

Director Identification Numbers (DIN)_

A Director Identification Number is a unique 15 digit identifier system designed to verify and track the corporate history of individual directors and their relationships to companies. It serves also to protect the privacy of directors by allowing them to be identified on public registers without disclosing dates of birth, full names and residential addresses.

Who needs a Director ID

From November 2021, you will need a Director ID if you are a Registered Officer, being a person who is appointed Director or Alternate Director of an Australian entity including:

- » Company
- » Aboriginal and Torres Strait Island Corporation (director under the CATSI Act)
- » Corporate trustee including a self-managed super fund
- » Charity or not-for-profit organisation that is a company
- » Registered Australian body or Foreign Company (ARBN)

Company Secretaries do not need a Director ID.

When is it needed?

- » **Existing Directors appointed on or before 31 October 2021** must apply before 30 November 2022.
- » **New Directors appointed between 1 November 2021 and 4 April 2022** must apply within 28 days of appointment.
- » **All Directors appointed from 5 April 2022** must apply before their appointment.

How to apply

The application process for Australian Resident Directors differs to that for non-resident Australian citizens and Foreign Nationals. As your accountant, we can lodge your application on your behalf.



Go to arbs.gov.au
& download the
application form
(from November 2021)



Collect your verified id
documents, send them
by email to us so we can
verify you have met the
application's criteria



Send us your
application form and
certified documents
by courier



We will lodge your
application on your
behalf

Applications for non-resident Australian citizens & foreign nationals

In addition to the application form you will need to provide certified copies of one primary and secondary identity document. Please do not provide original documents as these will not be returned to you.

Primary documents	Secondary documents
Foreign birth certificate	National photo identification card
Foreign passport	Foreign government identification
Australian full birth certificate (not extracts)	Driver's licence - the address must match the address details on your application
Australian Passport (includes passports that have expired in the past two years)	Marriage certificate - note if you use this document to provide your change of name you can-not use it as a secondary document
	If you have changed your name a Deed Poll or Change of Name Certificate document showing the change can be provided:

All identity documents are required to be in English. If your identity documents are not in English:

- » arrange for the documents to be translated into English
- » translations must be completed by an approved translation service and certified as a true and correct copy
- » displaying the official stamp of the certifier's accreditation, and
- » the translation must be accompanied by a certified copy of the original document in the language of origin showing the certifier's accreditation (or similar) and noting that the document is a 'true and correct copy'

Certifying documents

The ABRS recognises the restrictions and challenges faced due to the pandemic and has adopted a flexible approach as such if you are having difficulties certifying your documents you can contact the ABRS (from November 2021) for assistance and support.

The following people are authorised to certify your identity documents outside Australia:

- » Notary Publics
- » Staff at your nearest Australian embassy, high commission or consulate, including consulates headed by Austrade honorary consuls.

The usual protocols of notarising document must be followed when your documents are being certified. This includes the NP:

- » Sighting the original document/s
- » Stamping, signing and annotating the copy of the document; stating '*I have sighted the original document and certify this to be a true and correct copy of the original document sighted*'
- » Initialling each page
- » Listing their name, date of certification, phone number and position.

Copies bearing an apostille

If your country is party to the Hague Apostille Convention, you can request the competent authority in your country to certify a copy of your documents by using an apostille.

A notary public can certify public documents, such as birth and marriage certificates, from outside Australia by way of an apostille. If you are providing 'apostilled' documents, please ensure that the Apostille Certification is firmly attached to the copies of your identification documents provided with your application form.

Contact Our International Desk_

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