

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. 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:

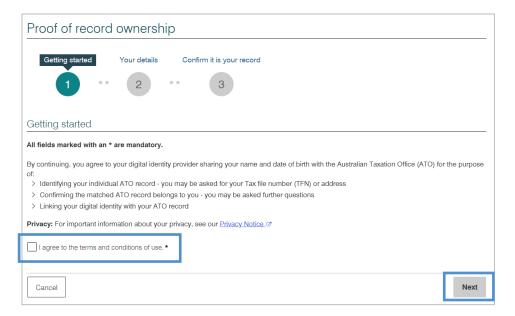
- Bank Account Details
- An ATO notice of assessment
- Super account details
- A dividend statement
- A Centrelink payment summary
- A PAYG payment summary

TO APPLY

Go to the Australian Business Registry Services (ABRS) website and select Apply now with myGovID.

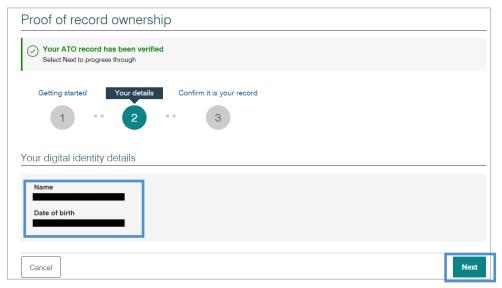


- 2. **Sign in** to your myGovID app using your myGovID verification code.
- 3. Select Agree to terms and conditions of use. Select Next.

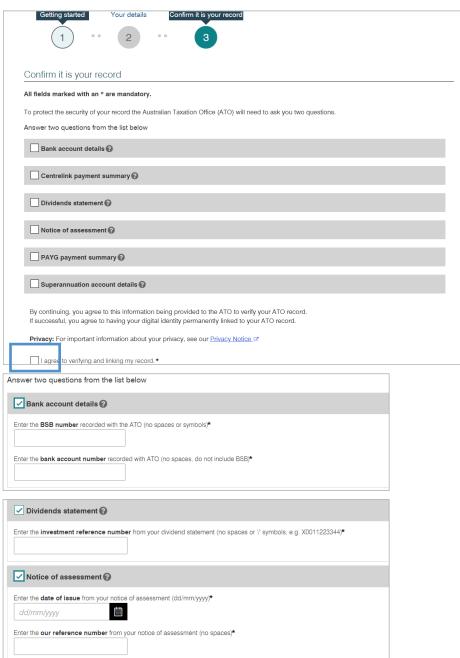




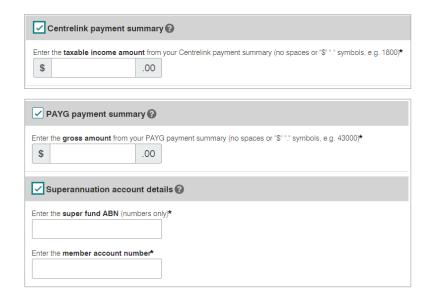
4. Check to confirm your prefilled details are correct. Select Next.



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



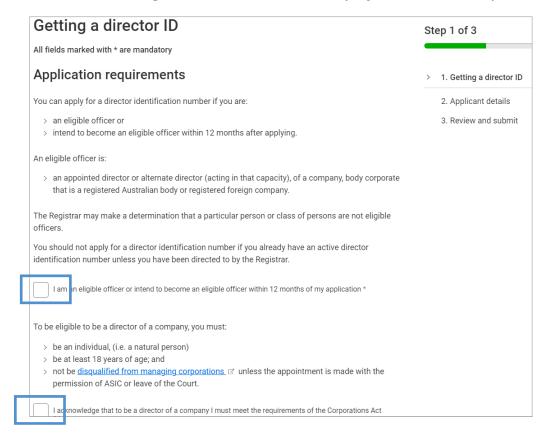




6. Once the two documents have been verified, it will show as Your ATO record has been verified.

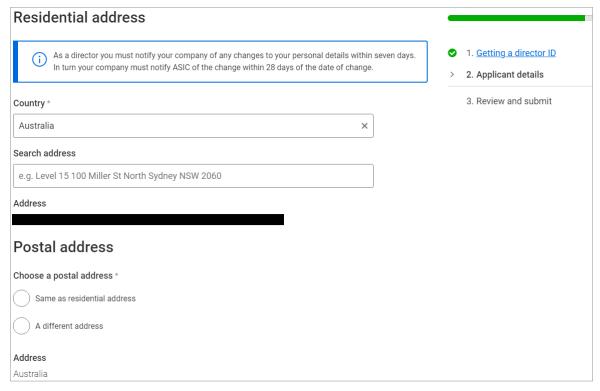


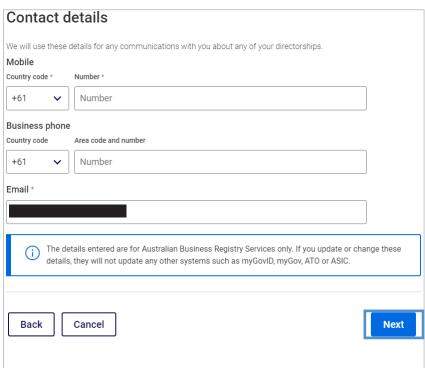
- 7. Select I am an eligible officer or intend to become an eligible officer within 12 months.
- 8. Select I acknowledge that to be a director of a company I must meet the requirements of the Corporations Act.





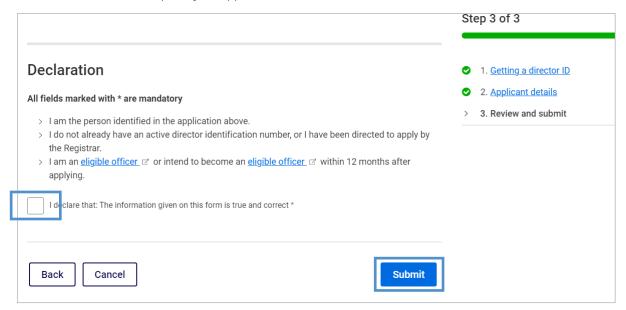
- 9. Complete the following fields:
 - a) place of birth
 - b) residential address
 - c) postal address
 - d) contact details



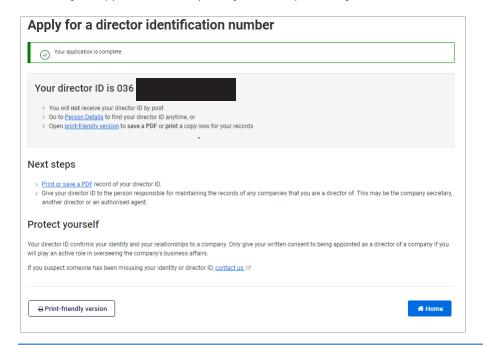




- 10. Review your application to ensure all details are correct. Select I declare that: The information given on this form is true and correct.
- 11. Select **Submit** to complete your application.



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



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.

Pilot Chartered Accountants

Level 10, Waterfront Place 1 Eagle St, Brisbane QLD 4000 Australia P +61 7 3023 1300 | F +61 7 3229 1227 | pilotpartners.com.au

DISCLAIMER: This publication contains general information only and is not intended to constitute financial advice. Any information provided or conclusions made, whether expressed or implied, do not take into account individual circumstances. It should not be relied upon as a substitute for professional advice.

