




Director ID: How to Apply?

R J C — & Co — E V A N S

Accountants • Tax Agents • Advisors

Method	Process	Details required
 <p>Online myGovID Required</p>	<ol style="list-style-type: none"> Go to the Australian Business Registry Services (ABRS) website: https://www.abrs.gov.au/director-identification-number Gather the information required to prove your identity (as listed on the right). Click on "Apply now with myGovID" and follow the prompts. You will automatically receive a Director ID. We recommend you print out a copy of the receipt and store it in a secure location. 	<ul style="list-style-type: none"> myGovID Your TFN Residential Address (matching ATO records) The following information: <ul style="list-style-type: none"> » Bank account details (from previous tax refunds or interest earning account) » Your superannuation account details » Details from a recent dividend statement you received » Gross Wage and PAYGW details from a Payment Summary
 <p>Phone</p>	<ol style="list-style-type: none"> Gather the information required to prove your identity (as listed on the right). Dial the number provided below: If calling from Australia 13 62 50 If calling from overseas +61 2 6216 3440 Press 1 for "Apply for a Director ID" when prompted by the automated answering service. You will be placed on hold while you are connected with a service officer. Once connected, they will confirm your identity by validating details from your identify documents. If you have a myGov account, your Director ID confirmation will be sent to your mailbox. If you do not have a myGov account, you will receive paper correspondence in the mail. We recommend you store your confirmation in a secure location. 	<ul style="list-style-type: none"> Your TFN Residential Address (matching ATO records) Two Australian identity documents – either two primary, or one primary and one secondary: <p>Primary:</p> <ul style="list-style-type: none"> » Australian full birth certificate » Australian passport » Australian citizenship certificate » Foreign passport <p>Secondary:</p> <ul style="list-style-type: none"> » Medicare Card » Australian Drivers Licence The following information: <ul style="list-style-type: none"> » Bank account details (from previous tax refunds or interest earning account) » Your superannuation account details » Details from a recent dividend statement you received » Gross Wage and PAYGW details from a Payment Summary
 <p>Paper</p>	<ol style="list-style-type: none"> Obtain the application form by contacting our office, or the Australian Business Registry Service on 13 62 50. Fill out your personal details from questions 1 – 9. As per Question 10, obtain and detail the <u>certified copies</u> of the required identity documents. Sign and date the declaration on the final page before making a copy for your records. Post both the application form and certified documents to the address below: Business Registry Services Locked Bag 6000 ALBURY NSW 2640 AUSTRALIA You should receive confirmation of your Director ID within 28 days of lodgement. Please ensure to store it in a secure location. 	<ul style="list-style-type: none"> Your TFN A mobile number (one per person) An email address (one per person) Residential Address (matching ATO records) <u>Certified copies</u> of two Australian identity documents – either two primary, or one primary and one secondary: <p>Primary:</p> <ul style="list-style-type: none"> » Australian full birth certificate » Australian passport » Australian citizenship certificate » Foreign passport <p>Secondary:</p> <ul style="list-style-type: none"> » Medicare Card » Australian Drivers Licence

If you would like further information, or assistance with applying for a Director ID, feel free to contact our office.

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