Director ID Regime

Australia's Director Identification Number (DIN) regime came into effect on 1 November 2021 and will require you to register for an identification number.

A director ID is a 15 digit identifier that, once issued, will remain with you for life regardless of whether you stop being a director, change companies, change your name or move overseas.

The DIN is managed by the Australian Taxation Office (ATO) but created through the Australian Business Registry Services (ABRS).

Who needs a director ID?

All directors of a company, registered Australian body, registered foreign company or Aboriginal and Torres Strait Islander corporation will need a director ID. This includes directors of a corporate trustee of self-managed super funds (SMSF).

Timeframes for registration

For Corporation Act directors:

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

For Corporations (Aboriginal and Torres Strait Islander) Act directors:

Date you become a director	Date you must apply
On or before 31 October 2022	By 30 November 2023
From 1 November 2022	Before appointment

If the company intends to appoint new directors, it will be important to ensure that they are aware of the requirements and timeframes to establish their director ID if they do not already have one.

Establishing your director ID

To establish a director ID, you will need to verify your identity and ensure that this information matches the records held by the ATO.

1. Verify your identity

If you establish your director ID online, and you have not already set up myGovID, you will need to download the app onto your phone or device and create an account.

The myGovID does not create your director ID - the app's only purpose is to validate your identity, and once validated, issue a code that can be used to identify you on government online services without going through the same verification process.

myGovID uses your phone/device's camera to scan your forms of identification such as your passport, driver's licence and/ or visa to validate who you say you are. Be careful when you are scanning your documentation as the system does not always read the scan correctly.

Check the documentation requirements at: https://www.mygovid.gov.au/verifying-your-identity

Director IDs

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2. Apply for your director ID through ABRS

Once you have set up your myGovID, you need to apply to the ABRS for your director ID. Use the email you used to create your myGovID to start the process (see https://mygovid.gov.au/AuthSpa.UI/index.html#login)

In addition to your myGovID, you will need to have on hand documentation that matches the information held by the ATO. If you have a myGov account linked to the ATO, you can find the details on your profile (see https://my.gov.au/). You will need:

- Your tax file number
- The residential address held on file by the ATO; and
- Two documents that verify your identity such as:
  - Your bank account details held by the ATO (on your myGov ATO account, see 'my profile/financial institution details')
  - Dividend statement investment reference number
  - Notice of assessment (NOA) – date of issue and the reference number (on your myGov ATO account, see Tax/lodgements/income tax/history)
  - The gross amount from your PAYG payment summary
  - Superannuation details including your super fund's ABN and your member account number

The final stage requests your personal contact details (not the company's).

Once complete, your director ID will be issued immediately on screen. This information should be provided to your company secretary or office holder.

If any of your details change, for example a change of residential address or phone number, you will need to update your details through the ABR. You will also need to notify your company within seven days (14 days for CATSI Act directors) and the company will then need to notify the Australian Securities and Investments Commission (ASIC) within 28 days.

Applying by phone or using paper forms

You can choose to verify your identity and apply for your director ID by phone on 13 62 50 or on paper at https://www.abrs.gov.au/sites/default/files/2021-10/Application_for_a_director_identification_number.pdf). You will need to have your identification documents available (see the list here: https://www.abrs.gov.au/director-identification-number/apply-director-identification-number/verify-your-identity).

If you are applying using the paper form, your identity documentation will need to be certified by an authorised certifier such as a Barrister, Justice of the Peace etc.

If we can assist you with any information on this matter or can assist you in any other way, please contact Collins Hume in Ballina or Byron Bay by phoning 02 6686 3000 or book a meeting via our website at https://www.collinshume.com/meet.