



HOW TO APPLY FOR DIRECTOR ID

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INTRODUCTION

What is a Director ID?

A DirectorID is a unique 15-digit identification number for each person who consents to be a company director. It is underpinned by an online identity verification process. Once a person obtains a DirectorID, it can be linked to a director's role on the company's register. You will only ever have one DirectorID, even if you:

- Change companies
- Stop being a director
- Change your name
- Move interstate or overseas

Who needs a Director ID?

You will need a DirectorID if you are a director of:

- A company.
- A registered Australian body (an incorporated association that is registered with the Australian Securities and Investment Commission (ASIC) and trades outside the state and territory in which it is incorporated).
- Foreign company registered with ASIC and carrying on business in Australia regardless of where you live.
- Aboriginal and Torres Strait Islander corporation.
- Corporate for example, of a self-managed superfund.
- Charity or not-for-profit organisation that is a company or Aboriginal and Torres Strait Island corporation.

When to apply?

- If you intend to become a director, you must apply for a Director ID before your appointment.
- If you are already a director and do not yet have a Director ID, you are required to apply immediately.

3 Methods to apply for a DirectorID

Online Application

The preferred method to apply is online using the myID app (formerly known as myGovID) on your mobile device. This app is the Australian Government's secure digital identity app, allowing you to verify your identity quickly and safely to access government online services.

To use this method, you must have either a Standard or Strong Identity strength in the myID app. The online application process usually takes less than 5 minutes.

What if you cannot use myID with Standard or Strong Identity strength?

If you cannot obtain a Standard or Strong Identity in myID, there are other options:

Telephone Application

- You can apply by phone only if you have an Australian Tax File Number (TFN).
- Detailed instructions for phone applications are available on page 16.

Paper Application

If you are not an Australian resident, or you do not have Australian forms of ID, or if you cannot apply online or by phone, then the paper form application is the only option.

- This is often the case for people who do not hold an Australian ID.
- Detailed instructions for lodging a paper form are available on page 17.

ONLINE APPLICATION

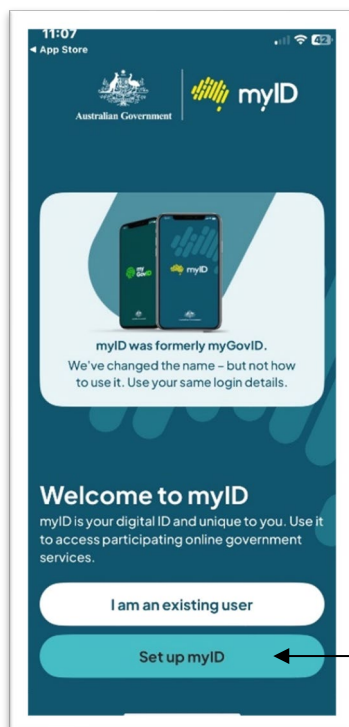
STEP 1 – SET UP MYID

Requirements to set up myID application

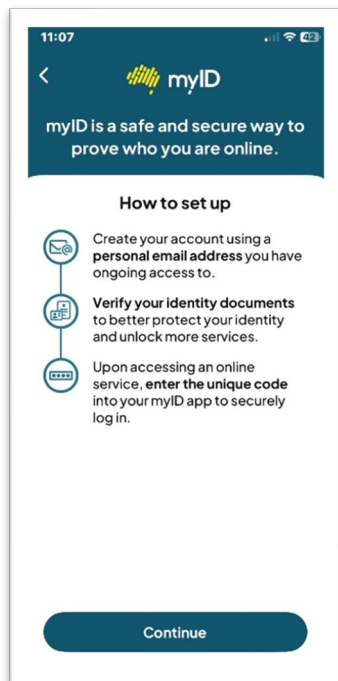
Email address and any two of the following Australian documents can be scanned in the application.

- Australian Driver License
- Australian Passport
- Australian Birth Certificate
- Australian Visa (using foreign passport)
- Australian Citizenship Certificate
- Australian ImmiCard
- Australian Medicare Card (this option appears after you verify one of the above documents)

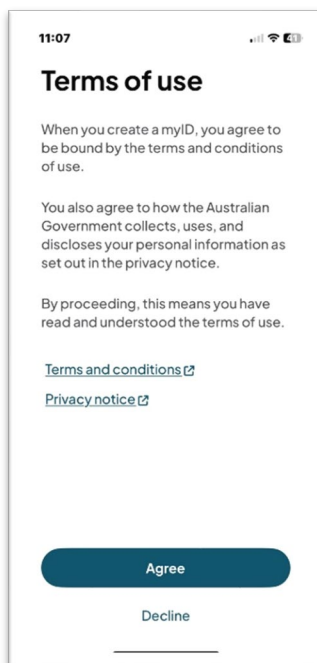
1. Install myID application in your mobile device.
2. Once you have installed the application, please open the app and you will see the following screen. Click on “Set up myID” button.



3. The screen will display three steps outlining how to set up. Click “Continue” to proceed.

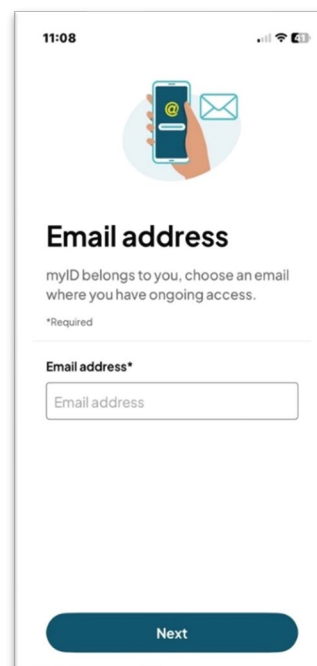


4. Please read Terms and conditions, Privacy notice and once you are happy with it, click “Agree”.

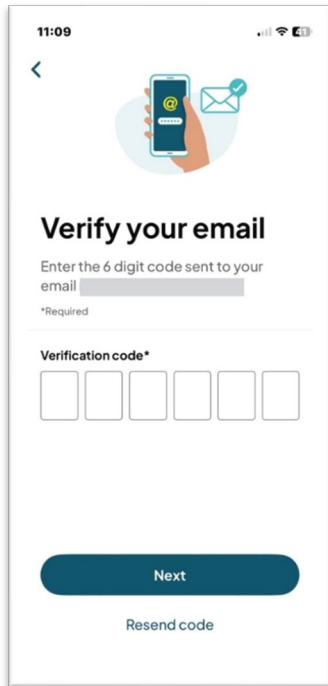


5. Please enter the Director's email address.

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".



11:09

Verify your email

Enter the 6 digit code sent to your email

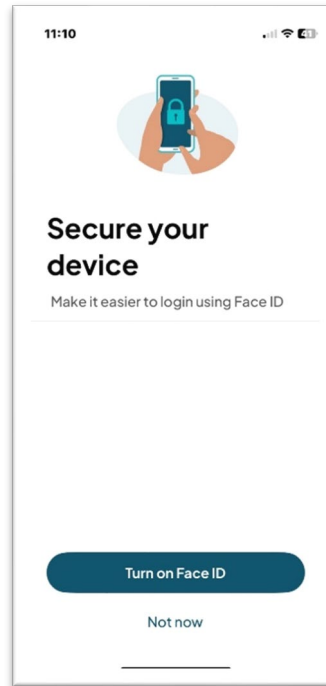
*Required

Verification code*

Next

Resend code

7. Select Face ID if you would like to use that feature. Note it is optional.



11:10

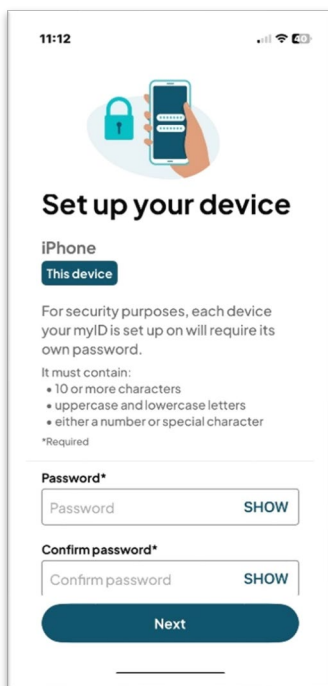
Secure your device

Make it easier to login using Face ID

Turn on Face ID

Not now

8. 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.



11:12

Set up your device

iPhone

This device

For security purposes, each device your myID is set up on will require its own password.

It must contain:

- 10 or more characters
- uppercase and lowercase letters
- either a number or special character

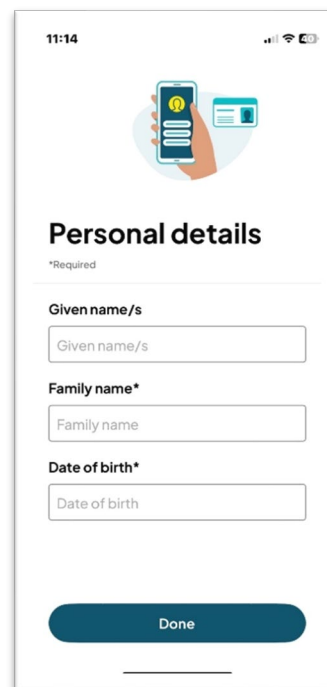
*Required

Password*

Confirm password*

Next

9. Please key in your Given name, Family name and Date of birth, then click "Done".



11:14

Personal details

*Required

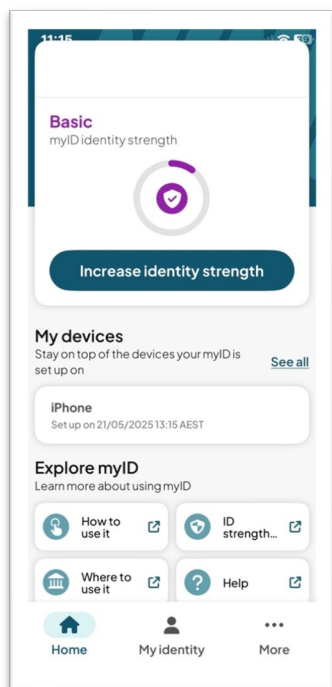
Given name/s

Family name*

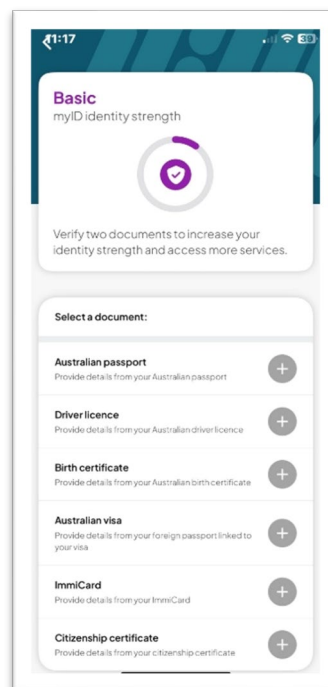
Date of birth*

Done

10. You will now be able to see the myID page to prove your identity. Click “Increase identity strength”. In order to utilise the feature of myID, at least Standard identity strength is required but Strong identity strength is recommended.



11. 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”.



You have now completed installing the myID application. Please proceed to step 2 on page 9.

Please note: myID Identity Strength Requirements

- **Strong Identity Strength**
If your myID is verified at the strong identity strength level, you can proceed directly to the Director ID application. The ATO identity verification step is automatically skipped, as your identity is already fully verified.
- **Standard Identity Strength**
If your myID is only at the standard strength, you will be required to complete an additional ATO identity verification step. This involves providing two additional supporting documents that are recognised by the ATO (e.g. Bank account details used for ATO transactions, ATO Notice of assessment etc.).

To streamline your application and avoid additional verification steps, we recommend upgrading your myGovID to strong identity strength before beginning the Director ID application process.

STEP 2 – GATHER YOUR DOCUMENTS

If you have a myID with a Strong identity strength, please provide one of the following list:

- Tax File Number (TFN)
- Residential Address as held by the ATO

If you have a myID with a Standard identity strength, you must provide:

Mandatory:

- Tax File Number (TFN)
- Residential Address as held by the ATO

Any two of the following supporting documents:

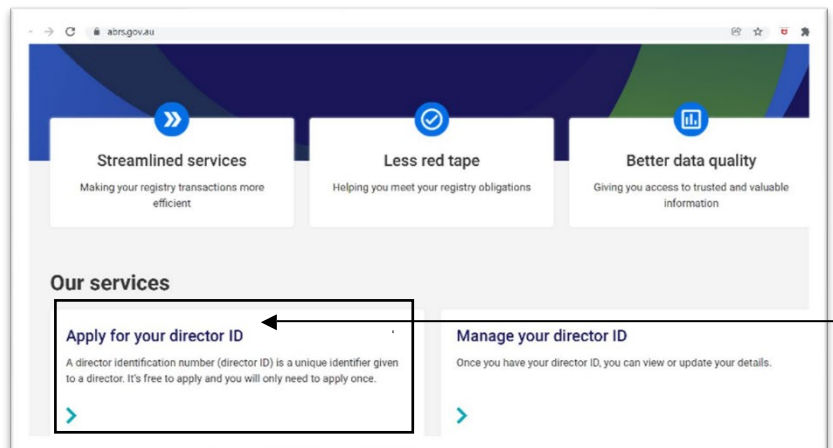
- Superannuation account details
 - Super fund ABN and member account number
- Bank account details
 - BSB and bank account number recorded with ATO
- Centrelink payment summary
 - Taxable income amount
- Dividend's statement
 - Investment reference number
- Notice of assessment
 - Date of issue and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

Please proceed to step 3 on page 10.

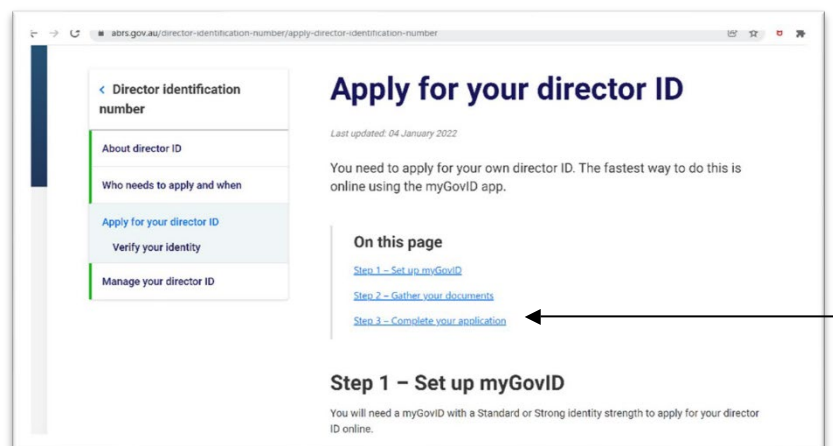
STEP 3 – COMPLETE YOUR APPLICATION

From your computer browser, visit the Australian Business Registry Service's [website](https://abrs.gov.au).

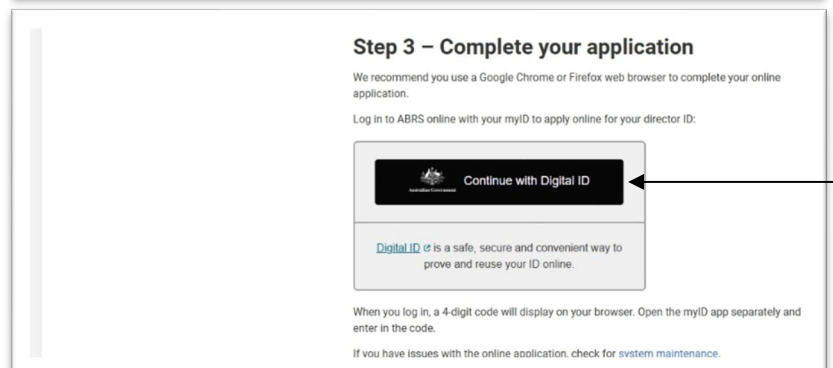
Under the “Our services” section, Click on “Apply for your director ID”.



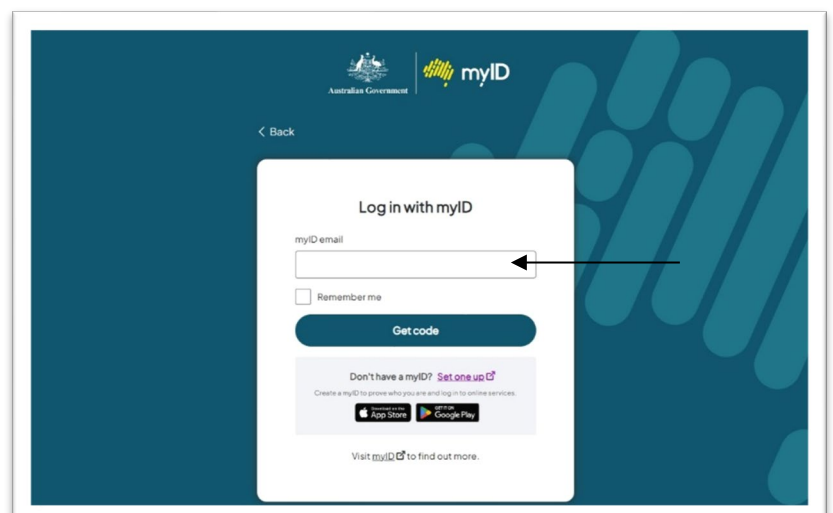
On the first web page under “Apply for Your director ID”, select “Step 3 - Complete your application”.



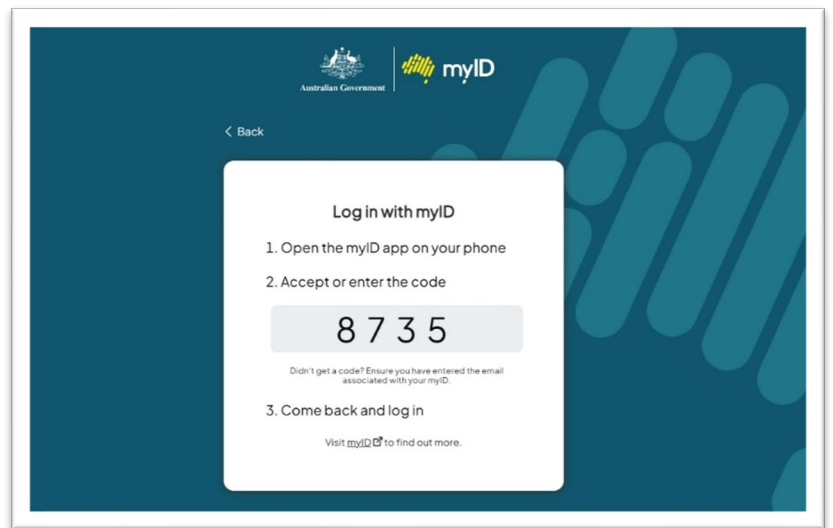
In Step 3 – Complete your application Session, click “Continue with Digital ID”.



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

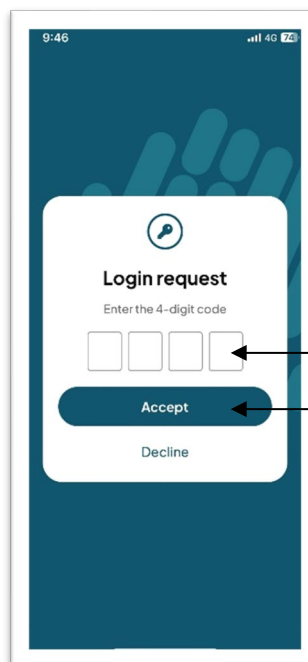


The myID will provide you with a 4-digit number.



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

Once completed, click "Accept".



After keying in the 4-digit number into your mobile application, myID webpage will request your consent to share your details with ABRs Director ID. Click "Consent"

A screenshot of the 'Your consent' page. It starts with the heading 'Your consent' and a paragraph: 'To prove your identity online, you need to consent to share the following details with ABRs Director ID. Find out more about giving your consent.' Below this is a section titled 'Details provided by myID' which contains a table of 'Your details':

Your details	
Family name	
Given name(s)	
Date of birth	
Email	

Below the table is a section titled 'Remember my consent (optional)' with the text: 'Do you want us to remember your consent to share these details from myID with ABRs Director ID? If not, you will see this consent screen each time you want to share your details with ABRs Director ID. We may ask you to provide consent again in the future.' There is a checkbox labeled 'Yes, remember my consent.' At the bottom, there are two buttons: 'Cancel' and 'Consent'. A footer note says: 'You can view your activity history and withdraw your remembered consent at any time on the Digital ID dashboard.'

If you have a myID with **Strong** identity strength, you will be redirected to the “Australian Business Registry Services (ABRS) – Apply for a director identification number” page. Please refer to page 14 for the next step.

If you have a myID with **Standard** identity strength, you will be redirected to the “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”.

The screenshot shows the 'Link to ATO' page on the Australian Taxation Office website. The breadcrumb trail indicates the user is at 'poro.ato.gov.au/individual/#/poro-process-three'. The page title is 'Link to ATO'. Below the title, there are three steps: 'Getting started' (active), 'Your details', and 'Confirm it is your record'. Step 1 is highlighted with a green circle and the number 1. The 'Getting started' section contains a privacy notice and a checkbox for 'I agree to the terms and conditions of use *'. The 'Next' button is visible at the bottom right.

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

Once completed, click “Next”.

The screenshot shows the 'Link to ATO' page on the Australian Taxation Office website. The breadcrumb trail indicates the user is at 'poro.ato.gov.au/individual/#/poro-process-three'. The page title is 'Link to ATO'. Below the title, there are three steps: 'Getting started', 'Your details' (active), and 'Confirm it is your record'. Step 2 is highlighted with a green circle and the number 2. The 'Your details' section contains a form with fields for 'Name' and 'Date of birth'. The 'Next' button is visible at the bottom right.

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”.

The screenshot shows the 'Link to ATO' form with three steps: 'Getting started', 'Your details', and 'Confirm it is your record'. Step 3 is active. The form title is 'Link to ATO'. Below the steps, it says 'Confirm it is your record'. A note states: 'All fields marked with an * are mandatory. Answer two shared secrets between you and the ATO.' There are six checkboxes for document types: 'Superannuation account details', 'Bank account details', 'Centrelink payment summary', 'Dividends statement', 'Notice of assessment', and 'PAYG payment summary'. Below these, a paragraph states: '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.' A 'Privacy' link is provided. At the bottom, there is a checkbox for 'I agree to verifying and linking my record' and two buttons: 'Cancel' and '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 “Australian Business Registry Services (ABRS) – Apply for a director identification number” page.

The screenshot shows the 'Link to ATO' form with a green checkmark icon and the text: 'Your ATO record has been verified. Select continue to return to the requesting service.' A 'Continue' button is located at the bottom right.

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”.

Apply for a director identification number

Getting a director ID

Step 1 of 3

All fields marked with * are mandatory

Application requirements

You can apply for a director identification number (director ID) 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 or an Indigenous corporation.

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](#), [if](#) 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 for the Corporations (Aboriginal and Torres Strait Islander) Act 2006 *

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

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

Apply for a director identification number

Applicant details

Step 2 of 3

All fields marked with * are mandatory

Personal details

Full name

Date of birth

☐ 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

Step 2 of 3

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

Country *

Australia

Search address

e.g. Level 15 100 Miller St North Sydney NSW 2060

Address

Postal address

Choose a postal address *

☐ Same as residential address

☐ A different address

Address

Australia

Contact details

We will use these details for any communications with you about any of your directorships.

Mobile

Country code *

+61

Number *

e.g. 0412345678

Business phone

Country code *

+61

Area code and number

e.g. 0281234567

Email *

☐ The details entered are for Australian Business Registry Services only. If you update or change these details, they will not update any other systems such as myGovID, myGov, ATO, ASIC, ACNC or ORIC.

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

Date of birth

Place of birth

Residential address

Address

Postal address

Address

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 *

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.

If you have any questions, or require assistance, please do not hesitate to contact our team at 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
- Australian ImmiCard
- Australian Visa (if you're using a foreign passport, but remain in Australia)

Secondary documents

- Australian 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 paper 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 reside in Australia and are applying using a paper application form, you can download the form [here](#). Certified documents required include:

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

If you are a non-Australian resident, you can download the relevant paper application form [here](#). Certified documents required 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 3 years)
- Australian citizenship certificate or extract from a Register of Citizenship by Descent

Secondary documents

- National photo identification card
- Foreign government identification
- Driver's licence (front and back), 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
- Australian Medicare card

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.

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 an authorised Marriage Celebrant)
- 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.

Paper Form Lodgement Details:

- Make a copy of the signed paper form for your own records.
- Attach certified copies of your identity documents selected in the Section D and any additional information requested (if applicable) to this original form and mail it to ABRS at:

Australian Business Registry Services

Locked Bag 6000
ALBURY NSW 2640
AUSTRALIA

We recommend sending your mail with a tracking number, in case you need to follow up with ABRS regarding the status of your Director ID application.

CONTACT US

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Perth WA 6000

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F +61 8 9225 6181

E perth@moore-australia.com.au



MOORE

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The information provided in this document is for general advice only and does not represent, nor intend to be advice. We recommend that prior to taking any action or making any decision, that you consult with an advisor to ensure that individual circumstances are taken into account.