

SIDCOR®



HOW TO APPLY FOR YOUR

# Director Identification Number

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## If you are a company director, you will need to apply for your individual identification number with the Australian Business Registry Service (ABRS).

The Australian Business Registry Service (ABRS) is a new service which brings together the Australian Business Register (ABR) and more than 30 Australian Securities and Investments Commission (ASIC) registers to provide one business registration service.

From November 2021 the register is open for all company directors to register. The director ID is a unique identifier that is applied for once. Directors must apply for a DIN themselves because they need to verify their identity. No one can apply on their behalf.

**Although directors do need to apply for the ID themselves, we can assist in guiding you through the process.**

All company directors will require an individual ID by November 2022.

### When you need to apply:

When you became a director will determine when you must apply for your ID:

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

## How to Apply:

### 1. Set up MYGOVID

The fastest way to obtain a DIN is to apply online on the ABRS website. This will require a myGovID account, which is different from a standard myGov account. There is no cost to apply.

myGovID is an 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. Should you not wish to download the app then you can also apply by phone or via a paper form.

### 2. Documentation

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
- PAYG payment summary.

### 3. Complete the application

Once you have a standard or strong identity strength myGovID, and your documents, from November 2021 you can log in to [ABRS here](#) and apply for your director ID. The application process should take less than 5 minutes.

## Why Do You Need It?

A DIN is a 15-digit identifier given to directors and incoming directors which they will retain for life, regardless of whether they change companies, cease to act, change their name, or move interstate or overseas.

The DIN 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 helping to protect employees, suppliers, subcontractors and the community as a whole.