

# Director identification number (DIN) overview

## About director ID

A director identification number (director ID) is a unique identifier you need to apply for once and will keep forever. It will help prevent the use of false or fraudulent director identities.

*See page 2 for more information.*

## Who needs to apply and when

If you want to become a director or are already one, you'll need a director ID.

- By 30 November 2022 for existing directors (at 1 November 2021)
- Within 28 days if you become a director between 1 November 2021 and 4 April 2022
- Prior to being appointed if you become a director from 5 April onwards

*See page 3 for more information.*

## How to apply for your director ID

1. Set up myGovID
2. Gather your documents
3. Complete your application [here](#) (or visit <https://www.abrs.gov.au/>)

**Directors must apply for their director ID themselves. Vincents cannot apply for this on your behalf.**

*See page 4 for more information.*

# About director ID

## How 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 the Australian Government.

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 (someone else cannot apply on your behalf) and it's free to apply.

Directors will only ever have one director ID. They will 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?

All directors are required by law to verify their identity with the Australian Government 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.

## Protect your identity

Your director ID will confirm your identity and trace your relationships to companies.

Directors have obligations under the law. You should only give your written consent to being appointed as a director if you will play an active role in overseeing the company's business affairs.

# Who needs to apply and when?

## Who needs a director ID?

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.

Directors must apply for their director ID themselves because they need to verify their identity. No one can apply on their behalf.

## When you need to apply

When you must apply for your director ID depends on the date you become a director.

DATE YOU BECOME A DIRECTOR	DATE YOU MUST APPLY
On or before 31 October 2021	By 30 November 2022
Between 1 November 2021 and 4 April 2022	Within 28 days of appointment
From 5 April 2022	Before appointment

## Meeting your obligations

Your director ID obligations include:

- applying for a director ID within the relevant timeframe for your situation
- not applying for more than one director ID
- not misrepresenting your director ID to a Commonwealth body or company
- not being involved in a breach of the above director ID obligations.

If you can't apply by the date you need to, you can apply for an extension.

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

All directors need to apply for their own director ID. The fastest way to do this is to apply online.

## Step 1 - Set up myGovID



### myGovID is different from myGov

- myGovID is an authoritication app you download 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 that lets you link to and access online services provided by the Australian Taxation Office (ATO), Centrelink, Medicare and more.

If you don't have a myGovID, you can find information on how to download the app [here](#) (or visit <https://www.mygovid.gov.au/set-up>)

## Step 2 – Gather your documents

You will need to have some information the Australian Government knows about you when you apply for your director ID:

1. Your tax file number (TFN)
2. Your residential address as held by the Australian Taxation Office (ATO)
3. Information from two documents to verify your identity.
  - Bank account details. Use a bank account:
    - you receive an income tax refund in, or
    - that has earned interest in the last two years.

*You will need the BSB number (do not use spaces or symbols) and account number (do not use spaces).*

- A Notice of Assessment (NOA) issued by the ATO in the last five years. You will need both the:
  - date of issue (enter the date in the format dd/mm/yyyy)
  - reference number (do not use spaces).

*You can find these details in the top right-hand corner of your NOA.*

- Superannuation account details from the last five years. You will need your:
  - member account number (it may be up to 16 characters)
  - Superannuation Fund's Australian Business Number (ABN).
- A dividend statement from the last two years

*You will need your investment reference number. Include all numbers but don't use spaces.*

- A Centrelink Payment Summary issued in the past two years

*You will need your taxable income in whole dollars. Do not show cents, a \$ symbol or spaces.*

# How to apply for your director ID

- PAYG Payment Summary issued in the past two years

*You will need your gross income as shown on the Payment Summary in whole dollars. Do not show cents, a \$ symbol or spaces*

If you don't have a copy or don't know the specific details required for one of the above documents, you will need to select a different document.

## Step 3 – Complete your application

### Applying online

Once you have a standard or strong identity strength myGovID, and your documents, from 1 November 2021 you can log in [here](#) (or visit <https://www.abrs.gov.au/>) to apply for your director ID.

The application process should take less than 10 minutes.

**All directors need to apply for their own director ID.**

### Applying via the telephone

If you are unable or unwilling to apply online, you can apply by phone if you have the following:

1. a Tax File Number
2. documents you need to verify your identity
  - your residential address as held by the ATO
  - answers to two questions based on details the Australian Government know about you
  - two Australian identity documents – one primary and one secondary.

Primary documents

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

For questions about setting up your director ID, contact your Vincents advisor or call 1300 766 563.