

# 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.

## What you'll need to apply

Existing and new Australian Resident Directors can apply online, by telephone or mailing a paper application. Applying online using myGovID is quick and simple provided you have your information ready.



### Create a myGovID

- 1 Collect your Primary & Secondary ID documents
- 2 Download the myGovID app to your device.
- 3 Using the myGovID app, create your digital identity.



### Gather your ATO information



### You're now ready to apply

Use the myGovID app again, complete your application with the ATO information you have gathered.

When you receive your director ID, you need to pass it on to the record-holder in your company. This might be your company secretary, another director, a contact person or an authorised agent of the company.

## 1 Online application

To apply **online** you will require the following:

- » **myGov** account
- » **myGovID** identity with Standard or Strong identity strength
- » Tax file number (this is optional but will speed up the process)
- » Residential address as recorded by the ATO
- » Answers to two questions based on details the ATO knows about you from the following documents:
  - Bank account details
  - ATO notice of assessment
  - super account detail
  - a dividend statement
  - a Centrelink payment summary
  - PAYG payment summary.

## 2 Phone applications

Applying by phone requires the same documents and level of identification necessary for online applications without the need for a myGovID. Phone between 8.00am-5.00pm AEST Monday to Friday by calling within Australia **13 6250** or from overseas +61 2 6216 3440.

## 3 Paper applications

If you are unable to apply online or by phone, download the application form at [arbs.gov.au](https://arbs.gov.au). You are required to provide one primary and two secondary identity documents certified as a 'true and correct copy' of your original documents.

Applying with a paper application, please address your application to:

Australian Business Registry Services  
Locked Bag 6000  
ALBURY NSW 2640  
Australia

## 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.