



ACCUMEN

Accountants + Business Advisors

DIRECTOR ID HOW TO APPLY

A Director ID is a unique 15 digit number assigned to an individual that will stay with you forever. Similar to a TFN. All directors of a company, registered Australian body, registered foreign company or Aboriginal and Torres Strait Islander corporation will need a director ID.

DIRECTOR ID

How
to +
Apply

1 Apply for a MyGovID account

Go to
<https://www.mygovid.gov.au/set-up>

2 Gather your documents

Verify your identity with your TFN and address as well as information from two documents e.g. bank account, an ATO notice of assessment, super account details, a dividend statement, PAYG or Centrelink payment summary

3 Complete your application

Go to
<https://abrs.gov.au/persons/ui/secure/start/applyForDirectorID?action=applyfordirectorid>

Director

Important Information For Company Directors.

1 APPLY FOR A MYGOVID ACCOUNT

If you do not already have one you will need:

- A smart phone, the MyGovID app can be downloaded from either the app store or google play
- An email address, preferably not a shared address.
- Be able to provide two of the following documents:
 1. Driver's licence
 2. Medicare Card
 3. Passport
 4. Birth Certificate
 5. Citizenship Certificate
 6. Medicare Card
- Make sure you enter your name into the application exactly as it appears on your identity documents. More information on setting up a MyGovID can be found [here](#).

2 GATHER YOUR DOCUMENTS

You will need to have some information the ATO knows about you when you apply for your director ID:

- your tax file number (TFN)
- your residential address as held by the ATO
- information from two documents to verify your identity.

These need to be documents the ATO can check, for example:

- Bank account details (as recorded by the ATO)
- Notice of Assessment
- Superannuation account details
- Dividend statements
- PAYG or Centrelink payment summary

3 COMPLETE YOUR APPLICATION

Once you have set up your MyGovID, you will be able to login into the Australian Business Registry Services website to register for your Director ID.

Accumen is here to help you throughout the process of setting up your Director ID. If you need any help, please do not hesitate to contact our office to book an appointment.



START SMART, START STRONG
YOUR BUSINESS. OUR EXPERTISE

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