



# Director ID

## *Fact sheet*

Director identifier numbers (DINs) are now being introduced in Australia to help combat directors using fake identities and to crack down on illegal phoenix activity.

Directors and alternate directors of Australian companies, Aboriginal and Torres Strait Islander corporations, registered Australian bodies and registered foreign companies all require a DIN.

Importantly, directors – even foreign directors – will have to apply for a DIN themselves. Directors only have to apply once, and they keep the number forever. Business advisers, such as their accountants, tax agent, BAS agent or administrative staff cannot apply for a DIN on a director's behalf.

You can assist clients going through this by helping them gather the required identification documents. It is suggested that you have a methodical approach to make sure all your clients are aware of the obligations and apply for a DIN within the required timeframe.

For most existing directors, the deadline to have a DIN is 30 November 2022.

### There are three options to apply:

- 1 Online: a two step process.
- 2 By phone: you will require an Australian Tax File Number and two forms of identity.
- 3 By mail: you will need to download and print the form, complete and return to the registry with certified copies of two identity documents.

## 1. Online process

### STEP 1: create a 'myGovID'

- You will need a smart device such as a smart phone or tablet.
- You will need two documents to verify your ID
  - One can be your passport; drivers licence; Australian birth certificate or citizenship certificate, the other your Medicare card. See the full list [here](#).
  - The details provided will be checked against existing government records.
- Download the app from [here](#).
- Set up identity strength of at least Standard.

### STEP 2: apply for a DIN

- First, have on hand:
  - your tax file number (TFN)
  - your residential address as held by the ATO; and
  - information from another two other documents such as:
    - bank account that has earned interest
    - an ATO notice of assessment
    - super account details
    - a dividend statement
    - a Centrelink payment summary
    - a PAYG payment summary (this is different to your income statement, and/or your PAYG instalment activity statement).
- Log in and apply for a DIN [here](#).

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## 2. By phone

- First, have on hand:
  - your tax file number (TFN)
  - your residential address as held by the ATO
  - answers to two questions based on details the ATO know about you; and
  - two Australian identity documents – one primary and one secondary:
    - Primary documents
      - › Australian full birth certificate
      - › Australian passport
      - › Australian citizenship certificate
      - › ImmiCard
      - › Visa (if you are using a foreign passport but you are still in Australia)
    - Secondary documents
      - › Medicare card
      - › Australian driver's licence or learner's permit.
- To apply, call **13 62 50**.

## 3. By mail

- First, download the application form from [here](#).
- Have certified two identity documents – one primary and one secondary:
  - Primary documents
    - Australian full birth certificate
    - Australian passport
    - Australian citizenship certificate
    - ImmiCard
    - Visa (if you are using a foreign passport but you are still in Australia)
  - Secondary documents
    - Medicare card
    - Australian driver's licence or learner's permit.
- You can find a list of authorised certifiers [here](#).
- Send your completed application and certified documents to:

**Australian Business Registry Services**  
**Locked Bag 6000**  
**ALBURY NSW 2640**  
**Australia**

