



**ARMADA**

*strength in numbers*

# A GUIDE TO APPLYING FOR DIRECTOR IDENTIFICATION NUMBERS IN AUSTRALIA

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TAX & ACCOUNTING . BUSINESS ADVISORY . AUDIT & ASSURANCE . BUSINESS MANAGEMENT . FINANCIAL PLANNING . LENDING . PROPERTY SERVICES



## What is a Director ID?

A Director Identification Number (Director ID) is a unique identifier, issued by Australian Business Registry Services (ABRS), that a director will apply for once and keep forever. It will be the same number for all director positions held by an individual across all their appointments.

The requirement to apply for a Director ID is not applicable to other appointments such as company secretary or public officer.

You will need to apply for your Director ID number before you are appointed as a Director of a company.

## Why do you need a Director ID?

From 1 November 2021, the Australian Government introduced a requirement for all current and future directors of Australian companies, including directors of registered foreign companies, to apply for a director identification number.

In Australia, all directors must be individual persons and, as a result, application for a Director ID will require directors to provide verified identity documents. There are a number of ways to apply, depending on your available identity documents.



## Application Process

There are three options to apply:



Online: a two step process.



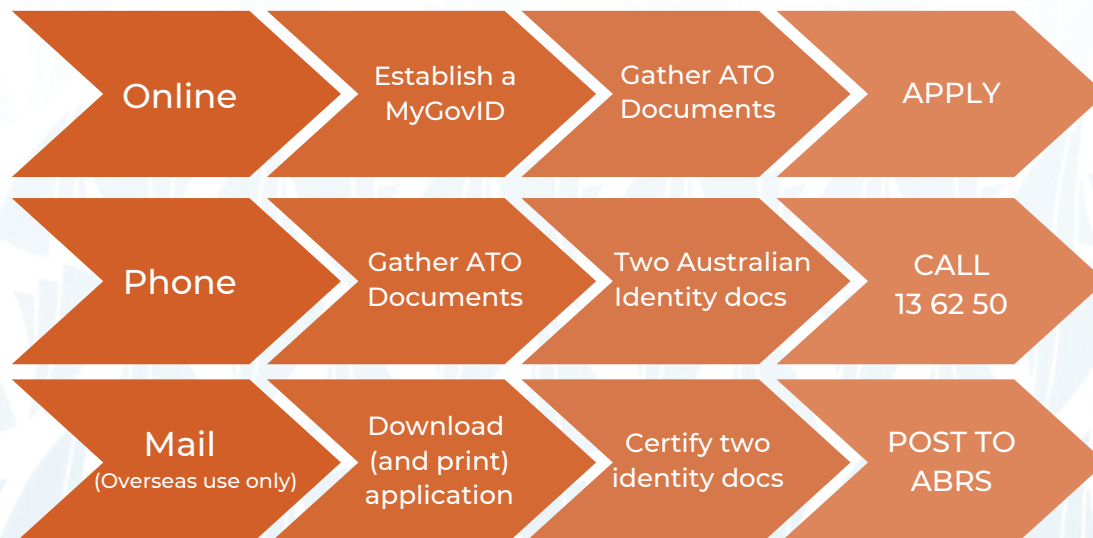
By phone: you will require an Australian Tax File Number and two forms of identity.



By mail: you will need to download and print the form, complete and return to the registry with certified copies of two identity documents. You may only apply via mail if you are located outside of Australia. Australian residents must apply either online or by phone.



**Once you have received your Directors ID, please provide this to our team at Armada.**





## Online Process

### STEP 1: Create a 'myGovID'

You will need a smart device such as a smart phone or tablet.

You will need two documents to verify your ID.

- One can be your passport; drivers licence; Australian birth certificate or citizenship certificate, the other your Medicare card. See the full list [here](#).
- The details provided will be checked against existing government records.

Download the app from [here](#).

Set up identity strength of at least Standard.

### STEP 2: Apply for a DIN

First, have on hand:

Your tax file number (TFN)

Your residential address as held by the ATO; and

Information from another two other documents such as:

- Bank account that has earned interest
- An ATO notice of assessment
- Super account details
- A dividend statement
- A Centrelink payment summary
- A PAYG payment summary (this is different to your income statement, and/or your PAYG instalment activity statement).

Log in and apply for a DIN [here](#).



## By Phone

First, have on hand:

Your tax file number (TFN)

Your residential address as held by the ATO

Answers to two questions based on details the ATO know about you; and

Two Australian identity documents—one primary and one secondary:

### Primary documents

- Australian full birth certificate
- Australian passport
- Australian citizenship certificate
- 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.

To apply, call 13 62 50



**By Mail**  
Overseas use only

First, download the [application form from here](#).

Have certified two identity documents – one primary and one secondary:

#### Primary documents

- Australian full birth certificate
- Australian passport
- Australian citizenship certificate
- 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.

You can find a list of authorised certifiers [here](#).

Send your completed application and certified documents to:

Australian Business Registry Services Locked Bag 6000 ALBURY NSW 2640 Australia

\*This application can only be used if the director is located overseas.



## Potential Pitfalls

The online application process is generally straightforward and takes approximately 5-10 minutes.

However, issues can occur if a director holds multiple directorships with different personal details recorded in ASIC's records for each appointment (such as differences in address or name changes). When this occurs, it is suggested that the director's name, address, date and place of birth be updated and standardised by updating the companies' records with ASIC.

If a director has different legal names on identity documents, documents may need to be reissued in a consistent name to comply with ABRIS requirements.

The requirements for translation and notarisation of identity documents for overseas directors can be onerous. In many cases, this process will be time-consuming so companies will need to plan for any director changes in advance to ensure the directors can meet their obligations to have a Director ID within the timeframes required.



## Applying for an extension

Where a director is unable to apply for a Director ID within the required timeframe, they may apply to the ABRs for an extension. When doing so, the applicant must provide a declaration containing reasons why an application for a Director ID cannot be made within the required timeframe, with supporting evidence and documentation.

It is important to note that the ABRs has not published guidance as to circumstances which may be deemed acceptable. The granting of an extension should therefore not be relied upon as significant penalties apply for non-compliance.





The new Director ID regime has been established to promote good corporate governance and deter illegal phoenixing, fraud and corporate misconduct. It also aims to provide simpler, more effective tracking of directors and their corporate history.

It is a director's personal responsibility to ensure they have applied for a Director ID within the statutory timeframes. Penalties may apply if a director does not comply within the time required, including the issue of a fine of up to \$13,200\* or a civil penalty of up to \$1,100,000\*. More serious offences (such as applying for multiple Director IDs or misrepresenting your Director ID) have a maximum criminal penalty of \$26,640\* or 1 year imprisonment, plus a potential civil penalty of up to \$1,100,000\*.

Armada, if appointed as your ASIC or tax agent, cannot apply for a Director ID on a director's behalf but can provide guidance and assistance through the process.