

Director ID Number requirements

New legislation now requires all directors of Australian companies to have a director identification number (DIN). You will need to apply for a DIN if you are a company director or an alternate director. This includes if you are director of a corporate trustee for a SMSF or family trust.

Tight timeframes and heavy penalties can apply, so you need to make sure you have completed the process by the relevant date.

What is a DIN?

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

The purpose of introducing DINs 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 DIN?

When you must apply for a DIN depends on the date you became a director. The table below summarises the key dates of when you need to apply for a DIN.

Date you were appointed a director	Date you must apply for a DIN
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 DIN?

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

While there are also options to apply by phone or with a paper form, it is recommended that you use the online process.

If you are living overseas, you can still apply online if you can verify your identity with myGovID. If you cannot, you must lodge a paper form with additional requirements that we discuss later.

What do I do once I have my DIN?

Print out and/or write down the 15-digit number and keep it with your important documents. Remember this is a permanent number that you retain for your lifetime, so you may need it again for any future directorships you may take on.

You must also provide this number to Burnett Business Centre as soon as possible. Let us know at asic@bbuscentre.com.au as soon as you get your DIN.

Don't get caught out

All directors should apply for their DIN before the relevant deadline, and we recommend doing so as soon as possible. Failure to comply with the new DIN requirements or providing false or misleading information may result in both civil and criminal penalties.

Please also take care when applying for your DIN. If applying online, only apply via the official abrs.gov.au website as it is a secure site that is designed to keep your information safe.

Contact us at Burnett Business Centre if you need any assistance with applying for your DIN or understanding your DIN obligations.

it's all about you . . .

Online Director ID Number Application

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

Click on “Director identification number” near the top of the homepage, and then click “Apply Now”
OR

Scroll down the page until you can click on the “Apply for your Director ID” section

OR

[Click here](#) to go directly to the page.



The website then gives you a 3-step process to follow.

1. **Step 1 – Set-up myGovID if you haven’t already done so** (see next page)
2. **Step 2 – Gather the documents required for identification**
3. **Step 3 – Complete your application**

To apply online, you need to have access to the myGovID app on your smart phone or device.

If you already have the myGovID app set up on your smart phone or device, and if you have the required documents, then scroll down to the bottom of the page to complete your application.

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. The application process should take less than 5 minutes.



If you need to set-up myGovID (Step 1)

Remember you only need to complete this step if you do not already have the myGovID app on your smart phone or device, and you want to apply for a DIN online. Otherwise go to the next step now.

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.

To set up myGovID on your device, see www.mygovid.gov.au for more info. We've also included some basic instructions here:

1. Download the MyGovID app from your mobile phone (smartphone) or tablet store. It is a free app on the Google Play Store or the Apple App Store. Type mygovid (all as one word) and it should pop up.
2. Once installed, open the app and follow the prompts.

As it's your personal Digital Identity, you should set up your myGovID using an email address that is personal and unique to you when prompted. It **should not** be a shared or work email address.

TIP: If you share an email with your spouse or any other person, you may need to set up a new unique email address to use for your myGovID.

Free email addresses can be obtained from Microsoft at signup.live.com/signup (click on "Get a new email address" and you can get an outlook.com.au address by clicking the dropdown. If you prefer a gmail address go to www.google.com/gmail. Other options are also available – your internet provider may be able to help.

3. You will then need to verify your identity with at least **two** of the following Australian identity documents:
 - Drivers Licence (or learner's permit)
 - Medicare card (only after you have entered one other form of ID)
 - Passport (will also be ok if expired in last 2 years)
 - Birth certificate (not an extract or commemorative certificate)
 - Visa (using foreign passport providing still in Australia)
 - Citizenship certificate
 - ImmiCard

Standard identity strength will be sufficient, however you may choose to provide additional identification to obtain a strong identity strength. A Strong identity strength allows access to **all** participating government online services.

If you are having trouble verifying your identity, go to www.mygovid.gov.au/verifying-your-identity for tips that may help you, or contact us for more assistance.

Note that your name must match on both identity documents that you use. If your name doesn't match, you may be able to verify using a [marriage certificate](#) (or for Tasmania, South Australia, Northern Territory and the ACT only a [change of name certificate](#)).

4. That's it! Go to the next step.

Documents required for DIN identification (Step 2)

Make sure you have available the following information:

- Your tax file number (TFN)
- Your residential address as held by the ATO
- Your place of birth

You will also require information from **two** other documents. These need to include information that the ATO already knows about you so that they can verify your identity. Examples include:

- Bank account details (you will need the BSB and Account Number).
 - It needs to be a bank account:
 - that has received a tax refund for you
 - that has received interest in the last 2 years
- An ATO notice of assessment (you will need the date of issue and reference number)
- Super account details (you will need the member account number and superfund ABN)
- A dividend statement
- A Centrelink payment summary from the last 2 years (you will need the Taxable Income in whole dollars, and do not enter the \$ sign, spaces or cents)
- A PAYG payment summary from the last 2 years (you will need the Gross Income in whole dollars, and do not enter the \$ sign, spaces or cents)

Apply for your Director ID Number (Step 3)

Once you have myGovID installed on your smart phone or device, and have gathered the required information to verify your identity, you can now log in and apply for your DIN:

Scroll down to the bottom of the ABRS page that shows the 3-step process we referred to earlier, and then click the “Apply now with myGovID” button.

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. The application process should take less than 5 minutes.



It will then ask you to log in to the government system using your MyGovID.

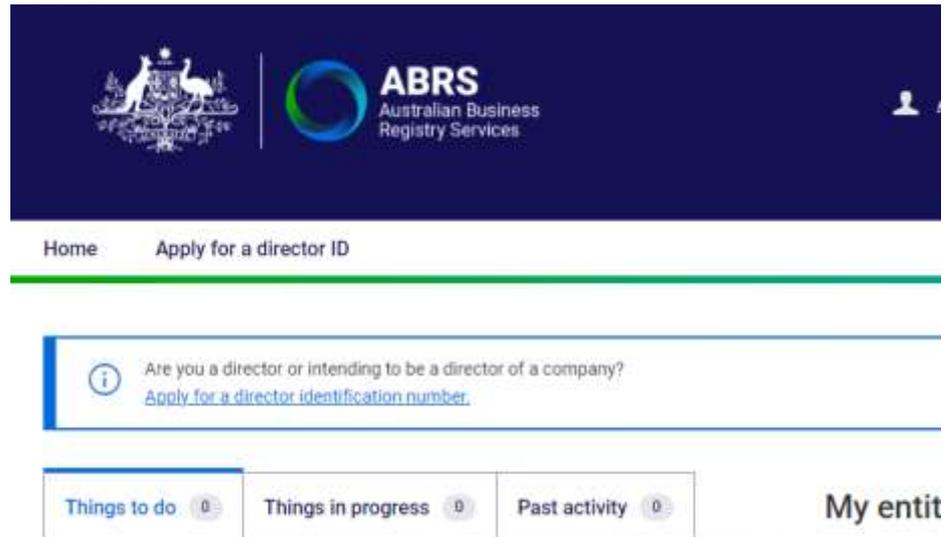
- Enter the email address you have used for your MyGovID then click Login
- You then need to pick up your phone and go into the myGovID app. You will then be able to enter or accept the code that it gives you.

Once you are logged in, you should now be at the Proof of Records Ownership section.

- Click the box if you agree to the terms and conditions, then click next
- The second tab seeks to verify you against the ATO records. Enter any details requested (if any – most should have prefilled) and click next to proceed.
- On the third tab, you need to enter two of the details requested
- If the ATO verifies you, you will then be able to continue

You should now be logged in to the ABRS (Australian Business Registry Services). Next time you login you will come directly to this screen. . From here you can Apply for a Director ID.

Click on “Apply for a Director ID”



- Step 1 asks you to confirm you are eligible. Read the information presented and proceed if you agree.
- Step 2 asks you for Applicant Details. Fill in the requested details.
- Step 3 is just to review the entered details. Double check then click the tick box and Submit

You will then be given your Director ID. Click on the Print-Friendly version and print it out. You can also copy and paste the number onto an email to send to us.

Email your printed confirmation or even just the number itself to us at asic@bbscentre.com.au as soon as you get your DIN. You can post or drop in a copy if you prefer.

And that's it. The next page of our instructions are for those who are unable to apply online.

Other Ways to get a Director ID Number

If you can't get a myGovID (with at least a standard identity strength), you can apply by phone or with a paper form.

Apply for your Director ID Number by Phone

You can apply by phone if you have:

- An Australian TFN
- The information needed to verify your identity (as listed earlier in Step 2)

Phone applications are available between 8am and 6pm (AEST/QLD time) Monday to Friday. For directors in Australia, call 13 62 50. If calling from overseas, the number is +61 2 6216 3440.

Don't forget to email your Director ID Number to us at asic@bbuscentre.com.au.

Apply for your Director ID Number by Paper Form

If you can't apply online or over the phone, you can apply using a downloadable form '[Application for a director identification number](#)' (NAT 75329). This is a much slower process.

To obtain a copy of the form, go to www.bbuscentre.com.au/DIN and then [click here for the link](#) we have included in these instructions to get the form from the www.abrs.gov.au website. You can also contact Burnett Business Centre and we may be able to email or print out a copy for you.

You will need to provide certified copies of your documents to verify your identity. You will require one primary and one secondary document as listed earlier in Step 2. **Do not send original documents as these will not be returned to you.**

Copies of documents you provide to support your application must be certified as true and correct copies of the original document by an authorised certifier. To certify your documents:

- photocopy them
- ensure the copy and any photograph is clear and identifiable
- take the copies and originals to an authorised certifier.

The following people can certify copies of your original identity documents as true and correct:

- Barrister / Solicitor
- Medical practitioner
- Judge
- Justice of the Peace (JP) (or in QLD only a Commissioner of Declarations)
- Minister of religion (who is authorised to celebrate marriage)
- Police officer
- Bank, building society or credit union officer with at least five years of service

Don't forget to email your Director ID Number to us at asic@bbuscentre.com.au.

Applicants Outside of Australia -Paper Application

If you are outside of Australia and are unable to verify your identity using myGovID, then you will be required to apply by a paper form. Additional identification documents and certification requirements will apply. [Click on this link for more information](#) (or go to our post at www.bbuscentre.com.au/DIN) Don't forget to email your Director ID Number to us at asic@bbuscentre.com.au.