

Instructions to apply for the Director's ID Number (DIN)

There are two parts to the online application process:

- a. The myID app set-up (if not already done so), and
- b. the Australian Business Registry Services (ABRS) application process.

Step 1. MyID app (If you already have the app, please skip ahead to Step 2)

If you don't have the app you will need to download it and set it up as you need it to login to the government website to apply for the DIN.

The app icon looks like this.



If you don't have the app, here are the instructions:

A. Download the myID app from the App store (iPhones) or Google Play (Androids)



B. Enter your details

Open the myID app and follow the prompts. You will need to give your full name, date of birth and email address This must not be a shared email address.

C. Add your identity documents

A **Standard** or **Strong** identity strength is required to apply for the Director's ID Number (DIN). Follow the prompts to add your Australian identity documents:

We recommend the Strong Identity as this will make the application process much easier.

- driver's licence or learner's permit
- passport (not more than three years expired)
- birth certificate
- visa (using your foreign passport)
- citizenship certificate
- ImmiCard
- Medicare card.

A **Basic** identity strength will not allow application for the director's ID number.

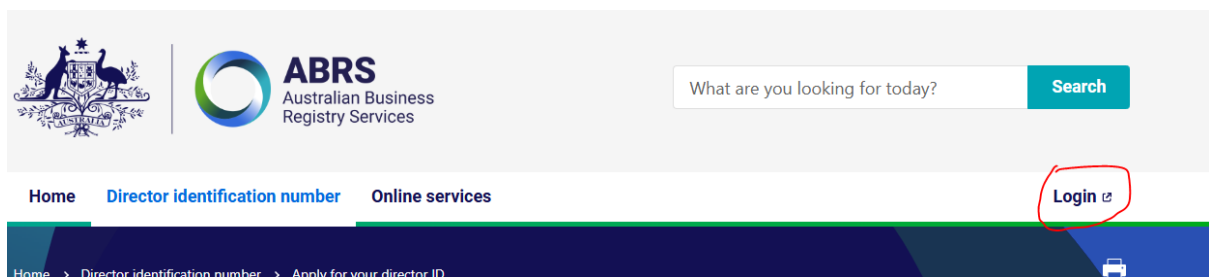
Step 2. ABRS Website (the actual application process) or by phone on 13 62 50 (both application processes require the same provision of information below)

When you have the myID app set up, you will need to go to the following website (Australian Business Registry Services or ABRS) and follow the instructions on the page. When you login using the myID app, you will be provided with a code on the PC screen which you will need to input into the app.


If you can get your myID app to show "Strong" ID strength then the application is really quick. If it only shows "Standard" ID strength then you will need to provide a couple of forms of ID during the application.

You need to go to the Australian Business Registry Services (ABRS) website at <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>.

Click **Login** and then click **Apply for a director ID**



Dashboard

 Are you a director or intending to be a director of a company? [Apply for a director identification number](#)

Tick the two boxes and click NEXT

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
- > 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 that 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* *

Your privacy is important to us. Read the [Privacy notice for director ID](#) [☞] before applying for a director ID.

Cancel

Next

Your name etc should prefill, but you will need to enter your city, state and country of birth

Place of birth

Country of birth *

AUSTRALIA

City/town of birth *

State/territory of birth *

Please select

Your address should be prefilled as well. If it isn't correct then you can edit it.

Enter your mobile number and then click NEXT.

******If you only have "Standard" ID strength on your myID app then, AT THIS POINT YOU MAY BE ASKED TO PERFORM AN ID CHECK.**

It would be best to enter the details for the following:

- Notice of Assessment:
- Bank Details held by ATO
- super account details
- a dividend statement

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

Then review the details on the next page and tick the box to make the declaration. Then click SUBMIT.

You should then receive the ID Number (please copy and paste the number in a reply email to me so I can update the system).

Let me know how you go. **If you are successful in obtaining the number, could you please provide me with it, as I need to update our system.**