East Coast Incorporations

Application Guide

DIRECTOR IDENTIFICATION NUMBER

HOW TO APPLY FOR YOUR DIRECTOR IDENTIFICATION NUMBER

ONLINE APPLICATION | PHONE APPLICATION | PAPER APPLICATION

OPTION 1

Online Application
Using MyGovID

The fastest way to apply for your Director Identification Number (DIN) is by using MyGovID

Refer to pages 3 -12

OPTION 2

Phone Application

If you cannot use or experience issues with MyGovID, you can apply for your Director Identification Number (DIN) over the phone

Refer to page 13

Option 3: If you cannot apply for your Director Identification Number (DIN) using MyGovID or via phone application, you can apply using a paper form however processing time is 20 business days.

OPTION 1: ONLINE APPLICATION

STEP 1

Step 1: Set up MyGovID

- Download the MyGovID app on your smart device.
- Open the MyGovID app on your smart device and follow the prompts. You need to enter your full name, date of birth and a personal email address.
- You will need a MyGovID with a Standard or Strong identity strength to apply for your director Identification Number online.
- You will need to verify 2 forms of Australian Identity documents i.e.: drivers licence, passport, birth certificate, visa, Medicare card

! MyGovID is different from MyGov

- MyGovID is an app. You download the MyGovID app to your smart device. It helps you prove who you are and to securely log in to a range of government online services including MyGov.

ONLINE APPLICATION

STEP 2

Step 2: Gather Your Documents

You will need to have some information the ATO knows abut you when you apply for your Director ID:

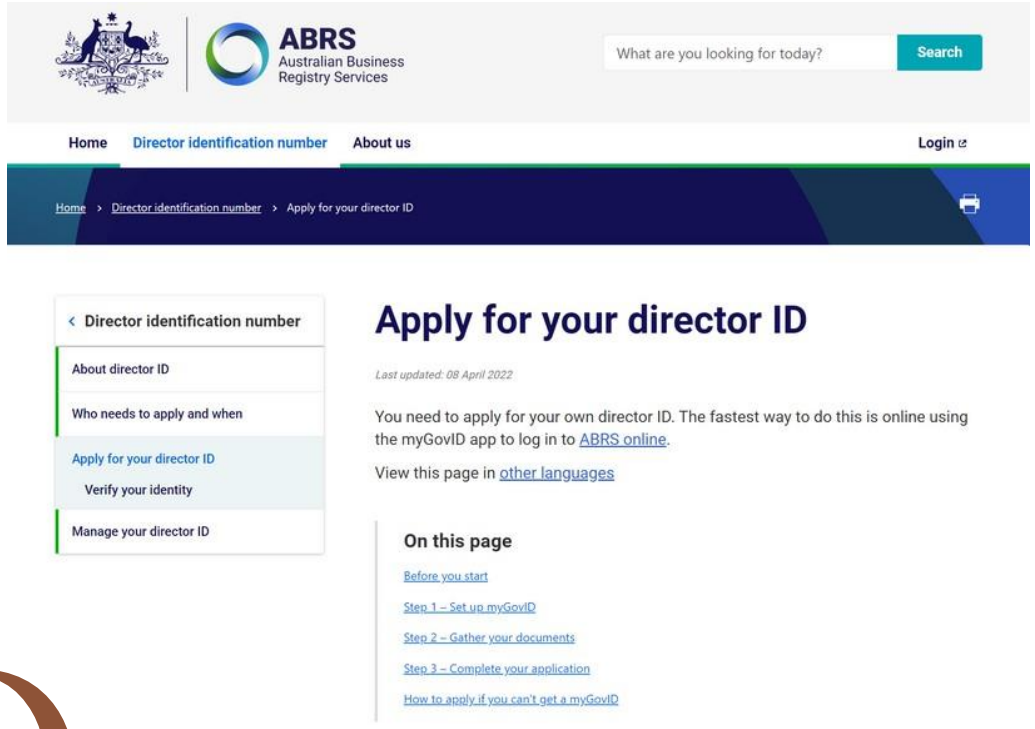
- Your personal tax file number (TFN)
- Your residential address as held by the ATO
- Information from 2 documents to verify your identity such as:
  - Bank account details
  - ATO notice of assessment
  - Super account details
  - Dividend statement
  - Centrelink payment summary
  - PAYG payment summary

ONLINE APPLICATION

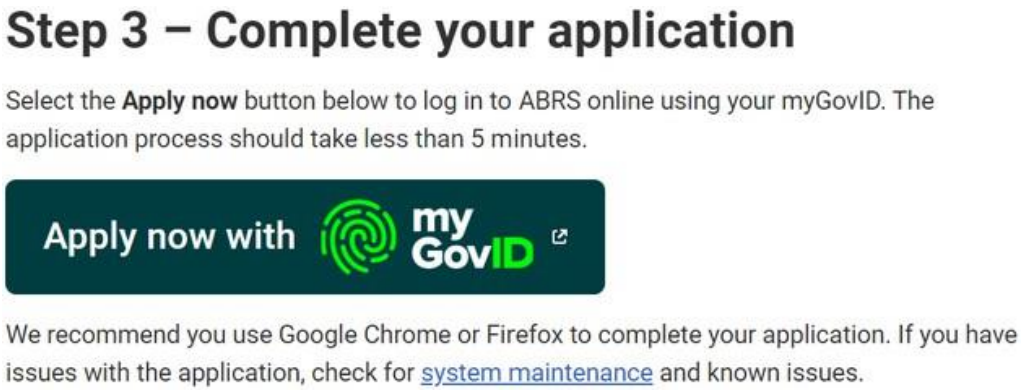
STEP 3

Step 3:

- Visit: https://www.abrs.gov.au/director-identification-number/apply-director-identification-number



- Scroll down to login via the Apply Now With MyGovID button

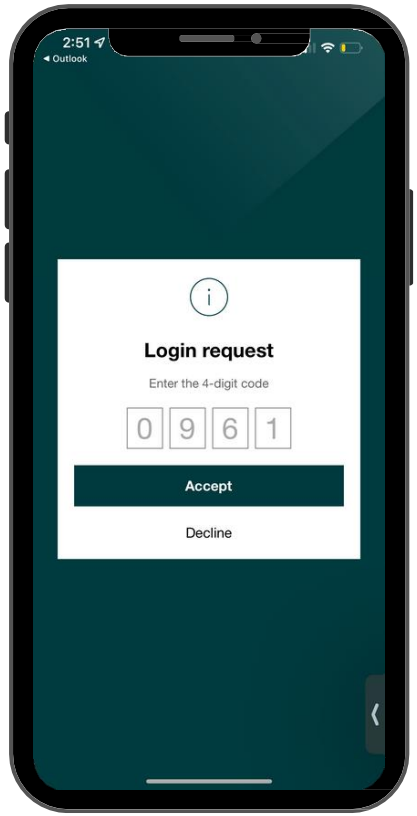


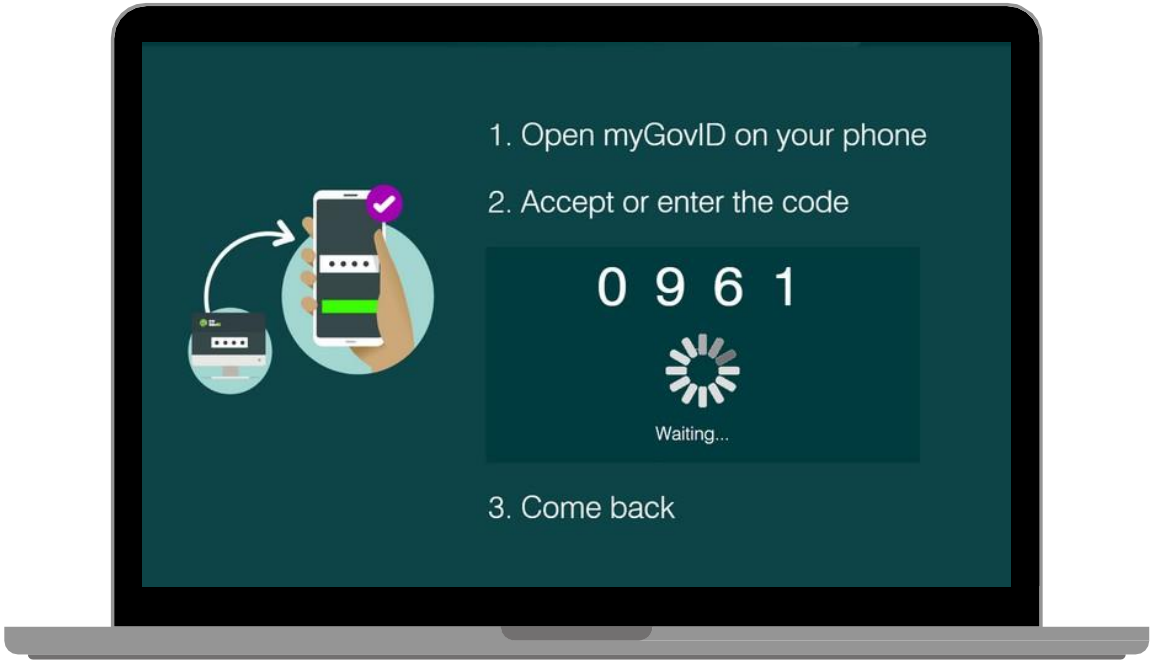
ONLINE APPLICATION

STEP 4

Step 4:

- Enter MyGovID Code on your smart device and ABRS application site



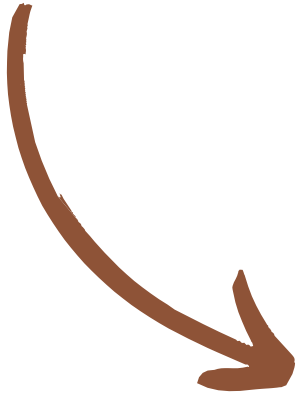


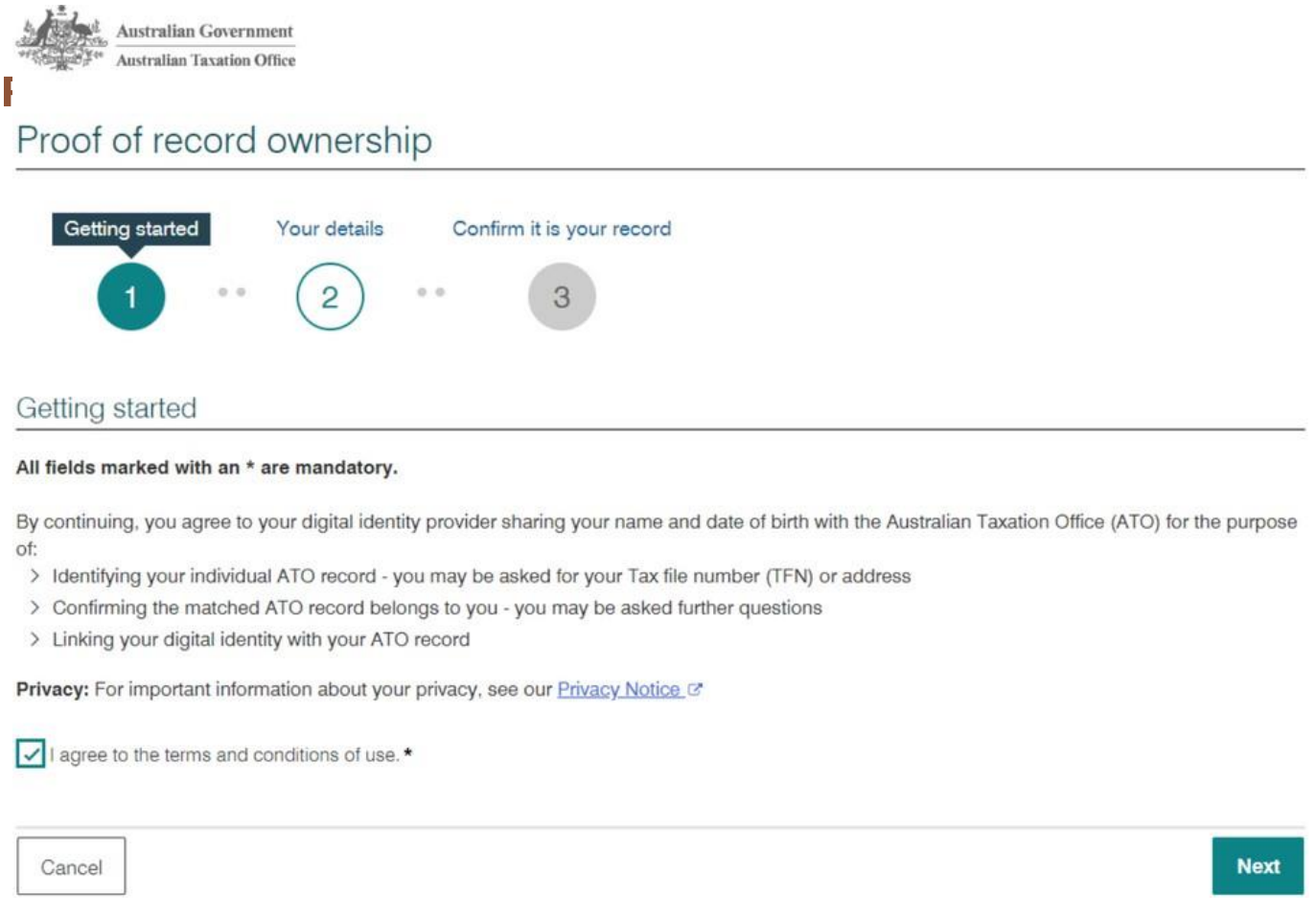
ONLINE APPLICATION

STEP 5

Step 5: Once logged into the ABI

- Accept the terms and conditions of use and click next



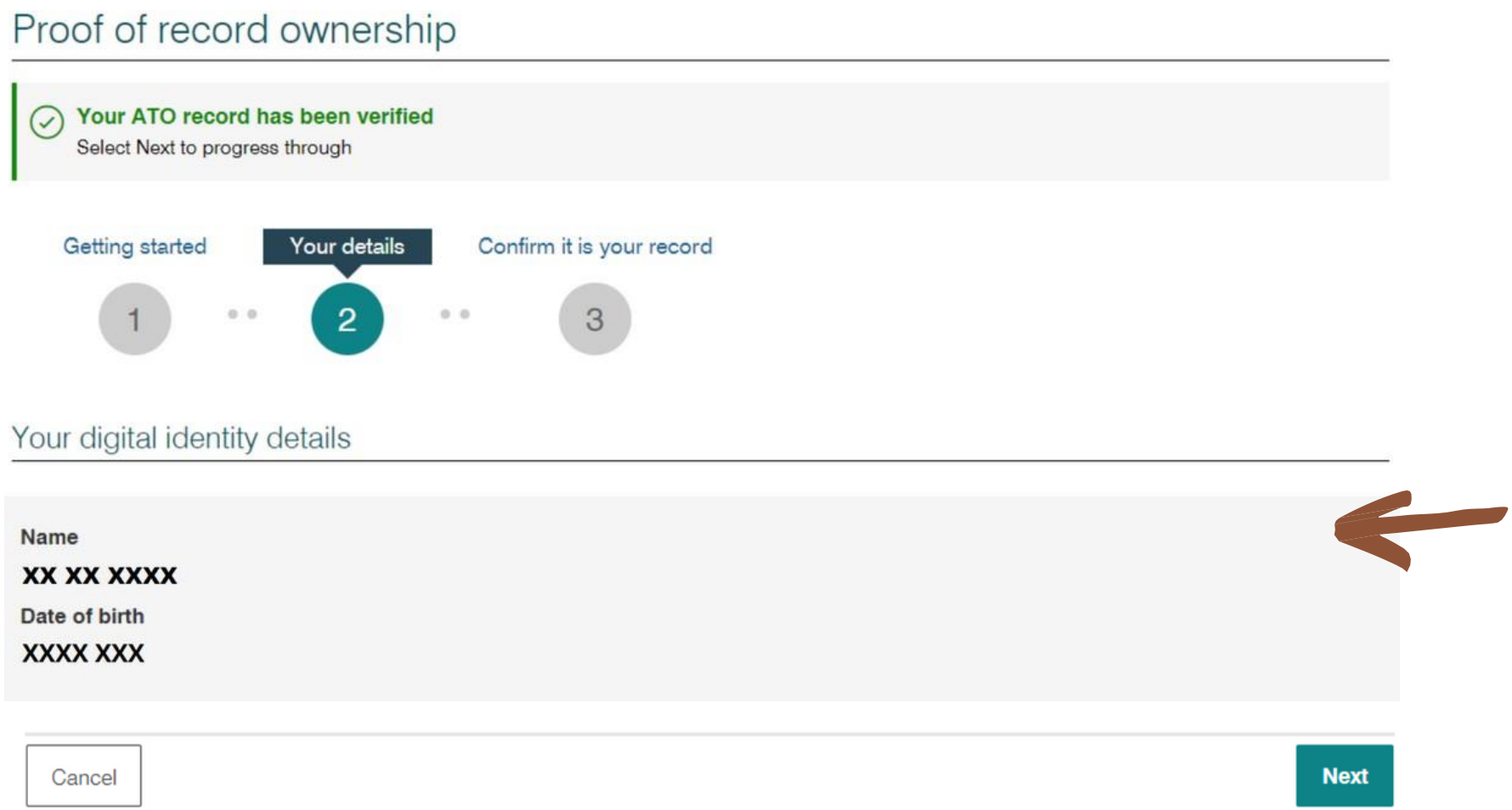


ONLINE APPLICATION

STEP 6

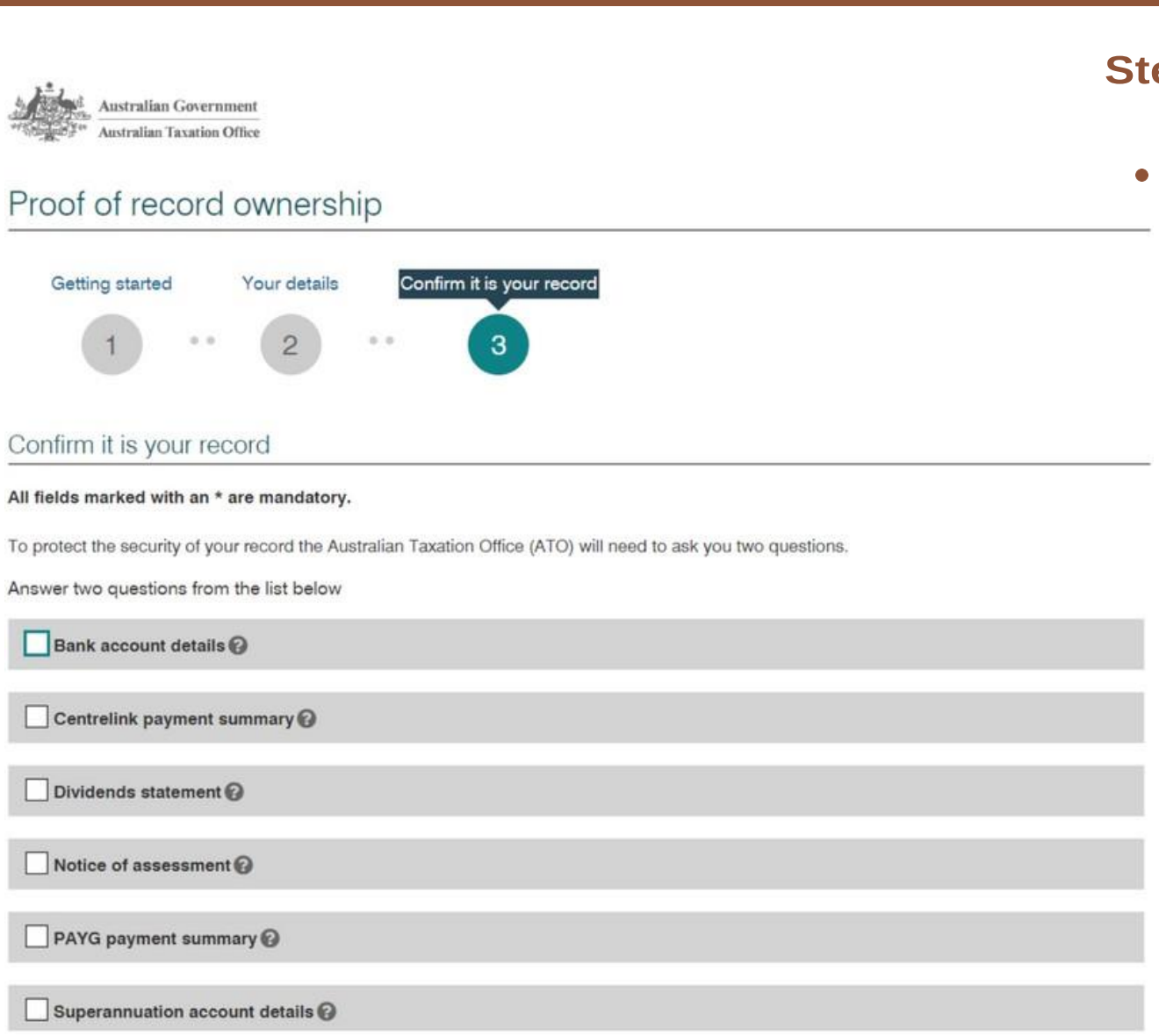
Step 6:

- Check your digital identity details are correct



ONLINE APPLICATION

STEP 7



Step 7:

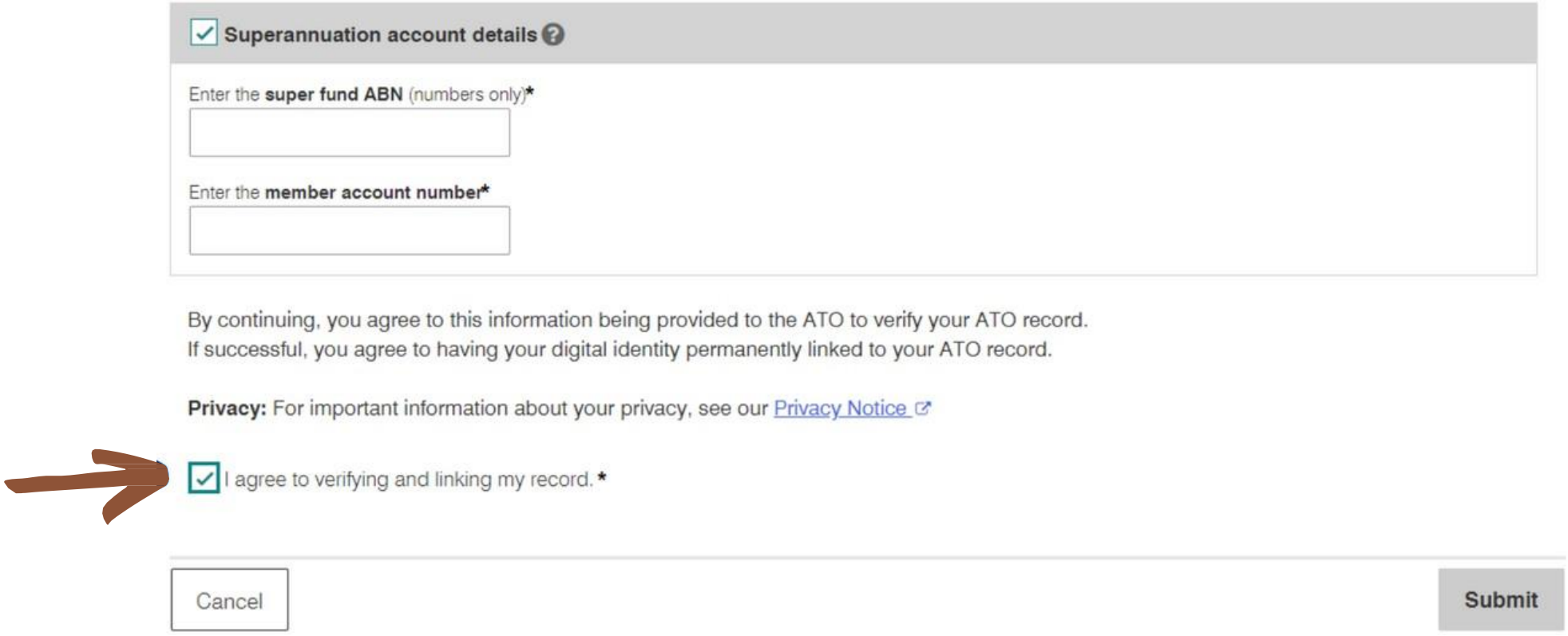
- Answer any two questions from the list below

ONLINE APPLICATION

STEP 8

Step 8:

- Tick the box to agree to verifying and linking your record

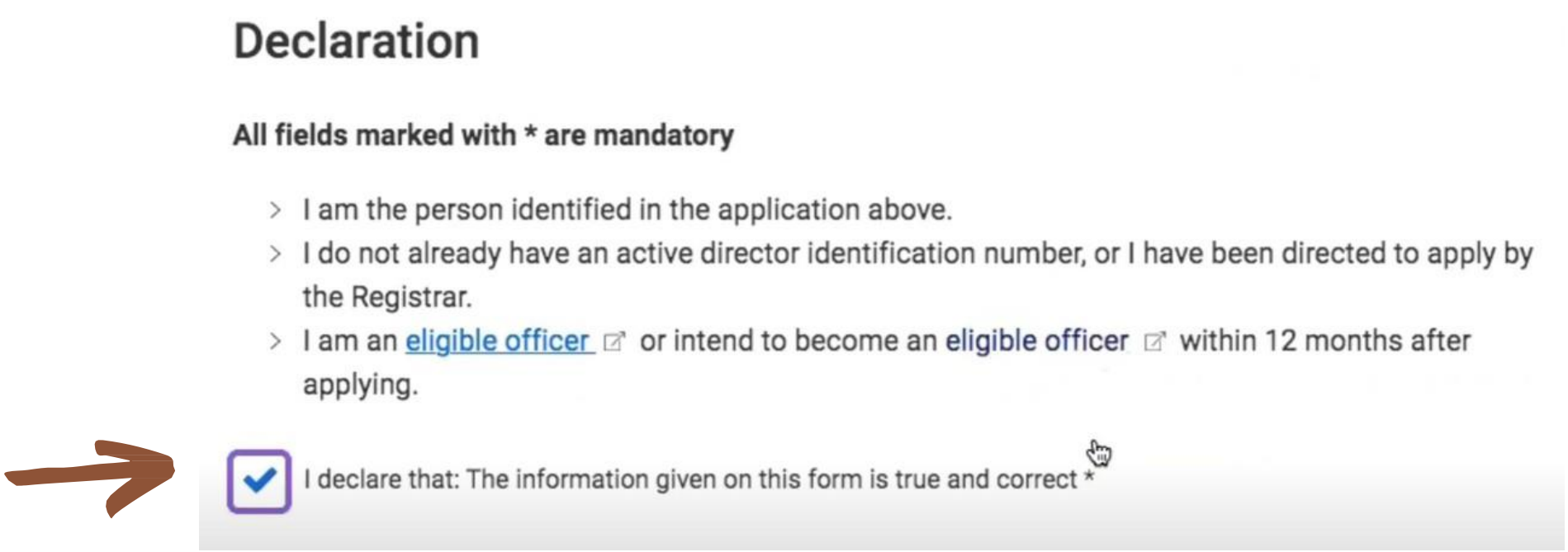


ONLINE APPLICATION

STEP 9

Step 9:

- Confirm your application & Director eligibility
- Enter your personal details (full name, birth details, contact details etc.)
- Tick the declaration box

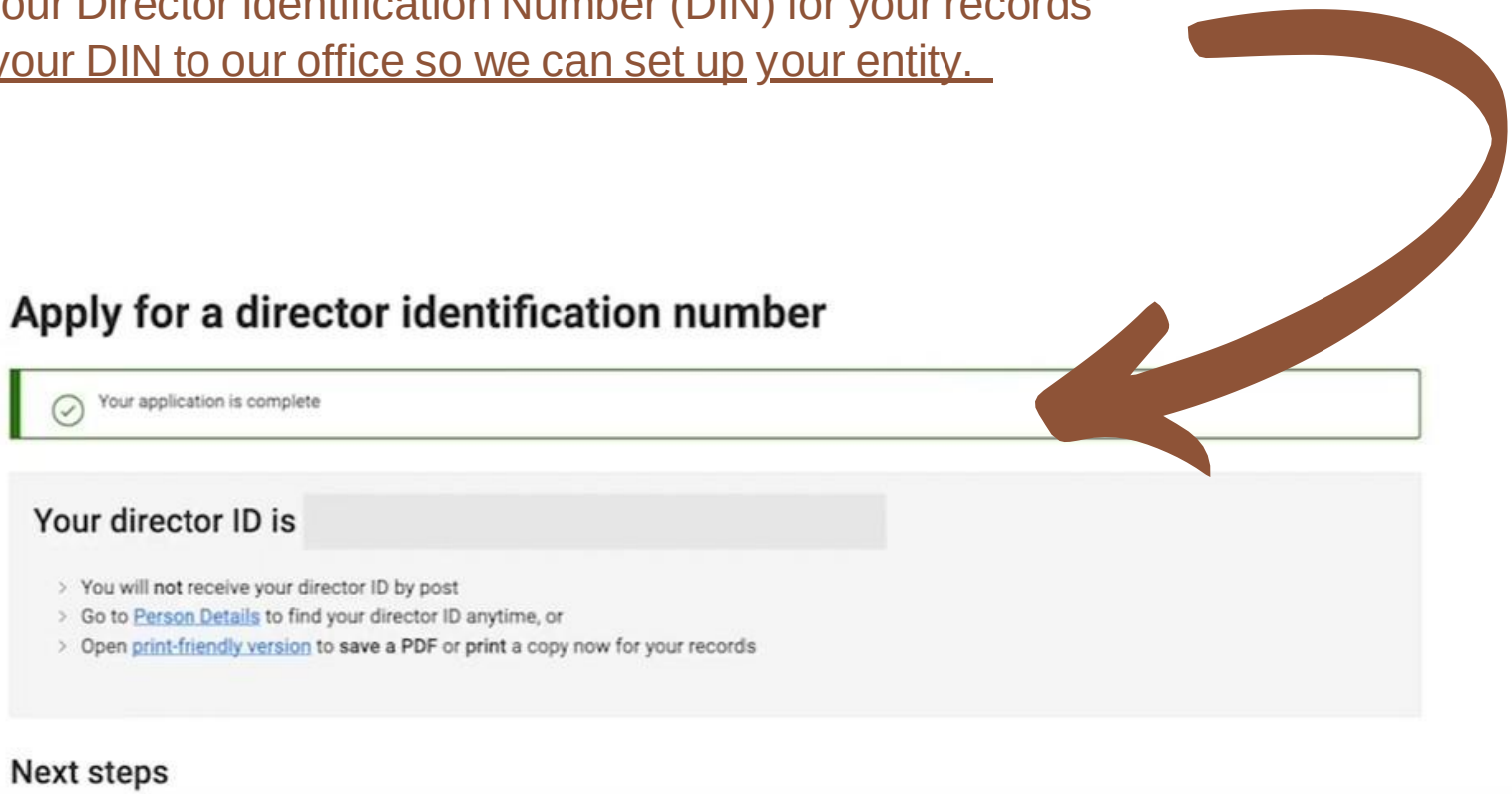


ONLINE APPICATION

STEP 10

Step 10:

- Record your Director Identification Number (DIN) for your records
- Provide your DIN to our office so we can set up your entity.



OPTION 2: PHONE APPLICATION

Applying for your Director Identification Number over the phone

If you cannot use or experience issues with MyGovID, you can apply for your Director Identification Number (DIN) over the phone:

- Call 13 62 50
- Provide your TFN and your residential address held by the ATO.
- To verify your identity, you will also need to:
  - answer two additional questions based on details the ATO knows about you;
  - provide details from one primary and one secondary identification document.
- Record your Director Identification Number for your records
- Provide your DIN to our office

OPTION 3: PAPER APPLICATION

Applying for your Director Identification Number via paper application

If you do not have sufficient Australian identity documents, or are unable to use the online or phone application, you can complete a paper application:

- Download and complete the paper application from the ABRS website;
- Print and sign the form;
- Attach certified copies of your identity documents: −
  - One primary and two secondary documents or any forms of identification held (the more the better)
  - Original documents should not be provided as these will not be returned.
  - Documents must be certified by a an appropriate person (Justice Of The Peace, Commissioner For Declarations, Solicitor etc.)
- Provide a covering letter that explains your identification documents/circumstances
- Post the form and supporting documents to the ABRS at Locked Bag 6000, Albury NSW 2640, Australia.
- Provide your DIN to our office once processed.

IMPORTANT INFORMATION

You must apply for your Director Identification Number (DIN) before you can be appointed as a Director of an Australian Company.

Civil or criminal penalties may apply if a director fails to apply for their DIN within their required timeframe.

For more information, visit ABRS