

# Director Identification Number (DIN) Instruction Booklet

## About Director ID



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

If you want to become a director or are already one, you'll need a director ID. When you need to apply depends on the date you become a director.

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

## 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 us.

### 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.

## When you need to apply

If you're planning on becoming a director, you can apply before you're appointed.

Corporations Act directors

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

To be a director under the Corporations Act, you must:

- be an individual who is at least 18 years old
- not be disqualified from managing corporations unless the appointment is made with the permission of ASIC or the Court.

## Apply for your Director ID

### 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> or see other attachment 'How to set up myGovID'

#### **N.B. 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.*
- Already have a myGovID, you can apply for your director ID now.

### 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 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
- a PAYG payment summary (this is different to your income statement, and/or your PAYG instalment activity statement).



## 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. The application process should take less than 5 minutes

<https://www.abrs.gov.au/director-identification-number/apply-director-identification-number#step-2-%E2%80%93-gather-your-documents>

## Online Application

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The fastest way to receive your director ID is to apply online.

To complete your online application, you need the following information to verify your identity.

A myGovID with either a Standard or Strong identity strength. If you don't have one, visit:

<https://www.mygovid.gov.au/set-up>

- An individual Australian tax file number (TFN). Providing your TFN is optional but it speeds up the process.
- Your residential address, as recorded by the Australian Taxation Office (ATO).
- Answers to two questions based on details we know about you from the following documents.

<https://www.abrs.gov.au/director-identification-number/apply-director-identification-number/verify-your-identity#accordion-191>

## Bank Account Details

Use a bank account:

- you received 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
- account number – do not use spaces.

You can usually find this information:

- by logging in to your bank's mobile app or online banking
- on your bank statement.

If you haven't given the ATO any bank account details, or you don't have a bank account that has earned interest, you will need to select a different document.

## Notice of Assessment

Use a notice of assessment (NOA) if it was 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.

If you have previously had a myGov account linked to the ATO, your NOA would have been sent to your ATO online services account, available via myGov.

If you don't have a copy, you will need to select a different document.

### **Super account details**

Use a superannuation account statement from the last five years.

You will need your:

- member account number (it may be up to 16 characters)
- super fund's Australian business number (ABN).

If you don't have access to your super account statement, you can find these details on:

- an email or letter from your fund
- a membership card.

If the super fund's ABN is not on one of these items, you can look them up at [Super Fund Lookup](#).

If no money has been contributed to your super account in the last 12 months, you will need to select a different document.

### **Dividend statement**

Use a dividend statement from the last two years.

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

If you don't have a dividend statement, you may be able to find these details on an email or letter from your investment body.

If you don't have this information, you will need to select a different document.

### **Centrelink payment summary**

Use a Centrelink payment summary issued in the last two years.

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

If your myGov account is linked to Services Australia, you can log in and access the details online.

If your taxable income is zero – or if you don't have a copy or don't know your taxable income – you will need to select a different document.

### **PAYG payment summary**

Use a PAYG payment summary issued in the last two years.

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



From 2018–19 and onwards, your employer will have provided your tax and payment information as an income statement which is different to a PAYG payment summary. The income statement is sent to your ATO online services account accessed via myGov.

If you don't have a PAYG payment summary issued in the last two years, you will need to select a different document.

## Phone Application

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To apply by phone, you will need:

- an individual Australian tax file number (TFN). Providing your TFN is optional but it speeds up the process.
- your residential address as held by the Australian Taxation Office (ATO)
- answers to two questions based on details we know about you
- two Australian identity documents – one primary and one secondary.

## Paper Application – applicants within Australia

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In addition to the information requested on the application form, you will need to provide certified copies of one primary and two secondary identity documents. **Do not send original documents as these will not be returned to you.**

### Identity documents

#### 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
- Foreign passport

#### Secondary documents

- Medicare card
- Australian driver's licence or Australian learner's permit. This must show your photo and signature, and the address on the card must match the details on your application.

### Certifying your documents

Copies of documents you provide to support your application must be certified as true and correct copies of the original document by an authorised certifier.

To certify your documents:

- photocopy them
- ensure the copy and any photograph is clear and identifiable
- take the copies and originals to an authorised certifier.



## Authorised certifiers

The following people can certify copies of your original identity documents as true and correct:

- 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 five 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.

We can't accept copies certified by a registered tax or ASIC agent as your ongoing commercial relationship could create a real or perceived conflict of interest for them.

## How documents are certified

An authorised certifier must, in the presence of the applicant, 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.

The stamp must show the certifier's qualification, contact details including phone number, and reference number (if applicable).

If the stamp does not include their name or contact details, they should print them underneath their signature.

Don't send us your original documents. Certified copies of documents you mail to us may not be returned to you.

A document that has been altered or corrected and initialled is not acceptable.

## Documents in languages other than English

If your identity documents aren't written in English, you must provide a certified copy of the original document and also arrange for the documents to be translated into English. Translations must be completed by an approved translation service and certified as a true and correct copy by the service. An approved translation service is an appropriate embassy, or a professional translation service accredited by the National Accreditation Authority for Translators and Interpreters Ltd (NAATI).

The translation should also display an official stamp (or similar) that shows the certifier's accreditation.



If you are obtaining the translation in Australia, contact NAATI for a list of approved translators using one of the following options:

- visit their website [naati.com.au](http://naati.com.au)
- phone **(02) 6260 3035**
- email [info@naati.com.au](mailto:info@naati.com.au)

## Paper Application – applicants outside Australia

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In addition to the information requested on the application form, you will need to provide certified copies of one primary and one secondary identity document. **Do not send original documents as these will not be returned to you.**

### 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 two 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

If you have changed your name, you must provide another document showing the change, such as a:

- marriage certificate
- deed poll
- change of name certificate.

### Certifying your documents

We know that many businesses and communities are being heavily affected by the challenging economic conditions created by continuing COVID-19 outbreaks and restrictions.

If you are having difficulties certifying your documents, contact ABRS on **+61 2 6216 3440** for help and support. If you can't apply by the date you need to, you can complete an [Application for an extension of time to apply for a director ID \(NAT75390, PDF, 271KB\)](#). If you have issues completing the form, you can find help on ABRS Accessibility page <https://www.abrs.gov.au/accessibility>

The following people are authorised to certify your identity documents outside Australia:

- notary publics
- staff at your nearest Australian embassy, high commission or consulate, including consulates headed by Austrade honorary consuls.

An authorised certifier must, in the presence of the applicant, 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.

For a list of Australian embassies, high commissions and consulates by country, go to the [Australian Department of Foreign Affairs and Trade](#).

If you can't provide certified copies of your paper identity documents with your application form, contact ABRS to discuss your circumstances.

### **Copies bearing an apostille**

If your country is party to the Hague Apostille Convention, you can ask the competent authority in your country to certify a copy of your documents by using an apostille.

An apostille is a type of certification that is designated by the state in which a document was issued. A notary public can certify public documents, such as birth and marriage certificates, from outside Australia by way of an apostille.

To send your certified documents bearing an apostille, make sure the apostille certification is firmly attached to the copies of your identification documents that accompany your application form.

### **Documents in languages other than English**

If your identity documents are not written in English, you must arrange for them to be translated into English.

Translations must be completed by an approved translation service and certified as a true and correct copy. Each translation should display an official stamp (or similar) that shows the certifier's accreditation.

Translations should also be accompanied by a certified copy of the original document in the language of origin. The certifier must sign and stamp the original copy of the document as a true and correct copy.

To find out more about an authorised translation service in your country, contact your closest Australian embassy, high commission or consulate.

For a list of Australian embassies, high commissions and consulates by country, go to the [Australian Department of Foreign Affairs and Trade website](#)

## **This is a general summary only**

For more information, call Factor1 on 1300 886 309



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