



# HOW TO APPLY FOR DIRECTOR ID

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# GUIDANCE

The preferred method of application is online, using a myGovID with a Standard or Strong Identity strength. The online application process should take less than 5 minutes.

If you cannot get a myGovID with a Standard or Strong Identity strength, you can apply by phone or using a paper form, depending on your situation.

You can apply by phone if you have an Australian tax file number (TFN). See page 13 for detailed instructions.

If you cannot apply online or by phone, you can apply with a paper form. See page 14 for detailed instructions.

# ONLINE APPLICATION

## STEP 1 – SET UP MYGOVID

### Requirements to set up myGovID application

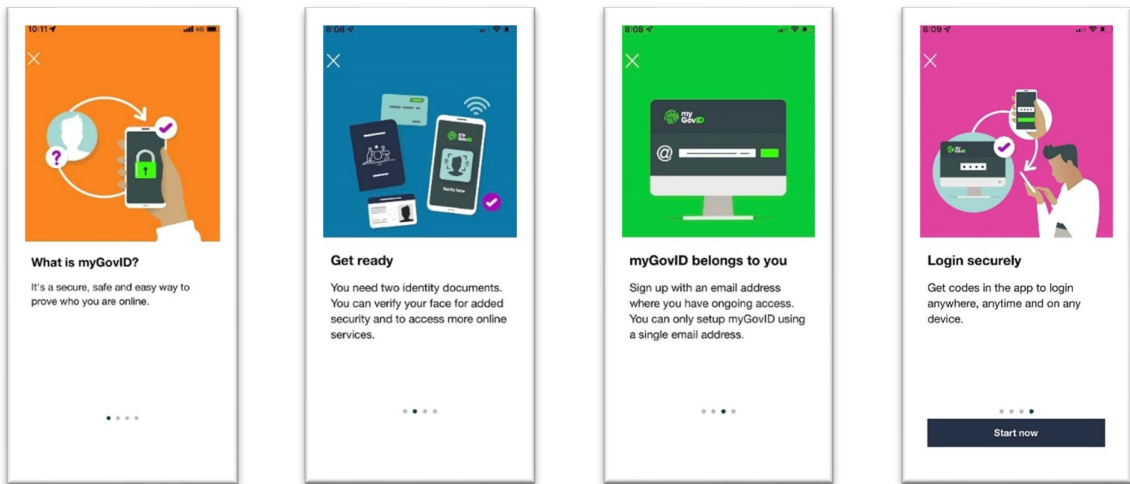
Email address and any two identifications of the following to scan in the application.

- Driver License
- Passport
- Birth Certificate
- Visa (using foreign passport)
- Citizenship Certificate
- ImmiCard
- Medicare Care

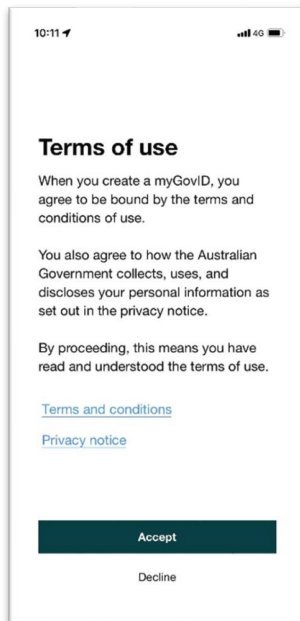
1. Install myGovID application in your mobile device.
2. Once you have installed the application, please open the app and you will see the following screen. Click on “Create a myGovID” button.



3. Please swipe the pages to see the myGovID information. Click “Start now”.

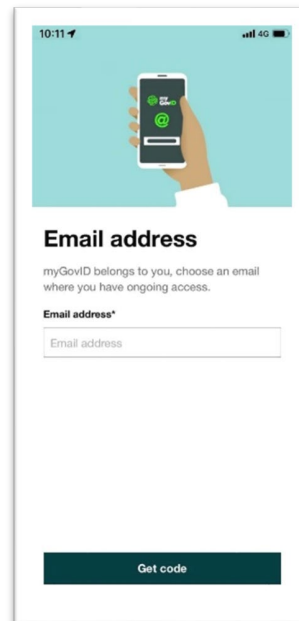


4. Please read Terms and conditions, Privacy notice and once you are happy with it, click “Accept”.



5. Please enter the Director’s email address.

We recommend using their personal email address as this is their lifetime ID.



6. You will receive 6-digit code in your email. Please key in these 6-digit code in the following screen and click “Next”.

10:12

Verify your email

Enter the 6 digit code sent to your email  
fwild@hotmail.co.uk

Next

Resend code

7. Create a password. The password length should be at least 10 characters and should include uppercase, lowercase characters and either a number or a special character.

10:14

Create a password

It must be 10 or more characters with uppercase, lowercase and either a number or special character.

Password\*

Confirm password\*

Next

8. Please key in your Given name, Family name and Date of birth, then click “Done”.

10:14

Personal details

Given name/s

Family name\*

Date of birth\*

Done

9. You will now be able to see the myGovID page to prove your identity. Select the identification that you wish to provide. Scan the document(s). At least two identifications are required to reach the identity strength to “Standard”.

8:12

myGovID

Hi [Name]

Your identity strength is Basic

Prove your identity

PP Australian passport

DL Driver licence

BC Birth certificate

VI Australian visa

IM ImmiCard

About My identity Settings

You have now completed installing the myGovID application. Please proceed to step 2 on page 6.

## STEP 2 – GATHER YOUR DOCUMENTS

**Provide any two documents from the following list:**

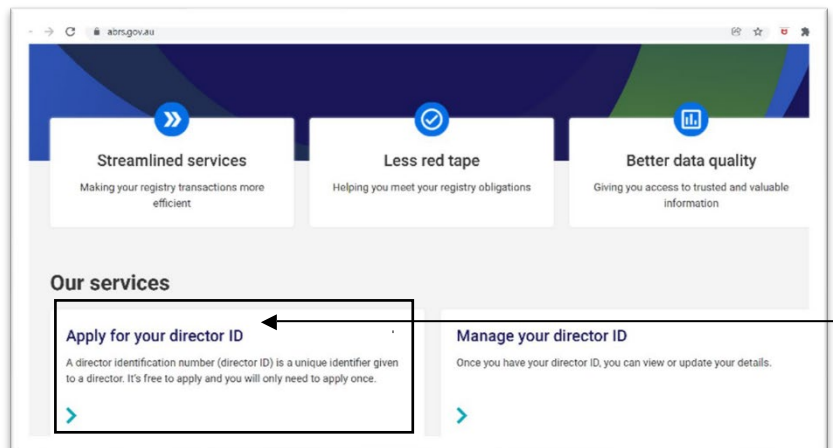
- Superannuation account details
  - Super fund ABN and member account number
- Bank account details
  - BSB and bank account number recorded with ATO
- Centrelink payment summary
  - Taxable income amount
- Dividend's statement
  - Investment reference number
- Notice of assessment
  - Date of issue and the ATO reference number from your notice of assessment
- PAYG payment summary
  - Gross amount

Please proceed to step 3 on page 7.

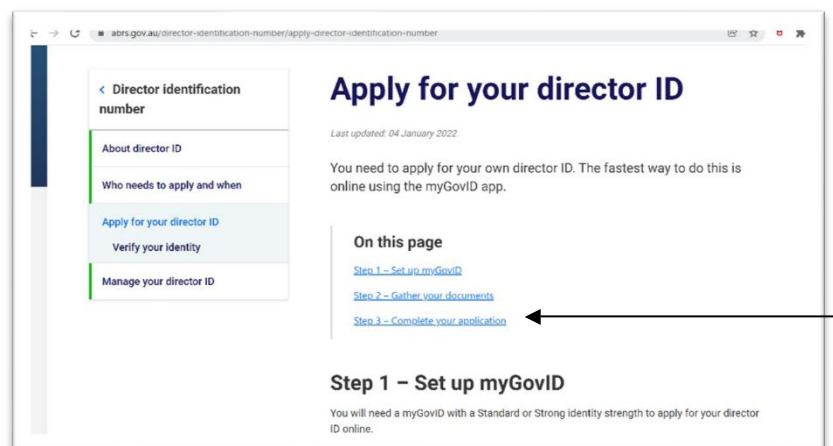
## STEP 3 – COMPLETE YOUR APPLICATION

From your computer browser, visit the Australian Business Registry Service's [website](#).

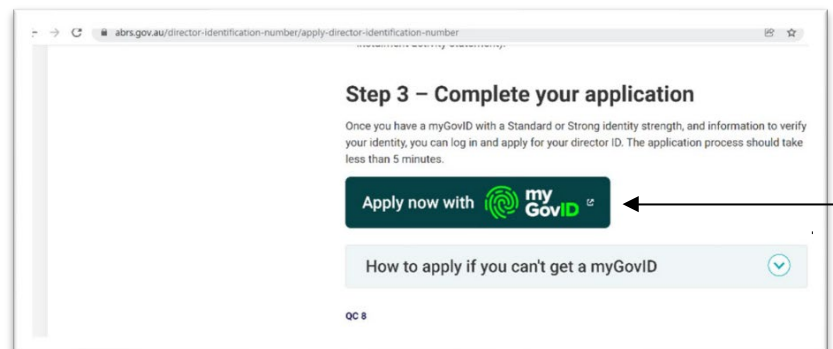
Under the “Our services” section, Click on “Apply for your director ID”.



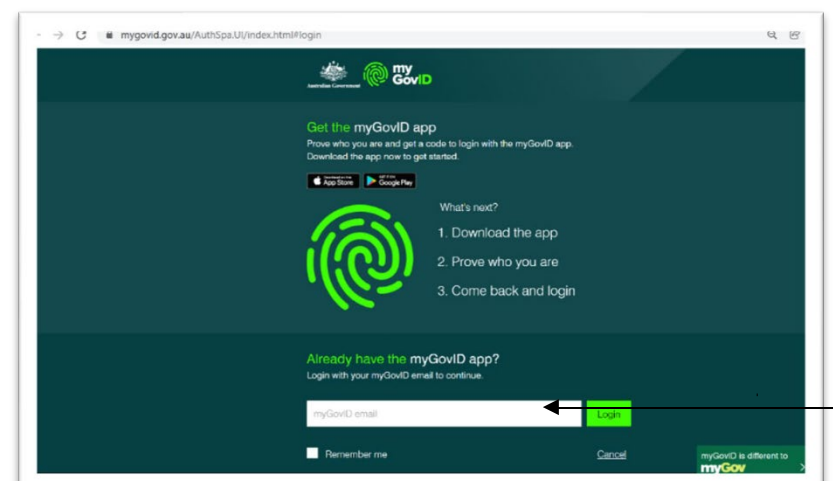
On the first web page under “Apply for Your director ID”, select “Step 3 - Complete your application”.



In Step 3 – Complete your application Session, click “Apply now with myGovID”.

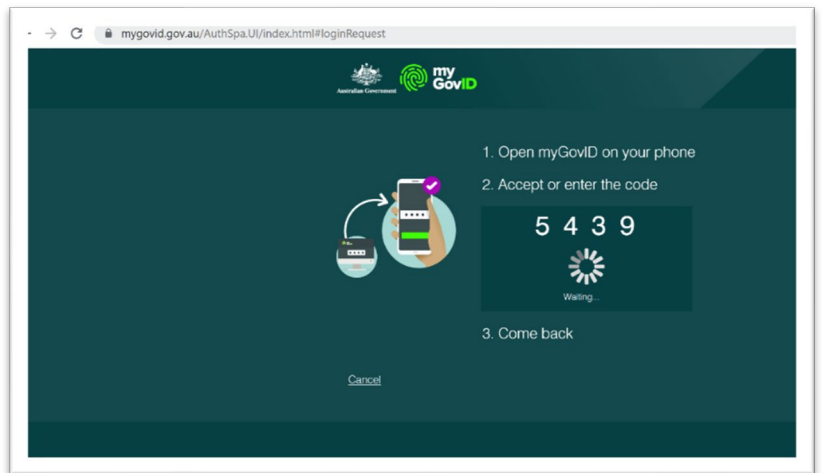


Please key in the email address that you have used in First step of setting up the myGovID and click “Login”.



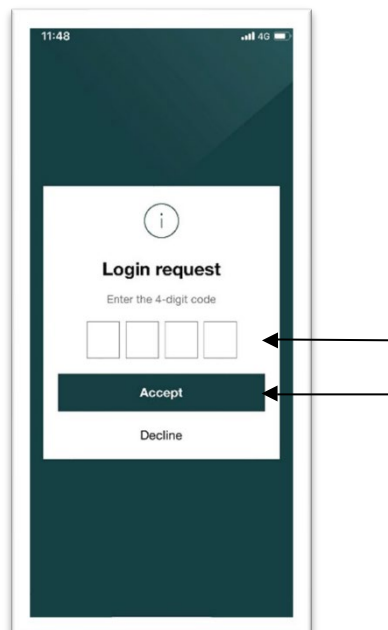


The myGovID will provide you with a 4-digit number.



Please key in the myGovID number into your myGovID mobile application.

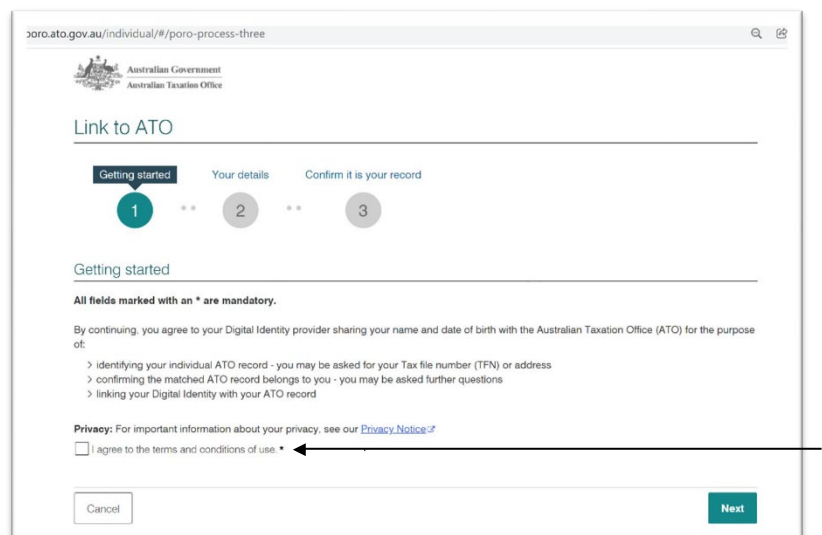
Once completed, click “Accept”.



After keying in the 4-digit number into your mobile application, the website that showing 4-digit screen from your computer will redirect you to “Link to ATO” page.

Under the privacy section of “Getting started”, check the “I agree to the terms and conditions of use” box.

Click “Next”.



Complete your details by typing in your name and date of birth.

Once completed, click "Next".

oro.ato.gov.au/individual/#/poro-process-three

Australian Government  
Australian Taxation Office

### Link to ATO

Your ATO record has been verified  
Select Next to progress through

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

1   ..   2   ..   3

#### Your identity details

Name  
[Redacted]

Date of birth  
[Redacted]

Cancel   Next

To confirm your records, select any two documents from the list supplied, and provide the necessary information.

Once completed, check the "I agree to verifying and linking my record" box, and click "Submit".

Australian Government  
Australian Taxation Office

### Link to ATO

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

1   ..   2   ..   3

#### Confirm it is your record

All fields marked with an \* are mandatory.  
Answer two shared secrets between you and the ATO.

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

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

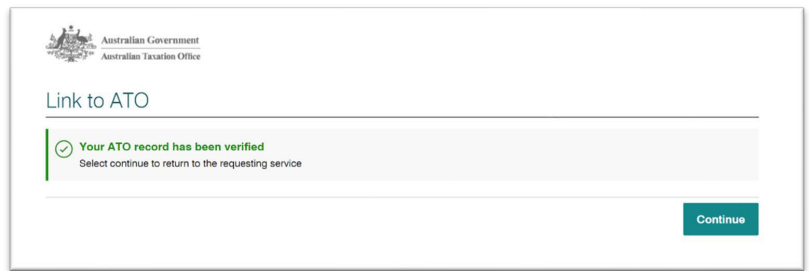
Privacy: For important information about your privacy, see our [Privacy Notice](#) ?

I agree to verifying and linking my record. \* ←

Cancel   Submit

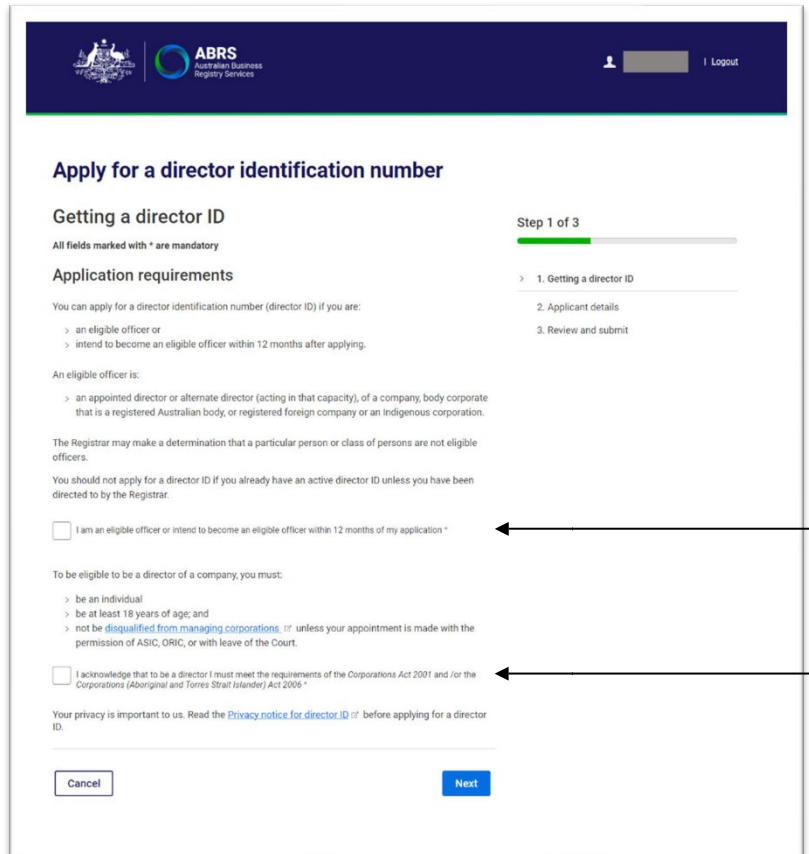
- Superannuation account details
  - Super fund ABN and member account number
- Bank account details
  - BSB and bank account number recorded with ATO
- Centrelink payment summary
  - Taxable income amount
- Dividend's statement
  - Investment reference number
- Notice of assessment
  - Date of issue and the ATO reference number from your notice of assessment
- PAYG payment summary
  - Gross amount

You will get confirmation that your ATO record has been verified. Click “Continue” to proceed to the director identification number application page.



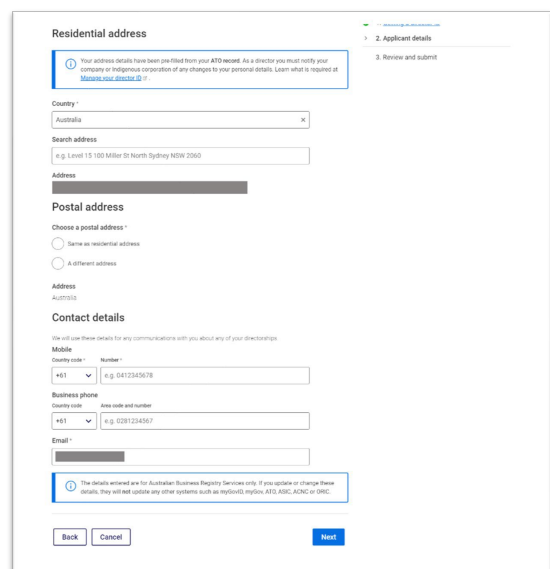
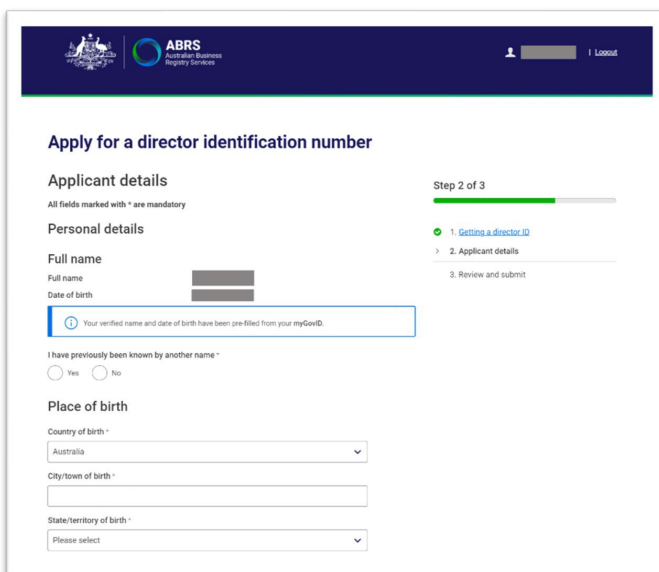
On clicking “Continue” you will be redirected to the “Apply for a director identification number” page.

On the page, please read the information and check “I am an eligible officer or intend to become an eligible officer within 12 months of my application”.



Check the “I acknowledge that to be a director of a company I must meet the requirements of the Corporations Act 2001” box, then click “Next”.

In the “Applicant details” page, please complete all required information.



Once you have completed all the required information, check the “I declare that: The information given on this form is true and correct” box, and then click “Submit”.

**Apply for a director identification number**

Review and submit Step 3 of 3

[Getting a director ID](#) Edit

**Application requirements**

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

Acknowledgement of directorship requirements 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

[Applicant details](#) Edit

**Personal details**

Full name [Redacted]  
Date of birth [Redacted]  
Place of birth [Redacted]

**Residential address**

Address [Redacted]

**Postal address**

Address [Redacted]

**Contact details**

Mobile [Redacted]  
Business phone [Redacted]  
Email [Redacted]

**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 \* ←

Back Cancel Submit

You will be provided with your Director ID. We recommend that:

- You print or save a PDF record of your Director ID.
- Provide your Director ID to the person responsible for maintaining the records of any companies or Indigenous corporations that you are a director of. This may be the company secretary, another director, or authorised agent such as Moore Australia (WA) at [corpsecwa@moore-australia.com.au](mailto:corpsecwa@moore-australia.com.au).

If you have any questions, or require assistance, please do not hesitate to contact our team at [corpsecwa@moore-australia.com.au](mailto:corpsecwa@moore-australia.com.au), (08) 6168 8608 or through your local Moore Australia (WA) advisor.

# TELEPHONE APPLICATION

You can also apply by phone. Before you call, ensure you have the following information on hand:

- An individual Australian tax file number (TFN) – providing your TFN is optional, but speeds up the process
- Your residential address as held by the Australian Taxation Office (ATO)
- Answers to two questions based on details the ATO knows about you
- Two Australian identity documents – one primary and one secondary (see below):

## Primary documents

- Australian full birth certificate
- Australian passport (current or expired < 2 years)
- Australian citizenship certificate
- ImmiCard
- Visa (if you're using a foreign passport, but remain in Australia)

## Secondary documents

- Medicare card
- Australian driver's licence or learner's permit

To apply, you can call the ABRS between 8.00am and 6.00pm Monday to Friday on **13 62 50** (or **+61 2 6216 3440** from overseas). Other service options available include:

- **Call-back line** – If the ABRS contact you by letter, email or phone, they may provide you with a call-back number and PIN. Call **1300 306 275** (or **+61 2 6216 3442** from overseas) then when prompted, enter the PIN provided. This will ensure you're connected with the right customer service representative.
- **Translating and Interpreting Service** (TIS National) – If you have difficulty speaking or understanding English, you can call TIS National on **13 14 50** (or **+61 3 9268 8332** from overseas) between 8.00am and 6.00pm Monday to Friday. The service will then call the ABRS with an interpreter, so they can help you with your query.
- **National Relay Service** (NRS) – If you find it hard hearing or speaking with people over the phone, the NRS can help you. To register with the NRS, or for more information, visit the NRS [website](#).

# PAPER APPLICATION

If you are unable to apply online or by telephone, you can apply using a [downloadable form](#) – Application for a director identification number. Please note, this is a slower process, and you will also need to provide certified copies of all your documents to verify your identity.

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

If you have a Tax File Number (TFN) and apply using a paper application form certified documents include:

- One primary, and two secondary identity documents; or
- Two primary and one secondary identity document.

If you are a Non-Australian resident who does not have a Tax File Number (TFN), and apply using a paper application form, certified documents include:

- One primary, and one secondary identity document; or
- Two primary identity documents.

## Primary documents

- Foreign birth certificate
- Foreign passport
- Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- Australian passport (including passports that have expired in the past 2 years)

## Secondary documents

- National photo identification card
- Foreign government identification
- Driver's licence, as long as the licence address matches the address details on your application
- Marriage certificate, but if you use this document to verify your change of name, you can't use it as a secondary document

### Please note:

If any of your documents are not in English, you must provide a written translation that an authorised translation service has certified as a true and correct copy.

See information at [abrs.gov.au/verify](https://abrs.gov.au/verify).

If you have changed your name, you must provide another document showing the change, such as a: marriage certificate, deed poll or change of name certificate.

## Certifying your documents

### Who can certify outside Australia

- Notaries public
- Staff at your nearest Australian embassy, high commission or consulate, including Vancouver and Prague Consulates headed by Austrade Honorary Consuls.

An authorised certifier must 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.

### Who can certify within Australia

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

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.

## CONTACT US

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Perth WA 6000

T +61 8 9225 5355

F +61 8 9225 6181

E [perth@moore-australia.com.au](mailto:perth@moore-australia.com.au)



[www.moore-australia.com.au](http://www.moore-australia.com.au)

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