



A PRACTICAL GUIDE

How to set up your Director Identification Number - Foreign Directors

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) **Certified copies** of:

- One primary and one secondary identity document; or
- Two primary identity documents

Examples primary documents include:

- Foreign birth certificate
- Foreign passport
- Australian full birth certificate
- Australian passport

Examples of secondary documents include:

- National photo identification card
- Foreign government identification
- Driver's licence

b) If your identify documents are not written in English, you must arrange for them to be translated into English by an approved translation service and certified as a true and correct copy.

Translations should also be accompanied by a certified copy of the original document in the language of origin.

Each translation should display an official stamp (or similar) that shows the certifier's accreditation.

TO APPLY

1. Download the paper form to apply: [Application for a director identification number \(NAT75329, PDF, 306KB\)](#)

2. To prevent delays in processing your application, ensure you answer all the questions using BLOCK LETTERS. Penalties apply for providing false or misleading information.


3. Complete **Section A: Tax File Number**

Section A: Tax file number

1 Do you have a tax file number (TFN)?

No ☐ Have you applied for a TFN? Yes ☐ No ☐

Yes ☐ Provide your TFN

 It is not an offence if you do not provide your TFN. However, providing your TFN in addition to the identity documents in Section D, will help us verify your identity. The Registrar is authorised by the *Corporations Act 2001* and/or the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* to request your TFN.

4. Complete **Section B: Application Requirements**

Section B: Application requirements

You can apply for a director ID 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, or an Aboriginal and Torres Strait Islander corporation.

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 ID if you already have an active director ID, 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, you must:

- be an individual,
- be at least 18 years of age; and
- not be disqualified from managing corporations unless your appointment is made with the permission of ASIC, ORIC, or with leave of the Court.

☐ I acknowledge to be a director I must meet the requirements of the *Corporations Act 2001* and/or the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*

 If you have previously applied for and been issued a director ID, and have been asked by the Registrar to reapply, enter your previously issued director ID here and continue to the next section.

5. Complete **Section C: Your Details**

Section C: Your details

2 What is your full legal name?

Family name

First given name Other given names


3 Have you previously been known by another name?

No ☐ Go to next section

Yes ☐ Provide details below

Family name

First given name Other given names

 If you have more names, provide details on a separate sheet of paper and include with your application.

4 What is your date of birth?

Day / Month / Year

5 Where were you born?

Country

Suburb/town/locality State/territory (if born in Australia)

6 What is your residential address?

This must be a street address where you live, for example, 123 Smith St. It cannot be a business address, post office box number, roadside mailbag, roadside delivery or other delivery point address.

Street address

Suburb/town/locality State/territory Postcode

Country if outside Australia

7 What is your postal address for service of notices and correspondence?

This is the address where government departments and agencies will send notices and correspondence. If your postal address is the same as the main residential address, place a cross in this box.

☐ As above.

Street address

Suburb/town/locality State/territory Postcode

Country if outside Australia


6. Provide the acceptable proof of identify documents mentioned above. **Certified and translated copies** of:

- One primary and one secondary identity document; or
- Two primary identity documents

Section D: Identity documents

For information about the documents you need to provide with your application, see www.abrs.gov.au/verify

There are different requirements for applicants from within and outside Australia. If you do not provide all the documents we ask for, we cannot issue you with a director ID.



We only accept proof-of-identity documents that are certified copies of original documents. **Do not send us original documents.** We may check the supporting documents you supply with the agencies that issued them.

10 What identity documents have you included with your application?

7. Review your application to ensure all details are correct and **sign the declaration** at the end of the form.

Section E: Declaration

Before you sign this form

Make sure you have answered all the relevant questions correctly and read the privacy statement below before you sign and date this page. An incomplete form will delay processing.

Privacy

The Registrar of the Australian Business Registry Services (ABRS) is legally authorised to collect information, including personal information, about the person who signed the declaration. For information about your privacy go to www.abrs.gov.au/privacy

Declaration

- I am the person identified in 'Your details' 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 or intend to become an eligible officer within 12 months after applying.
- I declare that: The information given on this form is true and correct.

Signature

You MUST SIGN here

Date

Day

Month

Year

8. Make a copy of this form for your own records. Attach certified copies of your current identification documents to this original form and mail to:

Australian Business Registry Services
Locked Bag 6000
ALBURY NSW 2640
AUSTRALIA

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.