



# Understanding director ID

A director identification number (director ID) is a unique 15-digit identifier that all directors need to apply for by 30 November 2022. Directors will keep this identifier forever, even if they change companies, stop being a director, change their name, or move interstate and overseas.

Director ID is a service provided by Australian Business Registry Services and managed by the Australian Taxation Office (ATO). It is free to apply for a director ID and only needs to be done once. You must apply for your own director ID to verify your identity. No one can apply on your behalf.

## Do you need a director ID?

You need to apply for a director ID if you are an existing director or plan to become a director. This includes anyone who is a director of a:

- company or corporation
- corporate trustee (for example, of a self-managed super fund)
- charity or not-for-profit organisation that is a company or corporation
- registered Australian body for example, an incorporated association that is registered with the Australian Securities and Investments Commission (ASIC) and trades outside the state or territory in which it is incorporated
- foreign company registered with ASIC and carrying on business in Australia (regardless of the director's place of residence)
- corporation registered under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).

If you are an existing director of an Aboriginal and Torres Strait Islander corporation, you have more time. For details about who needs to apply and when visit [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

## How to apply for your director ID

The fastest way to apply for a director ID is online. For a step-by-step guide on completing the online application watch our demonstration [video](#).

1. To begin, you will need a myGovID with at least a Standard identity strength. If you don't already have a myGovID, you will need to install the myGovID app on your smart device from the App store or Google play store. More information is available at [www.mygovid.gov.au/setup](https://www.mygovid.gov.au/setup)
2. Additional information is needed to verify your identity in step 2. This information must relate to you personally and not your company. Most applicants use the following documents when applying for their director ID:
  - your Australian tax file number (TFN)
  - your residential address as held by the ATO
  - bank account details
  - an ATO notice of assessment.
3. When you have your documents ready, visit [abrs.gov.au/directorID](https://abrs.gov.au/directorID) and click Apply now to begin the application. You will need to enter the email address you used to set up your myGovID. A unique 4-digit code will then display in your browser. Open the myGovID app and enter the 4-digit code to verify it is you. Complete the application with the information you gathered in Step 2. Once you have successfully completed the application you will receive your director ID instantly on the screen.

If you cannot set up a myGovID with at least a Standard identity strength or do not have the required Australian documents to apply online, other options are available. For more information, visit [abrs.gov.au/directorID](https://abrs.gov.au/directorID)