



# Director ID Resource Kit

## Purpose

This kit has been created to help you inform directors in your audience of the need to apply for their director identification number (director ID) by **30 November 2022**.

Many directors may not self-identify as directors and may be unaware they need to apply for their director ID.

Here is a range of resources to use on your website, social media accounts, newsletters and through other communication channels that reach your audience.

## Introduction

All directors of companies in Australia are now required by law to apply for a director ID by 30 November 2022. Director ID will help create a fairer business environment by improving data integrity and making people more confident they know who the directors of a company are.

A director ID is a unique 15-digit identifier that all directors or people intending to become directors need to apply for. Applying is free and only needs to be done once. A director must apply for their own director ID and verify their identity using their personal records. Authorised tax, BAS or ASIC agents, or internal secretaries or business managers cannot apply on a director's behalf.

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## Who needs a director ID?

Existing directors are required to apply for a director ID. New directors are required to apply prior to their appointment. This includes all directors 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 place of residence).

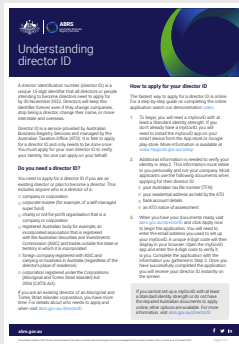
Directors under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act) have a different timeframe to apply for director ID than directors under the Corporations Act 2001. All CATSI Act directors can apply for a director ID now and must apply by 30 November 2023. New directors must apply for their director ID prior to appointment from 1 November 2022.

## Benefits

Director ID will help create a fairer business environment and level the playing field for businesses by preventing the use of false and fraudulent director identities. Identity verification will also help eliminate director involvement in unlawful behaviour, such as illegal phoenix activity, by making it easier for external administrators and regulators to track directors' relationships with companies.

By encouraging your audience to get a director ID, you'll be doing your bit to protect the community from those doing the wrong thing.

## Factsheet



'Understanding director ID'

## Web Banners



director ID web banner (horizontal).jpg



director ID web banner (gif).gif



director ID web banner (vertical).jpg

## Short articles

These articles can be adapted for your own newsletters, eDMs or websites.

#1 All existing directors of a company in Australia, registered Australian body, registered foreign company, or a director of corporate trustees, for example, of a self-managed super fund are required to apply for a director identification number (director ID) by 30 November 2022.

It's time to apply now. The fastest way to apply is by using the myGovID app to log in to ABRs online.

Watch the [demonstration video](#) showing the steps to apply online.

If you are a director of a company registered with the Office of the Registrar of Indigenous Corporations (ORIC), you have longer to apply. For more information see [who needs to apply and when](#). New directors are required to apply prior to their appointment.

#2 It's time to apply for your director ID. The fastest way to apply for a director identification number (director ID) is online at the Australian Business Registry Services (ABRS) website – [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

You need a myGovID with at least a Standard identity strength to log in to ABRs online. It's your responsibility to apply for your director ID to verify your identity. No one can apply on your behalf.

Watch the [demonstration video](#) showing the steps to apply online.

#3 All directors must apply for a director identification number (director ID) by 30 November 2022. New directors are required to apply prior to their appointment. This is a unique 15-digit identifier that's free and kept forever. It's a director's responsibility to apply for their director ID themselves, as they have to prove their identity as part of the application process.

Apply online now at [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

#4 A director identification number (director ID) is a requirement for all directors of companies in Australia. It is a unique identifier that directors apply for once and keep forever. If you are an existing director, it's your responsibility to apply for a director ID by 30 November 2022. If you haven't already, you are strongly encouraged to apply now. The fastest way to apply is to use the myGovID app to log in to ABRS online. You need a myGovID with at least a Standard identity strength to apply online. For a step-by-step guide on how to apply, watch the [director ID demonstration video](#).

Directors must apply for their director ID themselves to verify their identity – authorised tax agents cannot apply on their behalf.

Before you start your online application, make sure you have your personal identity documents at hand. Most applicants use the following documents:

- bank account details (where your tax refunds or payments are made and received)
- an ATO notice of assessment.

You can also use:

- superannuation fund account details (self-managed super fund details are not accepted)
- a dividend statement
- a Centrelink payment summary

- a PAYG payment summary (this is different to your income statement or your PAYG instalment activity statement).

While your authorised tax agent can't apply on your behalf, they can help provide you with details from ATO stored identity documents.

If you are a director of an Aboriginal or Torres Strait Islander corporation registered with the Registrar of Indigenous Corporations (ORIC), you will have longer to apply. For more information see [who needs to apply and when](#).

## Video

This 'How to apply for a director ID' demonstration video can be shared online.

<https://publish.viostream.com/play/bi9or7oduebwer>

## Social Media Messages

### Why you need a director ID

You need a director ID as it is a requirement for all directors and those planning to become directors in the next 12 months.

Applying for a director ID will help create a fairer business environment and level the playing field for businesses.

Apply online before 30 November at [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

#DirectorID #ausbiz #companydirector #ATO



Why you need a director ID.jpg

### Who is a director?

Are you a director? It's your responsibility to apply for a director identification number (director ID) by 30 November.

To find out if you need to apply and to apply now, see

[abrs.gov.au/directorID](https://abrs.gov.au/directorID)

#DirectorID #ausbiz #companydirector #ATO #ABRS



Who is a director?.jpg

### What is a director ID?

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

Find out more and apply for your director ID here [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

#DirectorID #ausbiz #companydirector #ATO #ABRS



What is a director ID?.jpg

### What you need to apply for your director ID

If you're an existing director of a company, it's your responsibility to apply for a director identification number (director ID) by 30 November 2022.

Apply now at [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

#DirectorID #ausbiz #companydirector #ATO #ABRS



What you need to apply for your director ID.jpg

### Aboriginal and Torres Strait Islander audiences

If you are an Aboriginal and Torres Strait Islander person who is a director of an Aboriginal and Torres Strait Islander corporation, it's your responsibility to apply for your director ID by 30 November 2023. New directors are required to apply prior to their appointment from 1 November 2022.

Apply now at [abrs.gov.au/directorID](https://abrs.gov.au/directorID)



Aboriginal and Torres Strait Islander Audiences.jpg

## 1 November

There are only 30 days left to apply for your director ID. If you're a director of a company it's your responsibility to apply for a director ID before 30 November. Director ID will help prevent the use of false and fraudulent director identities.

For a step-by-step guide on how to apply, watch the [director ID demonstration video](#).

Apply now before it's too late at [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

#DirectorID #ausbiz #companydirector #ATO #ABRS

## 20 November

Only 10 days left to apply for your director ID. If you're a director of a company, it's your business to apply for a director ID.

Apply now at [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

#DirectorID #ausbiz #companydirector #ATO #ABRS

## 25 November

Only five days left to apply for your director ID. If you're a director of a company it's your responsibility to apply for a director ID.

Find out more and apply for your director ID here [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

#DirectorID #ausbiz #companydirector #ATO #ABRS

## 27 November

Time is running out! If you are a director of a company it's your responsibility to apply for a director ID now.

Find out more and apply for your director ID before 30 November at [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

#DirectorID #ausbiz #companydirector #ATO #ABRS



1 November.jpg



20 November.jpg



25 November.jpg



27 November.jpg

Please tag or @mention the ATO when posting this content and use the dedicated hashtags below.

**f** Facebook: @Australian Taxation Office

**t** Twitter: @ato\_gov\_au

**in** LinkedIn: @Australian Taxation Office

#DirectorID #ausbiz #companydirector  
#ATO #ABRS

## Email to clients or stakeholders

It's time to apply for your director ID.

Existing directors are required to apply for a director identification number (director ID) by 30 November 2022. You need a director ID if you're a director of a:

- company
- Aboriginal and Torres Strait Islander corporation
- corporate trustee, for example, of a self-managed super fund
- charity or not-for-profit organisation that is a company or Aboriginal and Torres Strait Islander 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 where you live).

A director ID is a unique 15-digit identifier that's free and kept forever. Director ID will help create a fairer business environment and level playing field for honest businesses by preventing the use of false and fraudulent director identities.

Directors are strongly encouraged to apply for their director ID now to beat the rush, as 30 November is fast approaching.

The [director ID demonstration video](#) will show you step-by-step how to apply for your director ID online. It's your responsibility to apply for your own director ID so ABRS can verify your identity. Your authorised tax, BAS or ASIC agent can't apply on your behalf. Once you have logged into ABRS online using your myGovID with at least a Standard identity strength, you'll be asked to provide additional information to verify your identity against your ATO records.

If you use a tax agent, they may be able to provide this information to help you complete your application.

For more information about director ID, visit [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

# Frequently Asked Questions

## What is a director ID?

A director ID is a unique 15-digit identifier given to a director (or someone who intends to become a director) who has verified their identity with the ABR.

Applying for a director ID is free, you only apply once, and you keep it forever.

Over time, director IDs will help build a fairer business environment by preventing the use of false and fraudulent director identities.

## Who needs a director ID?

If you are a director of a company in Australia, you will need to apply for a director identification number (director ID) by 30 November.

You need to apply for a director ID if you are:

- a director of a company registered with the Australian Securities and Investments Commission (ASIC)
- a director of a corporation registered with the Office of the Registrar of Indigenous Corporations (ORIC)
- a corporate trustee, for example, of a self-managed super fund
- a director of a charity or not-for-profit organisation
- planning to become a director in the next 12 months.

## If you're not sure if you need a director ID, you can check by:

- searching [ABN Lookup](#) using your ABN or business name. If ASIC registration – ACN or ARBN or ARSN or ARFN is listed, and you are a director or corporate trustee, you will need a director ID.

## To determine who the directors are for:

- NFPs that are not registered with ACNC (and have an ARBN or ACN etc) will need to check the ASIC companies register for director details (providing that the company is complying with its maintenance obligations).
- Charities that are registered with the ACNC (and have an ARBN or ACN etc) will need to search for a charity on the ACNC website. After selecting your charity, navigate to the People tab.
- If the role listed under your name is Director, you need to apply for a director ID by 30 November.

## Can I modify the suggested posts and example articles contained in the toolkit?

Yes. The sample posts and articles in this toolkit are provided as a guide only, please feel free to tailor to your audience.



## Who should I contact if I require assistance in using these resources?

If you require help to use the resources contained in this toolkit, please contact Kateri Moseley at Horizon Communication Group on 02 8572 5600.

## Where should I direct my audience if they have questions or concerns?

If your audience has any questions or concerns, please direct them to [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

### Helpful links and resources

**Website:** [abrs.gov.au](https://abrs.gov.au)

**Director ID:** [abrs.gov.au/directorID](https://abrs.gov.au/directorID)

**Verify your identity:**  
[abrs.gov.au/verify](https://abrs.gov.au/verify)

**Director ID other languages:**  
[abrs.gov.au/other-languages](https://abrs.gov.au/other-languages)