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Our presenters today



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Director Identification Numbers



What are they?

A number that's unique to you (like a TFN)

Compulsory for directors of any company

Not just businesses, includes all sorts of companies:

- Trustees of SMSFs
- Trustees of family trusts
- Custodian Trustees for LRBAs

You will only ever need one – even if you change name, change company, have lots of companies



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When do I need one?



All about when you become a director for the **first time**

First became a director	Need to apply by:
Before 1 November 2021	30 November 2022
Between 1 November 2021 – 4 April 2022	Within 28 day of first becoming a director
5 April 2022 onwards	Before first becoming a director

Been a director for a while? There's plenty of time – just don't forget!



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And then what?



- Nothing much to do with your Director ID yet
 - No government agency (eg ASIC) asks for it yet
 - If we look after your company, we'll contact you to collect it in a secure way in due course
- At some point ASIC will need to connect you / your Director ID / the companies
- Keep it secure – it's an important number



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How do I apply?



- 3 options
 - Online
 - Phone
 - Paper
- Process is fundamentally about **proving who you are**
 - Not what company / companies you are a director of
- Tip : try online first <https://www.abrs.gov.au/director-identification-number>



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Online applications



Step 1:



Govt accepted online proof of identity

Prove who you are once, then a number of Govt areas (eg Centrelink) use it to check you're who you say you are by sending an authentication code to the myGovID app on your phone when you access their services (like getting an SMS sent to your phone for online shopping / banking)

Need "standard" or "strong" level verification in myGovID

It's not myGov (you might have accessed the ATO or Medicare here)



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Online applications – myGovID



- What sorts of things do you need to prove your identity to "standard" level?

Passport, Driver's licence, Birth certificate, Visa, ImmiCard, Citizenship Certificate, Medicare card.

There are sometimes special rules – see website (<https://www.mygovid.gov.au/verifying-your-identity>)

- Moving up to "strong"?
Take a selfie!

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Online applications – myGovID



Some tips:

- Use a *personal* email address
- New phone? You'll need to re-verify
- Go up to "Strong" identity – makes the next step quicker
- You only need 2 matches on ID documents – but have more handy in case one doesn't work as expected

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Online applications

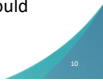


Step 2 – back to <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>

Have handy : TFN, residential address according to ATO and some more documents

You'll be asked to enter a code into myGovID on your phone (that proves who you are)

You'll be asked to give some more info that only you would know from these documents



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Online applications – Step 2



What sort of documents?

- You'll be asked for info about you personally that can be linked up to Govt information – for example:
 - bank account that receives your tax refunds or interest
 - last (personal) tax assessment
 - dividend statements
- Have several sources handy



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Online applications – Step 3



- Actually apply for your Director ID (this is the easiest bit) (You'll be directed there automatically)
- Director ID will appear on the screen – get a PDF
 - If you forget, you can login again later
 - No password needed, just myGovID!

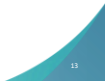


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Phone & Paper



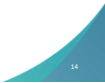
- Don't need myGovID
- For Paper – will need documents certified
 - Barrister, solicitor, doctor, judge, JP, etc – **not** financial planner, accountant, tax agent etc
 - Different requirements for applicants outside Australia
 - In a foreign language? NAATI certified translation
- For Phone – will need information from same identity docs



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Thank you!



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