

# New ID Requirement for Directors

Company directors need to verify their identity as part of a new director identification number (director ID) requirement.

All directors of a company, registered Australian body, registered foreign company or Aboriginal and Torres Strait Islander corporation will need a director ID.



A director ID is a unique identifier that a director will apply for once and keep forever - which will help prevent the use of false or fraudulent director identities.

## When you must apply depends on when you were appointed as a director:

- Existing directors have until 30 November 2022 to apply.
- Directors appointed between 1 November 2021 and 4 April 2022 must apply within 28 days of their appointment.
- From 5 April 2022, intending directors must apply before being appointed.
- The new Australian Business Registry Services (ABRS) is responsible for administering the director ID initiative.

ASIC is responsible for enforcing director ID offences set out in the Corporations Act 2001. It is a criminal offence if you do not apply on time.



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## How to Apply:

The Australian Business Registry Services are responsible for administering the new Director ID Number ("DIN") scheme for all Australian companies.

You can apply or manage your DIN at <https://www.abrs.gov.au/director-identification-number> but requires you to have already completed the:

## Verifying ID:

Note: The application process is relatively simple, but will require you to have a myGovID already setup. If you don't already have that, you will need to follow the steps here: <https://mygovid.gov.au/AuthSpa.UI/index.html#login> (you will need a smart phone and 100 points of ID documents).

Once you've confirmed your ID, you are directed to the Australian Tax Office website. Here you:

1. Confirm you agree to their terms and conditions after carefully reading these;
2. Confirm your full name and date of birth, and include your:
  - current residential address as held by the ATO;
  - Tax File Number.

This should verify your ATO Record.

## Obtaining the DIN:

1 - You must be eligible for a DIN, meaning you must be eligible to be a Director or intend to become eligible in the coming 12 months. Don't apply for a DIN if you're not a director or becoming a director. Tick the first box to confirm this.

You must also confirm you're an individual, over 18 years of age and not disqualified from being Managing Corporations. Tick the second box to confirm this.

2 - You need to confirm your ASIC personal details, such as any previous names, birth place, residential address and postal address. You will be asked to confirm by ticking a box that all is correct before moving ahead.

3 - Assuming the above steps are completed correctly, you will receive your Director ID immediately online. Keep this safe – print and save it carefully. We are unable to retrieve it easily for you if you do not correctly record the details. Please also provide M Group with your new DIN for our records.

**You're done. Over time, entities will be added to your ABRS portal page.**

**If you need any assistance with completing this process, please contact our offices:**

**[www.mgroup.partners](http://www.mgroup.partners)**

