

APPLYING FOR A DIRECTOR IDENTIFICATION NUMBER

You need a Director Identification number (Director ID) if you're a director of a company (including corporate trustees of trusts and self-managed super funds).

All directors need to apply for their own Director ID and will keep it forever. You only need one Director ID, you don't need to apply for another one if you are a director of more than one company. You must apply for your own Director ID, no one can apply on your behalf.

A Director ID is a unique number given to a director who has verified their identity.

WHEN DO YOU NEED TO APPLY

This will depend on when you became a director:

Date you first became a director	Date you must apply
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

If you can't apply by the date you need to, you can complete an:

[Application for an extension of time to apply for a director ID \(NAT 75390, PDF 271KB\)](#)

ASIC is responsible for enforcing Director ID offences set out in the *Corporations Act 2001*. It is a criminal offence if directors do not apply on time and penalties may apply.

HOW TO APPLY

The fastest way to get a Director ID is to apply on-line using the myGovID app. Go to:

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

To complete your online application, you need the following information to verify your identity:

- a myGovID with either a Standard or Strong identity strength – if you don't have one, visit [How to set up myGovID External link](#)
- an individual Australian tax file number (TFN) – providing your TFN is optional, but it speeds up the process
- your residential address, as recorded by the Australian Taxation Office (ATO)
- answers to 2 questions based on details they know about you from the following documents
 - bank account details
 - notice of assessment
 - super account details
 - dividend statement
 - centrelink payment summary
 - PAYG payment summary

Before you start the application, you should gather the documentation you need to verify your identity.

If you are having trouble getting a myGovID then you can phone the Australian Business Registry Services on 13 62 50 to apply for your Director ID.

To apply by phone, you'll be asked to verify your identity. You'll need:

- your tax file number (TFN) (optional)
- your residential address as held by the ATO
- answers to 2 questions based on details they know about you
- a primary and secondary Australian identity document.

Primary documents include

- Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- Australian passport (including passports that have expired in the past 3 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. This must show your photo, licence card number and signature, and the address on the card must match your details on the form.

If your name on the Australian identity document doesn't match your ATO record, you may be able to verify the document using a change of name certificate (from Tasmania, South Australia, the Northern Territory and the Australian Capital Territory only) or a marriage certificate.

IF YOU NEED MORE HELP

If you need more information this step-by-step video by the Australian Business Registry Services (ABRS) may help: <https://www.abrs.gov.au/director-identification-number>

You can also contact ABRS on 13 62 50 for help (have your identity documents with you).

Unfortunately, tax agents cannot apply for the Director ID on your behalf.

WHAT TO DO ONCE YOU HAVE THE DIRECTOR ID

Please keep a record of your Director ID. You will need this number if you became a director of another company. We also suggest you provide us with your Director ID to keep on file.