

Director identification number

Online application guide for Australian residents

A director identification number (director ID) is compulsory for all directors of a registered Australian body, including a foreign company, from 1 November 2021.

As part of recent amendments introduced by the Treasury Laws Amendment (Registries Modernisation and Other Measures) Act 2020 (Cth) in June, all persons holding the role of a company director, will soon be required to be identified by a unique director ID.

A director ID is a unique identifier that you need to apply for once and keep permanently. The director ID is similar to an Australian tax file number (TFN) and will help prevent the use of false or fraudulent director identities. This has been specifically introduced as a means of addressing phoenixing arrangements.

What does this mean for you?

If you are currently acting as a director of an Australian registered body or a director of a foreign company registered with Australian Securities and Investments Commission (ASIC) and carrying on business in Australia (regardless of where you live), or you wish to become a director in the future, you will need a director ID.

You can apply for a director ID from 1 November 2021. This applies to directors if their organisation is a company, registered foreign company, registered Australian body or Aboriginal and Torres Strait Islander corporation. The data will be kept in the new Australian Business Registry Service (ABRS), which will be implemented by the Australian Taxation Office.

Australian directors must apply for their director ID themselves through the myGovID app, as there is a need to verify your identity so that there is no capability for someone to apply on your behalf.

Foreign directors must apply with a paper application downloaded via ABRS.

When do I need to apply?

When you apply for your director ID is dependent on the date you became a director, as set out below.

People currently holding a director role will have until 30 November 2022 to apply for their director ID.

Application deadlines

A director ID is compulsory for all directors of a registered Australian body, including foreign companies registered with ASIC, from 1 November 2021.

Date you become a director	Date you must apply by
Existing director 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 as a director

If you are unable to apply for a director ID within the required time frame, an extension can be applied for by downloading and completing an application form from ABRS [here](#).

The application process is available online, by telephone or paper application. This guide covers the online application process. For telephone or paper applications, please refer to page 3.

Penalties

Directors who fail to apply within the time frame could face fines of up to 5,000 penalty units. Currently, penalty units are measured at [\\$222 per unit](#) for breaches of Australian Government Law, which means fines of up to \$1.1 million may apply. There is also the consequence of possible imprisonment for up to 12 months.

Additionally, further penalties may be imposed on directors who knowingly apply for multiple director IDs, misrepresent their identification numbers to a Government or registered body, or provide false information during their application process.

Directors of a CATSI organisation formed under Corporations (Aboriginal and Torres Strait Islander) Act 2006 can face penalties of up to \$200,000. Penalties will also apply for conduct that undermines the new requirements, including providing false identity information to the registrar or intentionally applying for multiple director IDs.

Stage 1: myGovID

You must have the myGovID app installed on your smart device to apply online.

It is important to note that **myGovID** is not the same as myGov. myGovID is an app that is downloaded to your smart device and is used to prove your identity, as well as providing access to a variety of government online services, such as myGov.

Step 1: Download the myGovID app

You will need to obtain the myGovID app from the [App Store](#) or [Google Play Store](#).



Step 2: Create your myGovID account

Once downloaded, open the myGovID app on your smart device and follow the prompts.

You will need to enter your full name, date of birth and email address and create a password.

Step 3: Choose your identity strength and verify your identity

Most people choose the standard identity strength. A Standard myGovID allows access to most participating government online services.

For a Standard identity strength, you need to enter your personal details and verify at least two of the following Australian identity documents (your name must match on both):

- Driver's licence or learner's permit
- Passport (not more than three years expired)
- Birth certificate
- Visa (using your foreign passport)
- Citizenship certificate
- ImmiCard
- Medicare card

Follow the prompts to set up your myGovID to complete the myGovID process.

Stage 2: Gather supporting identity documents

The director ID process relies on secondary identification to confirm who you are.

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

- Your tax file number (TFN)
- Your residential address as held by the ATO
- Information from two secondary documents.

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

- Bank account details
- An ATO notice of assessment (date of issue and reference number)
- Superannuation account details
- A dividend statement issued by an Australian listed corporation
- A Centrelink payment summary
- A PAYG payment summary (this is different to your income statement, and/or your PAYG instalment activity statement).

Stage 3: Finalise 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. The application process should take less than five minutes.

Step 1: On your laptop/computer log in at <https://www.abrs.gov.au/director-identification-number>

Click on "apply now" then proceed to step three and click on "apply now with myGovID".



Step 2: Enter email address and password (if prompted)

You will be asked to authenticate your log in and you will be shown a numerical code. On your smart device open the myGovID app and enter the code in the box that should pop up.

Enter the numerical code on the smart device and click accept.

Step 3: Return to your computer/laptop to complete the process

The relevant page will automatically open.

You will be asked to confirm your details and provide the supporting identification documents from Stage 2.

Complete the questions you are asked about the requirements of an eligible director and click submit. Your director ID will automatically issue.

Note if you do get an error, merely refresh your page or click back and try again.

Source: Australian Government myGovID, 'How to set up', 2021, <https://www.mygovid.gov.au/set-up>.

Source: Australian Business Registry Services, 'Apply for your director ID', 2021, <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>.

What to do with your director ID?

The director ID is automatically issued and it is up to you to keep a record of it.

We ask that you advise Pitcher Partners once you have been issued with your director ID, as it will be required when holding a director role or being appointed to a director role on all Australian Companies.

Whilst a director ID isn't governed by the same rules or laws that apply to a TFN, an authorised agent, such as Pitcher Partners or a company secretary, must ensure that information about a company and its officeholders is:

- Handled according to their legal obligations; and
- Securely stored.

The law doesn't authorise the ABRIS to disclose director IDs to the public without the director's consent. For now, your director ID will not be searchable by the public.

However, where you advise Pitcher Partners of your director ID, we will keep this information in our confidential systems to ensure privacy, similarly to your TFN.

Alternative options

There are alternative methods of applying if you are having issues with applying via the app that cannot be easily resolved.

You can also apply –

By phone

You can apply by phone if you have an Australian Tax file number. You will also need the identity documents listed on page 2.

- You can phone between 8.00am and 6.00pm Monday to Friday.
- If you are in Australia, phone 13 62 50.

- If you are calling from overseas, phone +61 2 6216 3440.
- If you have difficulty speaking or understanding English, you can call the Translating and Interpreting Service (TIS National) on 13 14 50 between 8.00am and 5.00pm (AEST) Monday to Friday. If you are calling from overseas, phone +61 3 9268 8332. The service will then call us with an interpreter, so we can help with your query.
- If you find it hard hearing or speaking with people who use a phone, the National Relay Service (NRS) can help you. To register with the NRS, or for more information, visit the [NRS website](#).

By paper

This is the slowest process, which requires certified copies of your identification documents.

The paper application form can be found here: <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number/verify-your-identity#paper-application-%E2%80%93-applicants-within-australia>

If you require assistance with the paper application, or have any further enquiries, please contact your Pitcher Partners representative.



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Source: Australian Government myGovID, 'How to set up', 2021, <https://www.mygovid.gov.au/set-up>.



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