



APPLYING FOR YOUR DIRECTOR IDENTIFICATION NUMBER

Over the last few months, there have been a number of key reforms in how company directors are to be managed by ASIC and the ATO. One of the key changes is the introduction of Director Identification Numbers (“DIN”) which are effectively like a TFN for directors. This effectively means that every current and future company director will be required to have a DIN. In addition, the regulation of ASIC registers will become the responsibility of the ATO and 31 registers (including the Australian Business Number (“ABN”) register) will be combined into one Australian business Registry Services (“ABSR”).

Why the change?

- ASIC has long been concerned with illegal phoenixing which is where companies are closed down and liquidated and the same directors then create a new company doing the same thing.
- It is currently possible to have multiple records within ASIC records with minor variations of name or address and the ASIC system registers these as different people.
- The lack of ability to track company directors also makes it difficult to charge and prosecute directors who do the wrong thing by insolvency practitioners. The new DIN and other integrated registers are designed to more easily keep a track of company directors.

What is a DIN and who must get one?

- It is a legal requirement for every director will need to register to receive a permanent, unique director identification number (“DIN”).
- A DIN is a unique 15 digit numerical identifier that an existing or intending

director will apply for once and keep forever.

- Only one DIN will be issued to each individual, once their identity has been verified.
- The issued DIN will remain the same even if that persons stops being a company director, changes their name or moves overseas.
- This will apply to directors of a company, body corporate or corporation.
- It is not applicable to secretary’s but does apply to Alternative directors.
- It will be considered a criminal offence if you do not apply for this by the due dates.

When do I need to get the DIN by?

- The deadlines for getting this for most existing directors is **30th November 2022**. If you are looking to become a new director after the 5th April 2022, you will not be able to do so unless you have a DIN. The below table shows the different due dates.



Existing directors appointed before 31 October 2021 (2.7M directors)	New directors appointed between 1 November 2021 & 4 April 2022	New directors appointed after 5 April 2022	Existing CATSI Act directors appointing before 31 Oct 2022	Intending Directors
Existing directors have until the end of the 13 month transition period to identify themselves and apply - transitional period ends 30 November 2022*	New Directors appointed between above dates have up to 28 days after their appointment to verify themselves and apply for their Director ID	Directors appointed after 5 April 2022 need to verify themselves and apply for a Director ID before they are appointed as a director	Directors of Aboriginal and Torres Strait Islander corporations registered under CATSI Act appointed before 31 October 2022 will have until 30 November 2023* to apply for their Director ID	A person who intends to become a director within 12 mths may apply for a Director ID. If the Director ID is not linked to a company within 12 mths, the Director ID will be cancelled, and the director will need to apply to reactivate it

- Once the new regime is operational, any person appointed as a director within the first 12 months of the new regime's operation will have 28 days to apply for a DIN (this is not a lot of time!). After this transitional period, a director must apply for a DIN prior to being appointed as a director.
- The registration process will require proof of identification, similar to that required when applying for an individual TFN.

How do I apply for my DIN?

There are three ways that you can apply for your DIN being

- a) Online with a myGovID app – this is the quickest method but does require you to the myGovID and ID documents that have your name being spelt correctly and consistently. Refer to the detailed instructions on this method.
- b) Apply by Phone on 13 62 50 - You will need an Australian TFN for this method and relevant Australian identity document (one primary and one secondary from the list below).
- c) Paper Application – You will need to complete the relevant form and have a combination of primary and secondary documents certified by certain professions in a particular way.



Primary documents

- Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- Australian passport (including passports that have expired in the past two years)
- Australian citizenship certificate or extract from a Register of Citizenship by Descent
- 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. This must show your photo and signature, and the address on the card must match your details on the form.

You can find further information on how to apply for your DIN at <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>

- Once you have received your DIN, can you please advise me of this number.

Other Changes

Can I get my accountant to do this for me?

- Unfortunately not. Directors must apply for their direct ID themselves given the ID documents required. No one can apply on their behalf, including registered agents and accountants.
- However, I will be able to assist in completing any paper forms or walking you through the process.

- There will now be one contemporary centralized business register which will combine the current 31 registers into one. This will include all the different ASIC registers and the ABR website where you currently search for ABN's.
- Company directors registers will now effectively be regulated by the ATO, not ASIC. One suspects that this will mean that future data matching will occur?

If you would like more information about these changes, then feel free to contact Silvia Caratti on 0430518065 or carattiaccountants@iinet.net.au. Please note that this is general information only and professional advice should be obtained before acting on any information contained herein.

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STEP BY STEP GUIDE TO APPLYING FOR A DIN USING MyGovID

This method is the most efficient method and generally requires three broad steps being;

- a) **Set up myGovID on your smart phone-** Please note that this is DIFFERENT to myGov. If you have created a ServiceWA app account for your Covid proof, then you already have this as you had to create it as part of that process. Note also that this requires a separate mobile number and email account for every applicant.
- b) **Gather your documents** – this includes your tfn, residential address as held by the ATO and information from two documents to verify your identity. Examples of documents include
 - bank account details
 - 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).
- c) Complete your application – using the following link
<https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>

Step by Step Process

The following details the specific steps using an example where you have a passport and driver's license.

- 1) Download the myGovID app (not to be confused with myGov). Enter e-mail address (no two people can use the same e-mail address), receive code, enter code into myGovID app.
- 2) Create password. You're now at "Basic" identity verification.
- 3) Scan driver's licence. CHECK results and edit if required to correct this.
- 4) Submit. Scan next identity document eg passport.
- 5) Selfie photo. Follow the instructions so that your phone is correctly positioned, tap the button, then experience a couple seconds of what I guess a 70s disco might have looked like. This will get you to "Strong" identity verification. If you use identity documents that get you only to "Standard" level, I'm told the DIN application is more onerous.
- 6) Tap "Where can I login?". Takes you to mygov.gov.au web page. (ie, you'll now have two things open – myGovID app, and myGovID web page) Scroll down to Australian Business Registry Services (ABRS) online.
- 7) Tap "Apply for your director ID". Because you got to "Strong" level, you'll need only your TFN and your residential address recorded with the ATO.
- 8) Tap "Apply now with myGovID" (meaning the app, which you already have open anyway). Type in your myGovID email address used at the beginning. You get a 4-digit code.
- 9) Now go to the myGovID app. There should be four boxes. Enter the code.
- 10) Now go back to the web page. It appears as "Proof of record ownership page". Click Agree, Next.
- 11) It'll display your name and DOB. Start entering your residential address, click the drop-down menu when your exact address appears.
- 12) Enter TFN. Click Submit.

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- 13) Should appear with "ATO record verified". Click Continue. Takes you to abrs.gov.au. There are 3 steps:
 1. Getting to director ID (you're currently here)
 2. Applicant details
 3. Review and submit
- 14) Scroll down. Tap box that you're an eligible officer. Tap box acknowledging Corps Act. Tap Next.
- 15) You're now at Step 2. Name and DOB should be pre-filled. Previously known by another name? (Yes/No). Enter place of birth details. Enter residential address. Enter phone numbers. Tap Next. Now
- 16) Step 3. Check all information is correct. [Mine said my e-mail couldn't be verified. This doesn't block submitting, they just wanted me to check it.]
- 17) Tap box to declare all true. Tap Submit...
- 18) **Your 15-digit DIN should appear.** Save this and send a copy to Silvia Caratti
- 19) Scroll to top. Logout at top-right.