



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

Use this application form if you are living outside Australia and don't have the required identity documents to apply online.

For more information about director ID visit
abrs.gov.au/directorID

If we can process your application with the information you provide and confirm your details with our systems, we'll send confirmation of your director ID to the postal address on this application.

We will contact you if we need more information.

When completing this form

- Answer all questions, otherwise we may need to contact you for more information.
- Print this form and write clearly, using a black or dark blue pen.
- Use BLOCK LETTERS and print one character in each box.
- Place an 'X' in all applicable boxes.
- Don't use correction fluid or covering stickers.
- Read the privacy statement in **Section E** and sign the declaration at the end of the form.
- Provide acceptable identity documents listed in **Section D** of this form.

Note: Penalties apply for providing false or misleading information.

Section A: Tax file number

1 Do you have an Australian tax file number (TFN)?

No Have you applied for a TFN? Yes No

Yes Provide your TFN

Note: 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 of ABRS 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 of Australian Business Registry Services may determine that a particular person or class of persons are not eligible officers.

To be eligible to be a director, you must:

- be an individual
- be at least 18 years old
- 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.

Section C: Your details

2 What is your full name?

Family name

Given name

Other given names

3 Have you ever had another name?

No

Yes Provide details below

Other name

Family name

Given name

Other given names

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

4 What is your date of birth?

Day / Month / Year
 / /

5 Which country were you born in?

Country

Suburb or town or locality

State or territory

(Australia only)

Postcode

(Australia only)

6 What is your home address outside Australia

This must be a street address where you live (outside of Australia), for example, 123 Smith St. It can't be a post office box number, roadside mailbox, roadside delivery or other delivery point address.

Street address

Suburb or town or locality

Postcode

Country

7 What is your postal address?

This is the address where government departments and agencies will send notices and letters. If your postal address is the same as your home address, place 'X' in the **As Above** box below.

As above

Street address

Suburb or town or locality

Postcode

Country

8 Phone number

Mobile phone number (include country code)

+

Business phone (optional) (include country code)

+

9 Personal email address (use BLOCK LETTERS)

10 Do you have a director ID and have been asked by the Registrar to re-apply?

No

Yes If you have already applied for and been issued a director ID, and have been asked by the Registrar to re-apply, enter your previously issued director ID here.

Section D: Identity documents

11 Identity documents included with your application

This section will help you provide the identity documents we need to process your application. If you do not provide all the documents we ask for, we cannot issue you with a director ID.

We accept certified copies of original documents. Do not send original documents. Copies of certified documents or original documents you mail to us will not be returned to you.

For more information about the documents you need to provide, visit abrs.gov.au/verify.

You must provide current documents. Place an 'X' in the identity documents boxes you have included in your application. Provide:

- one primary and one secondary document, or
- 2 primary documents.

Identity documents

Primary documents:

- foreign birth certificate
- foreign passport
- Australian full birth certificate (extracts and commemorative certificates are not acceptable)
- Australian passport (including passports that have expired in the past 3 years).

Secondary documents:

- national photo identification card
- foreign government identification
- driver's licence (front and back), the address must match the details on your application
- marriage certificate, but if you use this document to verify your change of name, you can't use it as a secondary document.

12 Are your identity documents provided in English?

Yes

No If any of your documents are not in English, you must provide a written translation that an authorised translation service has certified as a true and correct copy. See information at abrs.gov.au/verify.

13 Are your identity documents in a previous name?

Yes You must provide another certified copy of an original document showing the change, such as a marriage certificate, deed poll or change of name certificate.

No

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 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' in Section C.*
- *I do not already have a director ID, or I have been told to re-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			
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Lodging your application

1. Make a copy of this form for your own records.
2. Attach certified copies of your identity documents selected in **Section D** and any additional information requested to this original form and mail it to us at:

Australian Business Registry Services
Locked Bag 6000
ALBURY NSW 2640
AUSTRALIA

Note: We will send your director ID to the postal address on your application. It may take up to 56 business days for your application to be processed. Do not lodge another application during this time. We will contact you if we need more information.