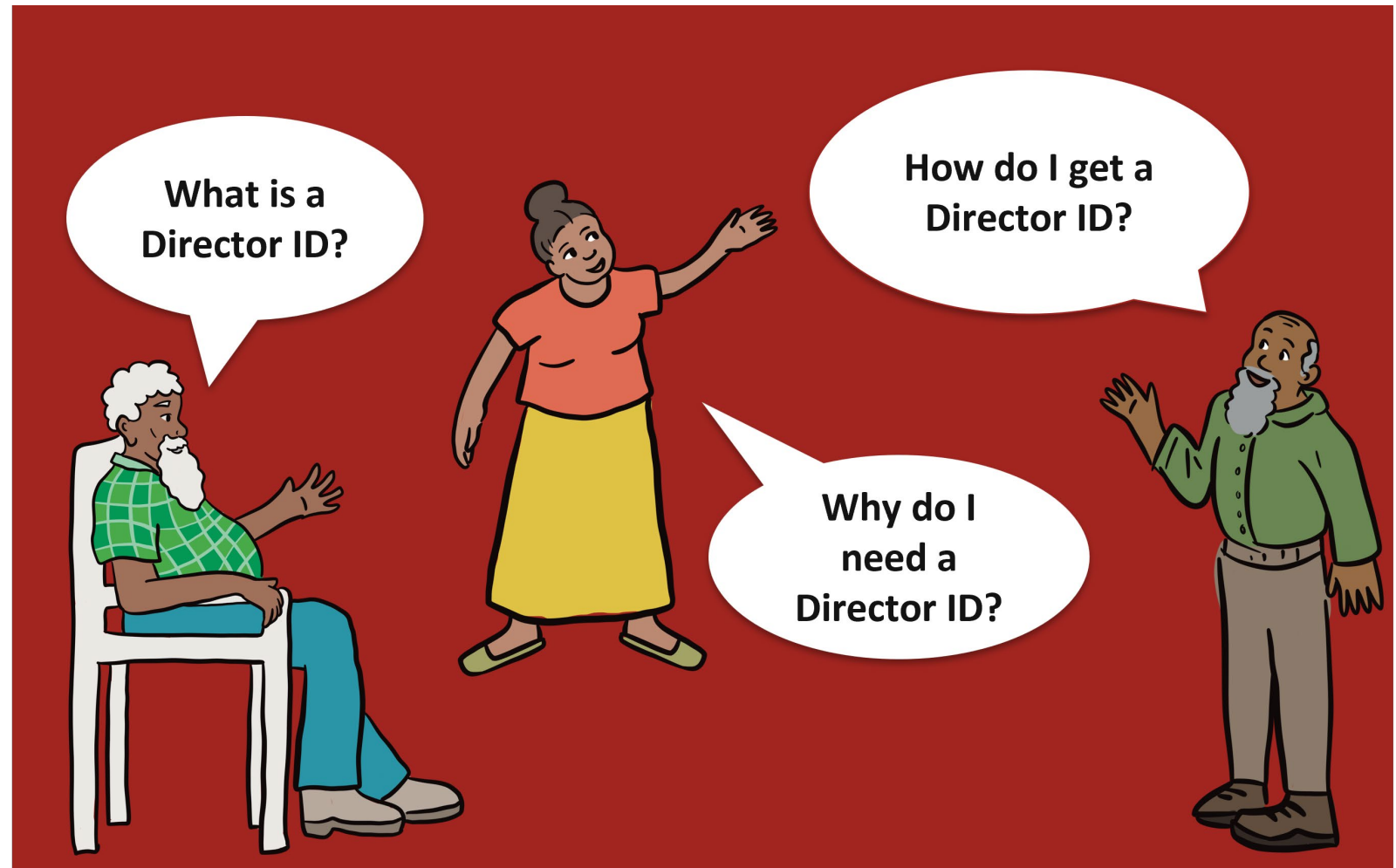




Guide to getting your

# Director Identification Number





**APONT**  
**Aboriginal Governance  
& Management Program**  
Our Decisions | Our Actions | Our Future

# Developed in Partnership

# ANKA

ARNHEM, NORTHERN  
AND KIMBERLEY ARTISTS  
ABORIGINAL CORPORATION

Working together to keep art, country and culture strong

**Working together makes us stronger. This presentation is based on a presentation created by the Arnhem Northern and Kimberley Artists Aboriginal Corporation (ANKA), for their members.**

**AGMP thanks ANKA for providing permission to use some of their material in this presentation to share with all types of Aboriginal organisations across the Northern Territory.**





# What is a Director ID?

**What is a Director ID  
Number?**



A Director ID Number is a new government requirement for directors of Aboriginal and Torres Strait Islander corporations.

A director is given a Director's ID after they have applied for and have provided identification documents that are accepted by the Australian Business Registry Service (ABRS).

Directors will be given a 15-number ID that they keep forever, even if they stop being a director. They keep the number for whenever they want to be a director again.

Just like when you get a license to show you are allowed to drive a car, a Director ID number shows that you can be a Director.





# Why do I need a Director ID?

Why do I need a  
Director ID?



The government introduced the Director ID to make sure:

- a person who is appointed as a director is a real person
- someone knows the person has been appointed as a director
- someone knows when a person moves from one corporation to another corporation
- the person who moves from one corporation to another corporation has not been disqualified from being a director
- a person who moves from one corporation to another corporation has not left any other corporation in serious financial trouble

It's about keeping our organisations strong.





# When do I have to apply?



When do I need  
to apply?



## New Director?

All new directors that were appointed for their first time as a director at the 2022 AGM will need to apply now for a Director ID

## Existing Director?

All directors appointed at the 2020 or 2021 AGM must apply before 30 November 2023





# How do I apply for a Director ID?

ORIC has  
created this  
tool to explain  
when YOU  
need to apply.

Getting it done  
on time means  
you won't be  
fined.



Directors of an **Aboriginal and Torres Strait Islander corporation** registered under the *Corporations (Aboriginal and Torres Strait Islander Act 2006)* (regulated by ORIC)



Directors of a **company** registered under the *Corporations Act 2001* (regulated by ASIC) must apply before 30 November 2022. Anyone appointed on or after 1 December 2022 must apply before they're appointed.

**Remember:** You only need one director ID even if you are a director of more than one corporation or company.



Image courtesy of <https://www.oric.gov.au/run-corporation/director-id-catsi-act-directors>



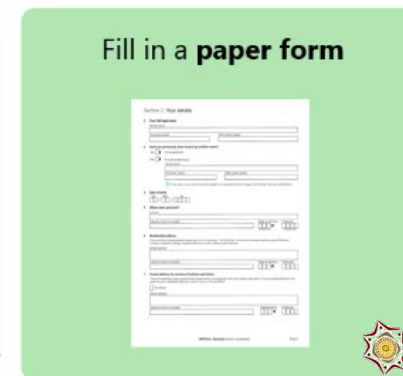
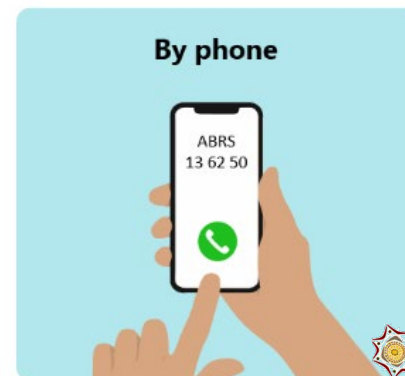
# How do I apply for a Director ID?



How do I apply  
for a Director ID?



There are three choices for how you can apply. These are:



The way you choose to apply will depend on the identification documents you have available to you (at home or somewhere close by).

It will also depend on your circumstances (where you live and/or if you need some help to apply).

You will need to decide which choice is best for you.



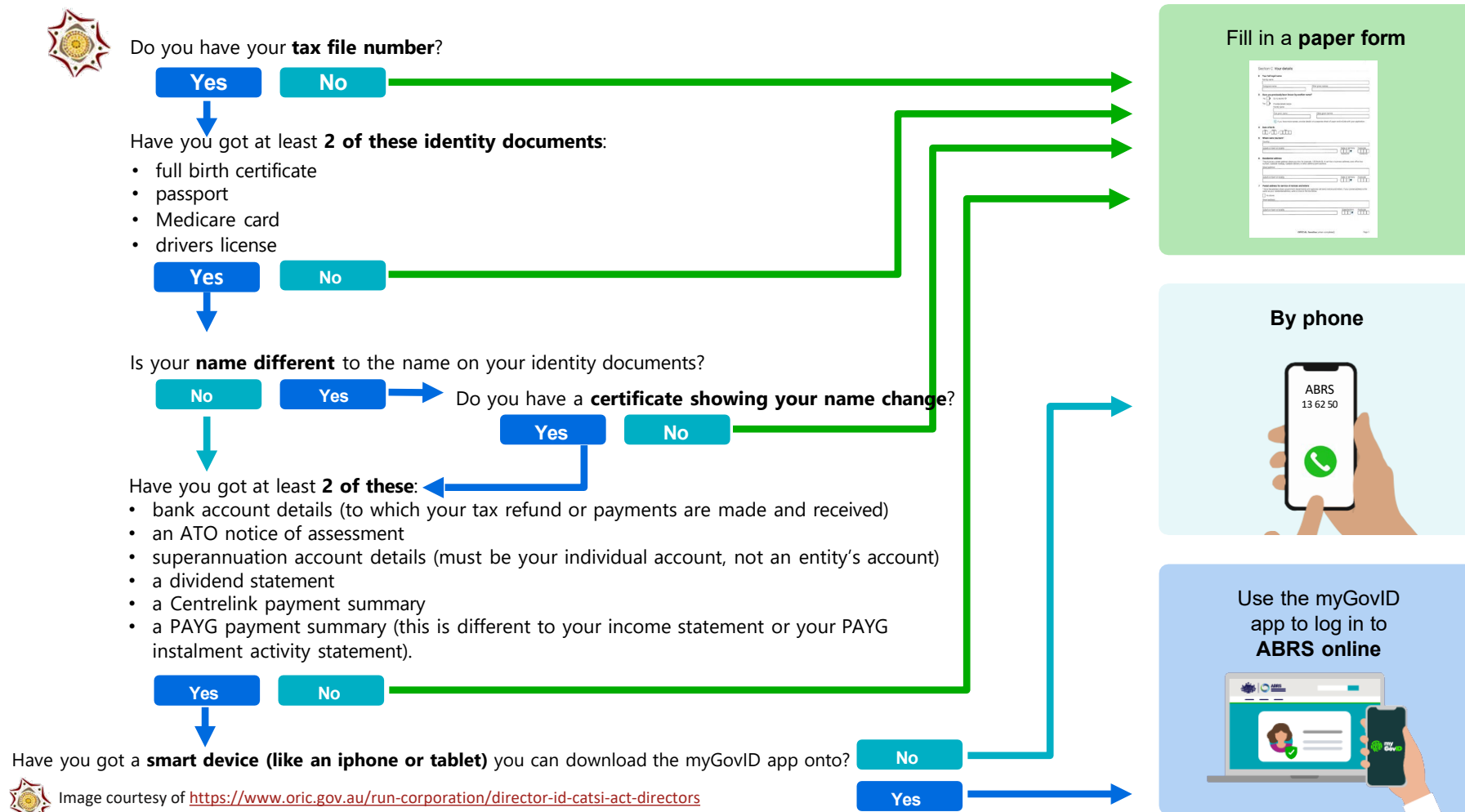
Images courtesy of <https://www.oric.gov.au/run-corporation/director-id-catsi-act-directors>



# There are three ways to apply...

ORIC has  
created this  
tool to help  
you decide  
which way to  
apply.

Choosing the  
right way will  
save you time.







# Identity documents



**What sort of ID  
documents do I need?**



To apply online or by phone you will need one primary and one secondary document or two primary documents.

To apply by paper form, you will need one primary and two secondary documents or two primary and one secondary documents.

## Primary documents

- Australian full birth certificate (extracts are not acceptable)
- Australian passport (including passports that have expired in the past 3 years)

## Secondary documents

- Medicare card
- Australian driver's licence or Australian learner's permit. This must show your photo, licence card number and signature, and the address on the card must match the details on your application.





# Option 1: Online

## To apply online you will need:



Enough ID

*(birth certificate or passport plus Medicare card or driver's license)*



Your own phone or a computer

*(not one that belongs to an organisation or family member)*



Internet access



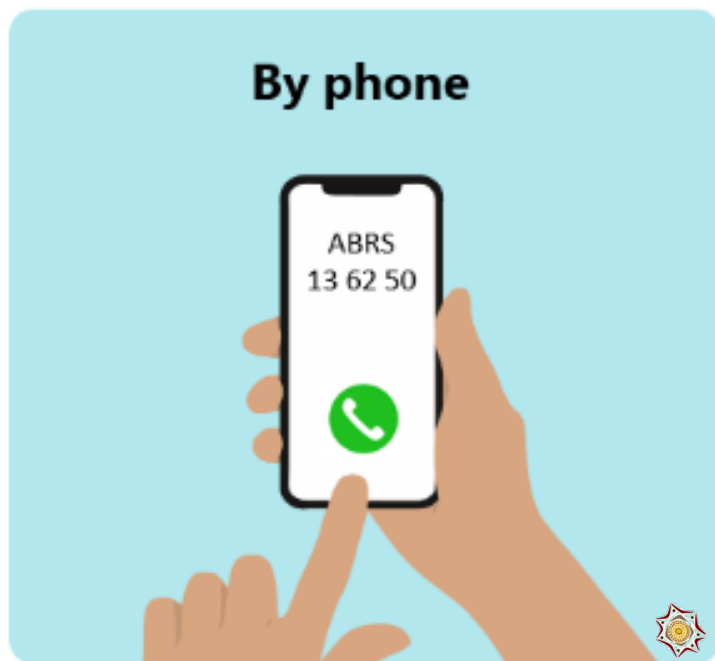
The ability to download the myGOV ID app



Image courtesy of <https://www.oric.gov.au/run-corporation/director-id-catsi-act-directors>



# Option 2: Phone



**To apply by phone, call the ABRS on 13 62 50**

**You will need to have access to the following:**

- Tax file number (TFN)  
*(If you don't have a TFN then you will need to apply by paper form)*
- Full name
- Date of birth
- Place of birth
- Postal address & home address as held by the Tax Office
- Centrelink payment summary
- Bank account & superannuation account details
- Primary & secondary identity documents



Image courtesy of <https://www.oric.gov.au/run-corporation/director-id-catsi-act-directors>



# Option 2: Phone

Step 1	Step 2	Step 3	Step 4	Step 5
<p><b>Gather your information and documents so that you are ready.</b></p> <p>You will need to provide:</p> <ul style="list-style-type: none"> <li>• Full name</li> <li>• Date of birth</li> <li>• Place of birth</li> <li>• Home address as held by the Tax Office</li> <li>• Postal address</li> <li>• Tax file number (TFN)</li> </ul> <p><i>(If you don't have a TFN then you will need to apply by paper form)</i></p>	<p><b>You will need to answer two questions the ABRS records know about you.</b></p> <p>The questions will be from your tax records, and be about your:</p> <ul style="list-style-type: none"> <li>• Centrelink payment summary</li> <li>• Superannuation account details</li> <li>• Bank account details (the account your last tax return was paid into)</li> </ul>	<p><b>You will need to provide the reference number on a primary identity document.</b></p> <p>A primary identity document can be:</p> <ul style="list-style-type: none"> <li>• Full Australian Birth certificate (No birth extracts)</li> <li>• Australian passport</li> </ul>	<p><b>You will need to provide the number on <u>one</u> secondary identity document.</b></p> <p>Secondary identity documents are:</p> <ul style="list-style-type: none"> <li>• Medicare card</li> <li>• Drivers' License or Learners Permit</li> </ul> <p><i>(the address shown must match the address ABRS has)</i></p>	<p><b>When you have all of this information ready, call the ABRS.</b></p> <p>on 13 62 50</p> <p>8:00am - 6:00pm AEST        Monday to Friday</p>





# Option 3: Paper Form

Fill in a **paper form**



**No internet or phone reception?**

**Don't have your own mobile device?**

**Can't remember your tax file number (TFN)?**

**Don't have enough ID documents?**

To apply by paper form, get a copy of the form from the ABRS website and follow the steps on the next page.

You can access the form on the ABRS website:

[Click here to  
download paper form](#)

([https://www.abrs.gov.au/sites/default/files/2022-07/Application\\_for\\_a\\_director\\_identification\\_number\\_for\\_those\\_living\\_outside\\_Australia.pdf](https://www.abrs.gov.au/sites/default/files/2022-07/Application_for_a_director_identification_number_for_those_living_outside_Australia.pdf))





# Option 3: Paper Form

## Step 1

### Gather your information and documents (if you have them).

To fill in the paper form you'll need your:

- Full name *(plus any other names)*
- Date of birth  
*(or your year of birth if you are unsure)*
- Location of birth
- Residential address
- Postal address  
*(if different to your residential address)*

You can provide your tax file number (TFN) if you have it as it speeds up the process - but it's not required.

## Step 2

### Attach copy of your ID documents to the form & get them certified.

Your ID documents can be either:

- 1 primary identity document and 2 secondary documents, or
- 2 primary identity document and 1 secondary document

The copies of your original identity documents have to be certified as true and correct by an authorised certifier.

To get your documents certified:

1. Photocopy them
2. Ensure the copy and any photograph is clear and identifiable
3. Take the copies and original to an authorised certifier (p.17)

## Step 3

### Fill in the paper application form, make a copy and then send to ABRS.

1. Complete the form and sign the Declaration
2. Make a copy of the form for your own records
3. Send the form and certified copies of your documents to the:

*Australian Business Registry Services  
 Locked Bag 6000  
 Albury NSW 2640*

### What happens next?

If ABRS can confirm your details within their systems, they will send you a letter with your Director ID. They will decide within 56 days of receiving your information. This will take longer if your application is incomplete or incorrect.



# Authorised certifiers

Who is  
authorised to  
check my identity  
documents?



The following people can certify copies of your original identity documents as true and correct:

- Justice of the Peace (JP)
- Police officer
- Doctor or nurse
- Bank or credit union officer (*with at least five years of service*)
- Minister of religion (*who is authorised to celebrate marriage*)
- Solicitor/Barrister
- Judge



# Not enough identity documents?

What happens if  
I don't have the  
right ID  
documents?



**You can still apply if you don't  
have enough identity documents.**

You will need to fill in a paper form and get a **referee** (p.17) to declare they know you. Their declaration replaces the need for ID documents.

You can attach the referee form to the paper form.


All forms that you will need are available on the ABRs website or you can call them on 13 62 50 and ask them to send you the forms by post or email.







# Referees



I don't have any  
ID documents.  
Who can be my  
referee?

Your referee must be a person who has known you for 12 months or more and who works as a:

- Community council chairperson or member
- Community manager
- Community leader
- School principal
- Minister of religion
- Doctor or nurse
- Justice of the Peace (JP)
- Bank or credit union officer with at least five years of service
- Authorised government officer (police officer, Centrelink agent)

Your referee **cannot** be a family member or any other person where it could create a real or perceived conflict of interest.

You can find the referee form on the ORIC website here:

[https://www.oric.gov.au/sites/default/files/2022-10/FORM\\_ABRS\\_DirectorID-ProofOfIdentityReference.pdf](https://www.oric.gov.au/sites/default/files/2022-10/FORM_ABRS_DirectorID-ProofOfIdentityReference.pdf)

Click here to  
download  
referee form



# Penalties

What happens  
if I don't get a  
Director ID?

To avoid being fined, you need to apply for a Director ID.

If you don't get one by the deadline, you may be fined.

Offence	Maximum penalties
If you're a person who is required to have a director ID and you don't have one	25 penalty units (\$5550); \$200,000 (civil)
If the registrar of the ABRS directs you to apply for a director ID and you don't do it	25 penalty units (\$5550); \$200,000 (civil)
If you apply for a director ID when you know you already have one	100 penalty units (\$22,200) or imprisonment for 12 months or both; \$200,000 (civil)
If you give a corporation a director ID number that is not yours	100 penalty units (\$22,200) or imprisonment for 12 months or both; \$200,000 (civil)



# Extensions



If you can't apply by the date you are required to, you need to apply for an extension.

An extension form is available on the [ABRS website](#), or you can call them on 13 62 50 and ask them to send you the form by post or email.

You can access the extension form here:

Click here to  
download  
extension form

[https://www.abrs.gov.au/sites/default/files/2021-10/Application for an extension of time to apply for a director ID.pdf](https://www.abrs.gov.au/sites/default/files/2021-10/Application%20for%20an%20extension%20of%20time%20to%20apply%20for%20a%20director%20ID.pdf)



# Getting Help

There are a lot of people out there who can help you apply:

Where can I  
get help?



**ABRS**  
Australian Business  
Registry Services

You can call **ABRS** on 13 62 50  
(Open 8:00 am and 6:00 pm AEST  
Monday to Friday)



**Australian Government**  
**Office of the Registrar of  
Indigenous Corporations**

You can call **ORIC** on  
1800 622 431 or  
email [info@oric.gov.au](mailto:info@oric.gov.au)

If you are still having trouble accessing this support, please get in touch  
with us - the Aboriginal Governance & Management Program.

[info@agmp.org.au](mailto:info@agmp.org.au) 08) 8959 4623 [www.aboriginalgovernance.org.au](http://www.aboriginalgovernance.org.au)

We can help you to get a Director ID and  
we are here to advocate for Aboriginal Organisations.