



## Director ID Regime

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

### 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

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

### 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.

#### 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://abrs.gov.au/persons/ui/secure/start/applyForDirectorID?action=applyfordirectorid>)

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/>).

### Applying by phone or using paper forms

You can choose to verify your identity and apply for your director ID by phone (13 62 50) or on paper (see [https://www.abrs.gov.au/sites/default/files/2021-10/Application\\_for\\_a\\_director\\_identification\\_number.pdf](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.

Unfortunately we cannot apply for the ID on your behalf, the application must be completed personally by each Director. However, if we can assist you with any information on this matter or can assist you in any other way, please do not hesitate to contact us by phoning (03 9489 5888) or via e-mail to ([kp@kaiasphillips.com.au](mailto:kp@kaiasphillips.com.au)).

*The material and contents provided in this publication are informative in nature only. It is not intended to be advice and you should not act specifically on the basis of this information. If expert assistance is required, professional advice should be obtained.*