

Director ID Fact Sheet

For more information read our article [‘If you’re a company Director, read this now’](#) to understand why the information in this factsheet is important.

Client must apply for director ID on their own. Accru Hobart can only assist with process.

Director ID regime is administered by the new Australian Business Registry Services (ABRS) (a department managed by the ATO).

Due date for director ID

Director appointment	When required to apply
Existing directors, appointed on or before 31 October 2021	By 30 November 2022
Directors appointed between 1 Nov 2021 and 4 April 2022	Within 28 days of appointment
Directors appointed from 5 April 2022	Before appointment*

* Director ID number will be automatically cancelled if the individual does not become a director within 12 months of receiving it.

Steps to apply

Where client has a myGovID

Information and documents required (based on information ATO knows about client):

1. TFN
2. Residential address held by the ATO
3. Information from 2 documents to verify identity:
 - + Bank account details
 - + ATO notice of assessment
 - + Super account details
 - + Dividend statement
 - + Centrelink payment summary
 - + PAYG payment summary

With a myGovID with Standard or Strong identity strength, and above information to verify identity, client can log into the myGovID website and complete the director ID application process. Process should take less than 5 minutes.

Where client cannot get a myGovID

Living in Australia – phone application

Apply by phone, and will require:

- + An Australian TFN (optional);
- + Residential address, as held by the ATO;
- + 2 questions based on details known by ABRS; and
- + A primary and secondary Australian identity document.

Once information required has been collated, phone 13 62 50 (in Australia).

Information required:

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

Living outside of Australia - paper application

If you currently live outside of Australia, a paper form can be completed:

[https://www.abrs.gov.au/sites/default/files/2022-07/Application for a director identification number for those living outside Australia.pdf](https://www.abrs.gov.au/sites/default/files/2022-07/Application%20for%20a%20director%20identification%20number%20for%20those%20living%20outside%20Australia.pdf)

Documents required:

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

Copies of documents provided to support the application must be certified as true and correct copies of the original document by an authorised certifier. Accountants are not included in the list of certifiers.

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)

More guidance on director ID can be found on the ABRS website:

<https://www.abrs.gov.au/director-identification-number/about-director-id>