



30 November Director ID Reminder

The deadline for existing directors of Australian companies to obtain a Director Identification Number is 30 November 2022.

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

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

For those who have been a director since 31 October 2021, the deadline for obtaining a director ID is 30 November 2022 unless you are a director of an Aboriginal and Torres Strait Islander corporation, then the deadline is 30 November 2023.

How to apply for Director ID

To apply for a Director ID online, and you have not already set up myGovID, you will need to set up a myGovID account. This can be done by clicking on this link:

<https://mygovid.gov.au/AuthSpa.UI/index.html#login>

For clients that are struggling to get a Director ID, the ATO has demo video which can be accessed by clicking on this link: <https://www.abrs.gov.au/video-how-apply-director-id>

For overseas directors, the process to obtain a director ID can be onerous as applications cannot be made online. In addition to the paper application form, you will need copies of one primary and one secondary identity document (or primary identity documents) certified by notaries public or at an Australian embassy.

For those who have been invited to become a director but are not a director as yet, if you do not have a director ID, you will need to obtain one prior to being appointed.

Applying by phone or using paper forms

If you can't apply online you can choose to verify your identity and apply for your director ID by phone (13 62 50) or you can apply using a downloadable form – Application for a director identification number (NAT75329, PDF, 306KB).

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.

Need an extension?

If you need an extension, as soon as possible contact the Australian Business Registry service on 13 62 50 (+61 2 6216 3440 outside of Australia). Your identity will need to be established so have your documents ready. You can also apply for an extension using the paper form

https://www.abrs.gov.au/sites/default/files/2021-10/Application_for_an_extension_of_time_to_apply_for_a_director_ID.pdf

What happens if I don't obtain an ID?

If you are required to obtain a director ID but don't, a criminal penalty of up to \$13,200 might apply or a civil penalty of up to \$1,100,000. Where an individual has deliberately applied for multiple IDs or misrepresented the director ID, the criminal penalty escalates to \$26,640 and up to one year in prison.

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).

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.