



# A PRACTICAL GUIDE

## How to set up your Director Identification Number

The following guide will help company directors apply for a unique identification number (DIN).

### BEFORE YOU APPLY

1. Before you apply to set up your DIN, you will need the following:

- a) Set up your myGovID at [www.mygovid.gov.au/set-up](http://www.mygovid.gov.au/set-up). Refer to our [guide](#) on how to set up on your phone;
- b) Your Tax File Number (TFN);
- c) Your residential address as held by the Australian Tax Office (ATO); and
- d) Information from **two documents** to verify your identity.

**Examples of the documents you can use include:**

- Bank Account Details
- An ATO notice of assessment
- Super account details
- A dividend statement
- A Centrelink payment summary
- A PAYG payment summary

### TO APPLY

Go to the [Australian Business Registry Services \(ABRS\)](#) website and select **Apply now with myGovID**.



2. **Sign in** to your myGovID app using your myGovID verification code.

3. Select **Agree to terms and conditions of use**. Select **Next**.

Proof of record ownership

Getting started
Your details
Confirm it is your record

1
2
3

Getting started

All fields marked with an \* are mandatory.

By continuing, you agree to your digital identity provider sharing your name and date of birth with the Australian Taxation Office (ATO) for the purpose of:

- > Identifying your individual ATO record - you may be asked for your Tax file number (TFN) or address
- > Confirming the matched ATO record belongs to you - you may be asked further questions
- > Linking your digital identity with your ATO record


Privacy: For important information about your privacy, see our [Privacy Notice](#)

☐ I agree to the terms and conditions of use. \*

Cancel
Next

4. **Check** to confirm your prefilled details are correct. Select **Next**.

### Proof of record ownership


**Your ATO record has been verified**  
 Select Next to progress through

Getting started

**Your details**

Confirm it is your record

1

2

3

#### Your digital identity details

Name

Date of birth

Cancel

**Next**

5. **Provide two** of the documents listed out in Step 1(d). Select **I agree to verifying and linking my record**.

Getting started

**Your details**

Confirm it is your record

1

2

**3**

### Confirm it is your record

All fields marked with an \* are mandatory.

To protect the security of your record the Australian Taxation Office (ATO) will need to ask you two questions.

Answer two questions from the list below

☐ Bank account details ?

☐ Centrelink payment summary ?

☐ Dividends statement ?

☐ Notice of assessment ?

☐ PAYG payment summary ?

☐ Superannuation account details ?

By continuing, you agree to this information being provided to the ATO to verify your ATO record.  
 If successful, you agree to having your digital identity permanently linked to your ATO record.

**Privacy:** For important information about your privacy, see our [Privacy Notice](#).

☐ I agree to verifying and linking my record.\*

#### Answer two questions from the list below

☒ **Bank account details ?**

Enter the **BSB number** recorded with the ATO (no spaces or symbols)\*

Enter the **bank account number** recorded with ATO (no spaces, do not include BSB)\*

☒ **Dividends statement ?**

Enter the **investment reference number** from your dividend statement (no spaces or / symbols, e.g. X0011223344)\*

☒ **Notice of assessment ?**

Enter the **date of issue** from your notice of assessment (dd/mm/yyyy)\*

Enter the **our reference number** from your notice of assessment (no spaces)\*

☒ **Centrelink payment summary** ?

Enter the **taxable income amount** from your Centrelink payment summary (no spaces or "\$" "." symbols, e.g. 1800)\*

\$

.00

☒ **PAYG payment summary** ?

Enter the **gross amount** from your PAYG payment summary (no spaces or "\$" "." symbols, e.g. 43000)\*

\$

.00


☒ **Superannuation account details** ?

Enter the **super fund ABN** (numbers only)\*

Enter the **member account number**\*

6. Once the two documents have been verified, it will show as **Your ATO record has been verified.**

## Proof of record ownership


**Your ATO record has been verified**  
 Select continue to return to the requesting service

Continue

7. Select **I am an eligible officer or intend to become an eligible officer within 12 months.**

8. Select **I acknowledge that to be a director of a company I must meet the requirements of the Corporations Act.**

## Getting a director ID

Step 1 of 3

All fields marked with \* are mandatory

### Application requirements

You can apply for a director identification number if you are:

- > an eligible officer or
- > intend to become an eligible officer within 12 months after applying.

An eligible officer is:


- > an appointed director or alternate director (acting in that capacity), of a company, body corporate that is a registered Australian body or registered foreign company.

The Registrar may make a determination that a particular person or class of persons are not eligible officers.

You should not apply for a director identification number if you already have an active director identification number unless you have been directed to by the Registrar.

☒ I am an eligible officer or intend to become an eligible officer within 12 months of my application \*

To be eligible to be a director of a company, you must:


- > be an individual, (i.e. a natural person)
- > be at least 18 years of age; and
- > not be [disqualified from managing corporations](#)  unless the appointment is made with the permission of ASIC or leave of the Court.

☒ I acknowledge that to be a director of a company I must meet the requirements of the Corporations Act


9. Complete the following fields:

- a) place of birth
- b) residential address
- c) postal address
- d) contact details

## Residential address



As a director you must notify your company of any changes to your personal details within seven days. In turn your company must notify ASIC of the change within 28 days of the date of change.



1. [Getting a director ID](#)

> 2. Applicant details

3. Review and submit

Country \*

Australia

Search address

e.g. Level 15 100 Miller St North Sydney NSW 2060

Address

## Postal address

Choose a postal address \*

☐ Same as residential address
   
☐ A different address

Address

Australia

## Contact details

We will use these details for any communications with you about any of your directorships.

### Mobile

Country code \*

Number \*

+61

Number

### Business phone


Country code

Area code and number

+61

Number

Email \*



The details entered are for Australian Business Registry Services only. If you update or change these details, they will not update any other systems such as myGovID, myGov, ATO or ASIC.

Back

Cancel

Next

10. **Review** your application to ensure all details are correct. Select **I declare that: The information given on this form is true and correct.**

11. Select **Submit** to complete your application.

## Declaration

All fields marked with \* are mandatory

- > I am the person identified in the application above.
- > I do not already have an active director identification number, or I have been directed to apply by the Registrar.
- > I am an [eligible officer](#) <sup>1</sup> or intend to become an [eligible officer](#) <sup>1</sup> within 12 months after applying.

☐ I declare that: The information given on this form is true and correct \*

**Step 3 of 3**

- ✓ 1. [Getting a director ID](#)
- ✓ 2. [Applicant details](#)
- > 3. Review and submit

[Back](#)
[Cancel](#)

[Submit](#)

12. Once your application is complete, you will be provided your DIN.

## Apply for a director identification number

Your application is complete

**Your director ID is 036** XXXXXXXXXX

- > You will **not** receive your director ID by post
- > Go to [Person Details](#) to find your director ID anytime, or
- > Open [print-friendly version](#) to save a PDF or print a copy now for your records

### Next steps

- > [Print or save a PDF](#) record of your director ID.
- > Give your director ID to the person responsible for maintaining the records of any companies that you are a director of. This may be the company secretary, another director or an authorised agent.

### Protect yourself

Your director ID confirms your identity and your relationships to a company. Only give your written consent to being appointed as a director of a company if you will play an active role in overseeing the company's business affairs.

If you suspect someone has been misusing your identity or director ID, [contact us](#) <sup>1</sup>

[Print-friendly version](#)
[Home](#)

## CONTACT PILOT

To learn more about Director IDs or for any assistance regarding director responsibilities, please contact **Julie Bennett**, **Linda Yang** or your Pilot Advisor on 07 3023 1300.

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