information to verify your identity, you are ready to apply for your director ID. The application process is quick and should take you less than 5 minutes.

Further information about the application process, and step-by-step instructions, can be found via this link: https://www.abrs.gov.au/director-identification-number/apply-director-identification-number

How do I apply by telephone?

You can apply by phone if you have:

- An Australian TFN
- The information needed to verify your identity (as listed above)

The phone number is **13 62 50** and is available between 8am and 6pm Monday to Friday for directors in Australia. For directors calling from overseas, the number is **+61 2 6216 3440.**

How do I apply by post?

You can apply using a downloadable form 'Application for a director identification number' (NAT 75329) which you can find on abrs.gov.au.
This is a slower process, and you will also need to provide certified copies of your documents to verify your identity.

Please also take care when applying for your DIN. Only apply via the abrs.gov.au website as it is a secure site that will keep your information safe. Please feel free to contact our office if you need any assistance with applying for your DIN or understanding your DIN obligations.

What are the director ID offences and penalties?

It is a criminal offence if you do not apply on time. ASIC is responsible for enforcing director ID offences as is set out in the Corporations Act 2001. For more information click here.

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