

NEW DIRECTOR ID REQUIREMENTS FOR DIRECTORS.

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. When you must apply depends on when you were appointed as a director.

How the director ID works

A director ID is a 15-digit identifier given to a director (or someone who intends to become 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 need to apply for their own director ID. It's free to apply.

Directors will only ever have one director ID. They'll keep it forever even if they:

- change companies
- stop being a director
- change their name
- move interstate or overseas.

Why you need a director ID

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

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.

You must apply for your own director ID to verify your identity. No one can apply on your behalf.

When you need to apply and your obligations

When you must apply depends on when you were appointed as a director:

- existing directors have until *30 November 2022* to apply
- directors appointed between *1 November 2021 and 4 April 2022* must apply within *28 days* of their appointment
- from *5 April 2022*, intending directors must apply before being appointed.

If you can't apply by the date you need to, you can complete an application of an extension of time to apply for a director ID If you have issues completing the form from the ASIC website.

If you don't meet your obligations:

- there may be civil or criminal penalties
- you may be issued with an infringement notice.

How to apply for your director ID

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

Step 1 – Set up myGovID

You will 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 identity strength, you will need to apply with a paper form and provide certified copies of your identity documents. If you live in Australia and:

- don't have a myGovID, you can find information on how to download the app at <https://www.mygovid.gov.au/set-up>
- already have a myGovID, you can apply for your director ID now.

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.

Step 2 – Gather your documents

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 documents to verify your ID. <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number/verify-your-identity>.

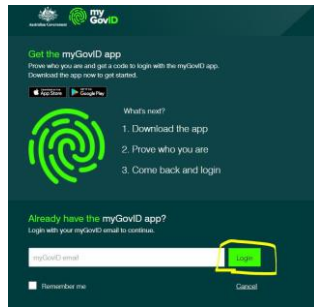
Examples of the documents you can use to verify your identity include:

- bank account details
- an ATO notice of assessment
- super account details
- a dividend statement
- a Centrelink payment summary
- PAYG payment summary.

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.

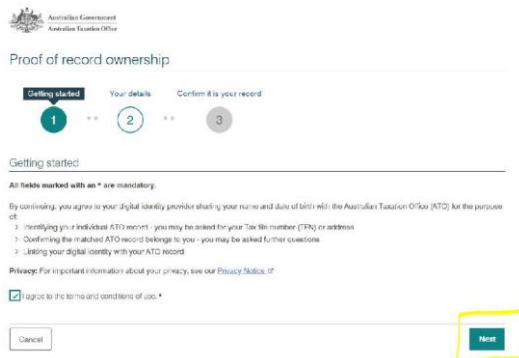
1. Click on this link, <https://abrs.gov.au/persons/ui/secure/start/applyForDirectorID?action=applyfordirectorid>) enter your myGovID email and click login



2. Open the myGovID app on your phone and accept or enter the code



3. Tick the box, click next, confirm your details and submit



4. Tick both boxes and click Next

Australian Government
myGov Business

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 both questions from the list below.

- Bank account details *
- Creditcard payment summary *
- Dividends statement *
- Notice of assessment *
- PAYG payment summary *
- Superannuation account details *

By continuing, you agree to the 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**



Apply for a director identification number

Getting a director ID

All fields marked with * are mandatory

Application requirements

You can apply for a director identification number if you are:

- > an eligible officer or
- > intend to become an eligible officer within 12 months after applying.

An eligible officer is:

- > an appointed director or alternate director (acting in that capacity), of a company, body corporate that is a registered Australian body or registered foreign company.

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 identification number if you already have an active director identification number 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, (i.e. a natural person)
- > be at least 18 years of age; and
- > not be [disqualified from managing corporations](#), or unless the appointment is made with the permission of ASIC or leave of the Court.

I acknowledge that to be a director of a company I must meet the requirements of the Corporations Act 2001 *

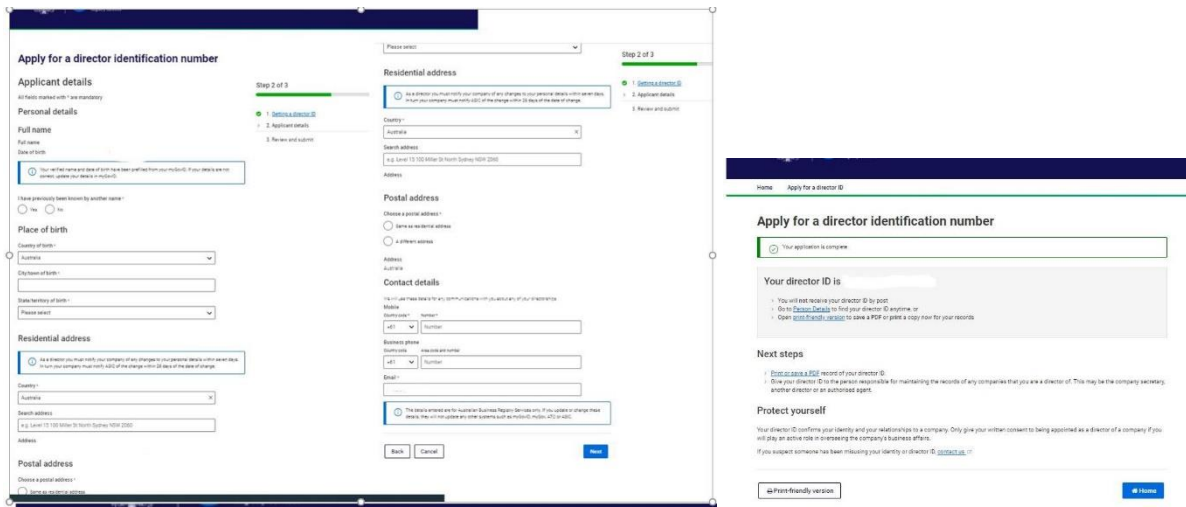
Step 1 of 3

- > 1. Getting a director ID
- 2. Applicant details
- 3. Review and submit

Cancel

Next

5. Fill in all required information and click Next



How to apply if you cannot get a myGovID

If you can't get a myGovID with a Standard or Strong identity strength, the best way to apply for a director ID will depend on your situation.

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

You can apply by phone if you have:

- an Australian tax file number (TFN)
- the information you need to verify your identity. Please refer to this link, <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number/verify-your-identity>.

When you have the information you need to apply, you can contact ASIC.

Apply with a paper form

If you can't apply online or over the phone, you can apply using a downloadable form

https://www.abrs.gov.au/sites/default/files/2021-10/Application_for_a_director_identification_number.pdf

This is a slower process and you will also need to provide certified copies of your documents to verify your identity. If you have issues completing the form, you can find help on ASIC Accessibility page.