



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/directorID.

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

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 your myGov Inbox if you have a myGov account linked to the ATO, if not the postal address on this application.

We'll contact you if we need more information.

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

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 this 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 a 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 ABRS 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?

This must be a street address where you live, 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

State or territory

Postcode

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 an 'X' in the **As Above** box below.

As above

Street address

Suburb or town or locality

State/territory

Postcode

8 What are your contact details?

Mobile phone number

Business phone (optional) (include area 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 us original documents. Copies of certified documents or original documents you mail to us will not be returned to you. We may check the identity documents you supply with the agencies that issued them. For more information about the documents you need to provide, see abrs.gov.au/verify.

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

- one primary and two secondary documents, or
- two primary and one secondary 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 drivers licence or Australian learners permit (front and back). This must show your photo and signature. The address must match the details on your application.

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 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' 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 identification 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

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. Don't lodge another application during this time. We will contact you if we need more information.