

# Director ID Assistance - Authority

## Authorisation Template - Director ID Assistance

This authorisation is a specific statement of intent to the extent and limits stated herein, made between Bookkeeper and Client/Business Owner as listed below.

### DIRECTOR ID PROCESS – Client Assistance Request

Dear Amazonite Bookkeeping,

I am requesting your assistance to support me in applying for a Director ID. I understand, as per law, that as my authorised agent, you are able to assist with this process upon request but you are **unable to complete this application on my behalf**.

I understand the process requires me to use a MyGovID digital identification and I also understand that I am required to provide further sensitive information to make the connection to the ATO systems.

I am seeking your assistance (only) with this process and the use of this information. We have agreed that you will not retain any of this information nor use my personal myGovID for any purpose.

This request is for assistance (only) with the Director ID application process only and **does not** extend permission for you to apply on my behalf.

Kind Regards

Client

### Bookkeeper Details

Bookkeeper Name (Company or Trading Name): \_\_\_\_\_

Primary Authorised Individual of that Agent: \_\_\_\_\_

Bookkeeper Number: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### Client Details

Type of Business: Sole Proprietor / Trust / Partnership

Company Business Name: \_\_\_\_\_

Director/Owner Name: \_\_\_\_\_

Contact Phone number: \_\_\_\_\_