



Application for a director identification number – for people living in Australia

The fastest way to apply for a director identification number (director ID) is online at abrs.gov.au/directorIDapply.

Use this application form if an Australian Business Registry Services (ABRS) contact officer has requested you to complete it, and you live in Australia.

To prevent processing delays, make sure you answer all questions.

If we can confirm your details with our systems, we'll issue you a director ID and give you the number in writing.

When completing this form:

- answer all questions, otherwise we may need to contact you for more information
- print clearly, using a black or dark blue pen
- use BLOCK LETTERS and print one character in each box
- write an 'X' in all applicable boxes
- don't use correction fluid or covering stickers
- read the privacy statement and sign the declaration at the end of the form
- provide acceptable proof of identity documents – see Section **D** of this form.

i For more information about director ID:

- visit www.abrs.gov.au/directorID
- phone **13 62 50** between 8.00am and 6.00pm, Monday to Friday.

x Penalties apply for providing false or misleading information.

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

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 or 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 the Registrar has directed you to.

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 the Australian Securities & Investments Commission (ASIC), Office of the Registrar of Indigenous Corporations (ORIC), or with leave of the Court.

! If you have already 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 Section **C**.

Section C: Your details

2 Your full legal name

Family name

First given name

Other given names

3 Have you previously been known by another name?


No Go to section D

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 Date of birth

Day / Month / Year
 / /

5 Where were you born?

Country

Suburb or town or locality

State or territory

(Australia only)

Postcode

(Australia only)

6 Residential address

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

Street address

Suburb or town or locality

State or territory

Postcode

7 Postal address for service of notices and letters

This is the address where government departments and agencies will send notices and letters. If your postal address is the same as your residential address, write a cross in the box below.

As above.

Street address

Suburb or town or locality

State/territory

Postcode

8 Phone number

Mobile phone number

Business phone (optional) (include area code)

9 Personal email address (use BLOCK LETTERS)

Section D: Identity documents

10 Identity documents included with your application

Select the identity documents you have included with your application. We accept certified copies. We may check the supporting documents you supply with the agencies that issued them. Do not send original documents. For more information about the documents you need to provide, see abrs.gov.au/verify.

One primary and two secondary identity documents

Two primary and one secondary identity documents

Identity documents

Primary documents:

- Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- Australian passport (including passports that have expired in the last 3 years)
- Australian citizenship certificate or extract from a Register of Citizenship by Descent
- foreign passport.

Secondary documents:

- Medicare card
- Australian driver's licence or Australian learner's permit. This must show your photo and signature. The address must match the details on your application.

If you have changed your name, you must provide another document showing the change, such as a marriage certificate, deed poll or change of name certificate.

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 is legally authorised to collect information, including personal information, about the person who signed the declaration. For information about your privacy go to abrs.gov.au/privacy.

Declaration

- I am the person identified in 'Your details' above.
- I do not already have an active director ID, 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.
- The information given on this form is true and correct.

Signature (Electronic signatures are not recognised)

You MUST SIGN here


Date

Day / Month / Year
 / /

Lodging this form

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

Australian Business Registry Services
Locked Bag 6000
ALBURY NSW 2640

 We aim to give you our decision within 28 days of receiving all necessary information. If your application is incomplete or incorrect, it may take longer. Do not lodge another application during this time.