

New Director ID Requirement for Directors

From 1st November 2021 Company directors need to verify their identity as part of a new director identification number (Director ID) requirement by ASIC. A director ID is a unique identifier that a director will apply for once and keep forever.

All Australian company directors have until 30 November 2022 to apply for a Director ID (This also applies to Company Trustees of Self-Managed Super Funds).

What is a Director ID?

A Director ID is a 15-digit identified given to a director who has verified their identity with ASIC.

A Director ID:

- Starts with 036, which is the 3-digit country code for Australia under International Standard ISO 3166
- Ends with an 11-digit number and one 'check' digit for error detection.
- Directors only need to apply once, even if they change companies, stop being a director or change their name.

Who needs to apply?

You need a Director ID if you're an eligible officer of:

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

An eligible officer is a person who is appointed as:

- A director
- An alternate director who is acting in that capacity

Why do I need a Director ID?

Shareholders, employees, creditors, consumers, external administrators, and regulators are entitled to know the names and certain details of directors of a company.

All directors are required by law to verify their identity with ASIC before receiving a director ID. This is important because it will help to:

- prevent the use of false or fraudulent director identities
- make it easier for external administrators and regulators to trace directors' relationships with companies over time
- identify and eliminate director involvement in unlawful activity, such as illegal phoenix activity.

Sydney Head Office Level 7, Chifley Tower 2 Chifley Square Sydney NSW 2000 Telephone: +61 2 9238 1238 Toll Free: 1800 636 625	Melbourne Level 36 120 Collins Street Melbourne VIC 3000 Telephone: +61 3 9268 1000 Toll Free: 1800 150 009	Brisbane Level 28 111 Eagle Street Brisbane QLD 4000 Telephone: +61 7 3036 2500 Toll Free: 1800 463 972	Adelaide Level 23 91 King William Street Adelaide SA 5000 Telephone: +61 8 7109 6000 Toll Free: 1800 636 625	Canberra Level 7 54 Marcus Clarke Street Canberra ACT 2600 Telephone: +61 2 6113 5300 Toll Free: 1800 636 625	Perth Level 20 108 St Georges Terrace Perth WA 6000 Telephone: +61 8 9263 5200 Toll Free: 1800 198 003	Noosa Suite 11a Q Place 2 Quamby Place Noosa Heads QLD 4567 Telephone: +61 7 3036 2570 Toll Free: 1800 271 201
---	---	---	--	---	--	--

How to apply for your Director ID Number

For a quick overview, click on the below link to watch the step-by-step video on how to apply online for a Director ID:

<https://www.abrs.gov.au/video-how-apply-director-id>

You need to apply for your own Director ID and the fastest way to do this is online using the myGovID app.

If you already have a myGovID you can skip straight to [Step 2](#)

Step 1 - Set up myGovID

You will firstly need a myGovID with a *standard or strong identity strength* to apply for your Director ID online.

If you live outside Australia and can't get a myGovID with a standard or strong identify strength, you will need to apply with a paper form and provide certified copies of your identity documents (*Refer to page 7*). If you live in Australia and:

- Don't have a myGovID? You can find information on how to download and setup the app by clicking on the below link:

<https://www.mygovid.gov.au/set-up>

****myGovID is different from myGov**

- myGovID is an app. You download the myGovID app to your smart device. It helps you prove who you are and to securely log in to a range of government online services including myGov.
- myGov is an account. Your myGov account lets you link to, and access government online services provided by the Australian Taxation Office (ATO), Centrelink, Medicare and more.

A STANDARD identity strength	A STRONG identity strength
<p>A standard identity strength allows access to most participating government online services.</p> <p>You will need to enter your personal details and verify these with at least two of the following Australian documents (your name must match on both).</p> <ul style="list-style-type: none"> • 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 	<p>A strong identity strength allows access to all government online services.</p> <p>You will need to enter your personal details and verify these with the following Australian identity documents (your name must match on both).</p> <ul style="list-style-type: none"> • Passport (not more than three years expired) • ONE (1) of the following <ul style="list-style-type: none"> - Birth Certificate - Citizenship Certificate - Driver's licence or learner's permit - Medicare Card <p>Verify your Photo</p> <p>You will also need to complete a face verification check. This is a one-off scan that checks that you're a real person, the right person and it is verified in real-time. This verification check is compared to the photograph on your passport.</p>

Step 2 - Gather your Documents

You will need to provide information to match what the ATO knows about you when you apply for a Director ID:

- Your tax file number (TFN)
- Your residential address as held by the ATO
- Information from TWO (2) documents to verify your identity.

Examples of the documents you can use:

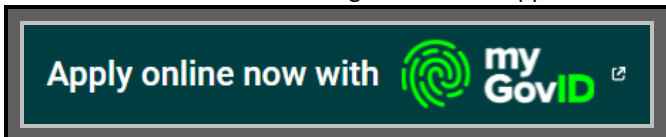
<i>Bank Account Details</i>	You can use a bank account that you received an income tax refund into and/or that has earned interest in the last 2 years
<i>ATO notice of assessment</i>	You can use a notice of assessment issued by the ATO in the last 5 years
<i>Super account details</i>	You can use a superannuation account statement issued in the last 5 years. This must include the member account number and the superannuation fund's ABN
<i>Dividend statement</i>	You can use a dividend statement from the last 2 years with an investment reference number
<i>Centrelink payment summary</i>	You can use a Centrelink payment summary issued in the last 2 years
<i>PAYG payment summary</i>	You can use a PAYG payment summary issued in the last 2 years

Step 3 - Complete your application

Once you have a STANDARD or STRONG identity strength myGovID, and you have collated your documents - you can apply for your Director ID.

We recommend you use Google Chrome or Firefox to complete your online application.

1. Click into the below to go to the ATO application site.



Enter your myGovID email and click **Login**.

Get the myGovID app
Prove who you are and get a code to login with the myGovID app. Download the app now to get started.

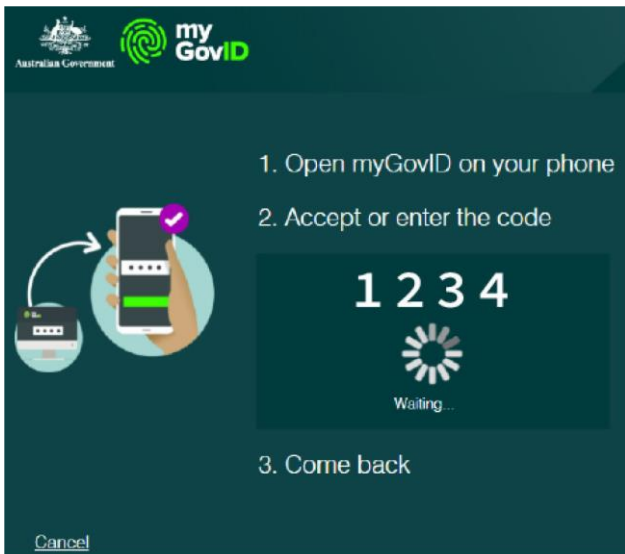
Download on the App Store
 GET IT ON Google Play

What's next?

1. Download the app
2. Prove who you are
3. Come back and login

Already have the myGovID app?
Login with your myGovID email to continue.

- When you log in, you'll receive a 4-digit code that you need to enter in to your myGovID app on your Smart device.



- Tick the box, click next, confirm your details and **Submit**.

Australian Government
Australian Taxation Office

Link to ATO

Getting started Your details Confirm it is your record

1 2 3

Getting started

All fields marked with an * are mandatory.

By continuing, you agree to your Digital Identity provider sharing your name and date of birth with the Australian Taxation Office (ATO) for the purpose of:

- > identifying your individual ATO record - you may be asked for your Tax file number (TFN) or address
- > confirming the matched ATO record belongs to you - you may be asked further questions
- > linking your Digital Identity with your ATO record

Privacy: For important information about your privacy, see our [Privacy Notice](#)

I agree to the terms and conditions of use.*

Cancel Next

- Confirm your details and select **Next**

Australian Government
Australian Taxation Office

Link to ATO

Your ATO record has been found
Select continue to return to the requesting service

Continue

Sydney Head Office	Melbourne	Brisbane	Adelaide	Canberra	Perth	Noosa
Level 7, Chifley Tower 2 Chifley Square Sydney NSW 2000	Level 36 120 Collins Street Melbourne VIC 3000	Level 28 111 Eagle Street Brisbane QLD 4000	Level 23 91 King William Street Adelaide SA 5000	Level 7 54 Marcus Clarke Street Canberra ACT 2600	Level 20 108 St Georges Terrace Perth WA 6000	Suite 11a Q Place 2 Quamby Place Noosa Heads QLD 4567
Telephone: +61 2 9238 1238 Toll Free: 1800 636 625	Telephone: +61 3 9268 1000 Toll Free: 1800 150 009	Telephone: +61 7 3036 2500 Toll Free: 1800 463 972	Telephone: +61 8 7109 6000 Toll Free: 1800 636 625	Telephone: +61 2 6113 5300 Toll Free: 1800 636 625	Telephone: +61 8 9263 5200 Toll Free: 1800 198 003	Telephone: +61 7 3036 2570 Toll Free: 1800 271 201

5. Select two questions, provide details, and click **Submit**

Australian Government
Australian Taxation Office

Proof of record ownership

Getting started Your details **Confirm it is your record**

1 2 **3**

Confirm it is your record

All fields marked with an * are mandatory.

To protect the security of your record the Australian Taxation Office (ATO) will need to ask you two questions.

Answer two questions from the list below

- Bank account details ?
- Centrelink payment summary ?
- Dividends statement ?
- Notice of assessment ?
- PAYG payment summary ?
- Superannuation account details ?

By continuing, you agree to this information being provided to the ATO to verify your ATO record. If successful, you agree to having your digital identity permanently linked to your ATO record.

Privacy: For important information about your privacy, see our [Privacy Notice](#) .

I agree to verifying and linking my record. *

Cancel **Submit**

Australian Taxation Office
Working for all Australians

6. Tick both boxes and click **Next**

The Registrar may make a determination that a particular person or class of persons are not eligible officers.

You should not apply for a director ID if you already have an active director ID unless you have been directed to by the Registrar.

I am an eligible officer or intend to become an eligible officer within 12 months of my application *

To be eligible to be a director of a company, you must:

- > be an individual
- > be at least 18 years of age; and
- > not be [disqualified from managing corporations](#) unless your appointment is made with the permission of ASIC, ORIC, or with leave of the Court.

I acknowledge that to be a director I must meet the requirements of the Corporations Act 2001 and /or the Corporations (Aboriginal and Torres Strait Islander) Act 2006 *

Your privacy is important to us. Read the [Privacy notice for director ID](#) before applying for a director ID.

Cancel **Next**

Sydney Head Office Level 7, Chifley Tower 2 Chifley Square Sydney NSW 2000 Telephone: +61 2 9238 1238 Toll Free: 1800 636 625	Melbourne Level 36 120 Collins Street Melbourne VIC 3000 Telephone: +61 3 9268 1000 Toll Free: 1800 150 009	Brisbane Level 28 111 Eagle Street Brisbane QLD 4000 Telephone: +61 7 3036 2500 Toll Free: 1800 463 972	Adelaide Level 23 91 King William Street Adelaide SA 5000 Telephone: +61 8 7109 6000 Toll Free: 1800 636 625	Canberra Level 7 54 Marcus Clarke Street Canberra ACT 2600 Telephone: +61 2 6113 5300 Toll Free: 1800 636 625	Perth Level 20 108 St Georges Terrace Perth WA 6000 Telephone: +61 8 9263 5200 Toll Free: 1800 198 003	Noosa Suite 11a Q Place 2 Quamby Place Noosa Heads QLD 4567 Telephone: +61 7 3036 2570 Toll Free: 1800 271 201
---	---	---	--	---	--	--

7. Fill in all required information and click **Next**

Apply for a director identification number

Applicant details

All fields marked with * are mandatory

Personal details

Full name

Full name JOHN DOE
Date of birth 02 JANUARY 1984

 Your verified name and date of birth have been pre-filled from your myGovID.

I have previously been known by another name *

Yes No

Place of birth

Country of birth *


AUSTRALIA 

City/town of birth *

State/territory of birth *

Please select 

Residential address

 Your address details have been pre-filled from your ATO record. As a director you must notify your company or indigenous corporation of any changes to your personal details. Learn what is required at [Manage your director ID](#).

Contact details

Mobile
Business phone
Email

Declaration

All fields marked with * are mandatory

- > I am the person identified in the application above.
- > I do not already have an active director identification number, or I have been directed to apply by the Registrar.
- > I am an [eligible officer](#) or intend to become an [eligible officer](#) within 12 months after applying.

I declare that: The information given on this form is true and correct *

8. **All Complete!** - Provide your Director ID to your Accountant and applicable Participants

Sydney Head Office Level 7, Chifley Tower 2 Chifley Square Sydney NSW 2000 Telephone: +61 2 9238 1238 Toll Free: 1800 636 625	Melbourne Level 36 120 Collins Street Melbourne VIC 3000 Telephone: +61 3 9268 1000 Toll Free: 1800 150 009	Brisbane Level 28 111 Eagle Street Brisbane QLD 4000 Telephone: +61 7 3036 2500 Toll Free: 1800 463 972	Adelaide Level 23 91 King William Street Adelaide SA 5000 Telephone: +61 8 7109 6000 Toll Free: 1800 636 625	Canberra Level 7 54 Marcus Clarke Street Canberra ACT 2600 Telephone: +61 2 6113 5300 Toll Free: 1800 636 625	Perth Level 20 108 St Georges Terrace Perth WA 6000 Telephone: +61 8 9263 5200 Toll Free: 1800 198 003	Noosa Suite 11a Q Place 2 Quamby Place Noosa Heads QLD 4567 Telephone: +61 7 3036 2570 Toll Free: 1800 271 201
---	---	---	--	---	--	--

How to apply if you cannot get a myGovID

If you can't get a myGovID with a standard or strong identity strength, the alternative way to apply for a director ID will be:

Apply by phone

(Dial 13 62 50 then choose option 1 for assisting with the Director ID application)

You can apply by phone if you have:

- An Australian Tax File Number (TFN)
- Your residential address as held by the Australian Taxation Office (ATO)
- Be able to answer 2 questions based on details known about you
- 2 Australian Identity documents – One Primary and One Secondary.

Australian Identity Documents

Primary documents

- 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.

Apply with a paperform

If you currently live in Australia, phone 13 62 50 to apply for a Director ID via paper application. In addition to the information requested on the application form, you will need to provide certified copies of:

- **1 primary** and **2 secondary** identity documents, or
- **2 primary** and **1 secondary** identity documents.

****Do not send original documents as these will not be returned to you.**

Primary documents

- 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
- Foreign passport

Secondary documents

Sydney Head Office Level 7, Chifley Tower 2 Chifley Square Sydney NSW 2000 Telephone: +61 2 9238 1238 Toll Free: 1800 636 625	Melbourne Level 36 120 Collins Street Melbourne VIC 3000 Telephone: +61 3 9268 1000 Toll Free: 1800 150 009	Brisbane Level 28 111 Eagle Street Brisbane QLD 4000 Telephone: +61 7 3036 2500 Toll Free: 1800 463 972	Adelaide Level 23 91 King William Street Adelaide SA 5000 Telephone: +61 8 7109 6000 Toll Free: 1800 636 625	Canberra Level 7 54 Marcus Clarke Street Canberra ACT 2600 Telephone: +61 2 6113 5300 Toll Free: 1800 636 625	Perth Level 20 108 St Georges Terrace Perth WA 6000 Telephone: +61 8 9263 5200 Toll Free: 1800 198 003	Noosa Suite 11a Q Place 2 Quamby Place Noosa Heads QLD 4567 Telephone: +61 7 3036 2570 Toll Free: 1800 271 201
---	---	---	--	---	--	--

ShawandPartners

Financial Services

- Medicare card
- Australian driver's licence or Australian learner's permit. This must show your photo, licence card number and signature, and the address on the card must match the details on your application.

If you have changed your name, you must provide another document showing the change, such as a:

- Marriage Certificate
- Deed Poll
- Change of Name Certificate

Certifying your documents

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:

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

Authorised certifiers

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

Barrister	Justice of the Peace (JP)	Sheriff's officer
Solicitor	Minister of religion (who is authorised to celebrate marriages)	Commissioner of Declarations (in Queensland only)
Medical practitioner	Police officer	Bank, building society or credit union officer with at least 5 years of service

A certifier should never witness documents:

- for their family, business, clients, employer or any other person where it could create a real or perceived conflict of interest
- connected with matters in which they have an actual or perceived personal or financial interest.

We can't accept copies certified by a registered tax or ASIC agent as your ongoing commercial relationship could create a real or perceived conflict of interest for them.

How documents are certified

An authorised certifier must, in the presence of the applicant, certify that each copy is a true and correct copy of the original document. This involves:

- Sighting the original document
- Stamping, signing and annotating the copy of the identity document to state, 'I have sighted the original document and certify this to be a true and correct copy of the original document sighted'
- Initialling each page
- listing their name, date of certification, phone number and position.

The stamp must show the certifier's qualification, contact details including phone number, and reference number (if applicable). If the stamp does not include their name or contact details, they should print them underneath their signature. Don't send your original documents. Certified copies of documents you mail to us may not be returned to you.

Sydney Head Office Level 7, Chifley Tower 2 Chifley Square Sydney NSW 2000 Telephone: +61 2 9238 1238 Toll Free: 1800 636 625	Melbourne Level 36 120 Collins Street Melbourne VIC 3000 Telephone: +61 3 9268 1000 Toll Free: 1800 150 009	Brisbane Level 28 111 Eagle Street Brisbane QLD 4000 Telephone: +61 7 3036 2500 Toll Free: 1800 463 972	Adelaide Level 23 91 King William Street Adelaide SA 5000 Telephone: +61 8 7109 6000 Toll Free: 1800 636 625	Canberra Level 7 54 Marcus Clarke Street Canberra ACT 2600 Telephone: +61 2 6113 5300 Toll Free: 1800 636 625	Perth Level 20 108 St Georges Terrace Perth WA 6000 Telephone: +61 8 9263 5200 Toll Free: 1800 198 003	Noosa Suite 11a Q Place 2 Quamby Place Noosa Heads QLD 4567 Telephone: +61 7 3036 2570 Toll Free: 1800 271 201
---	---	---	--	---	--	--