

How to: Set up your Director ID

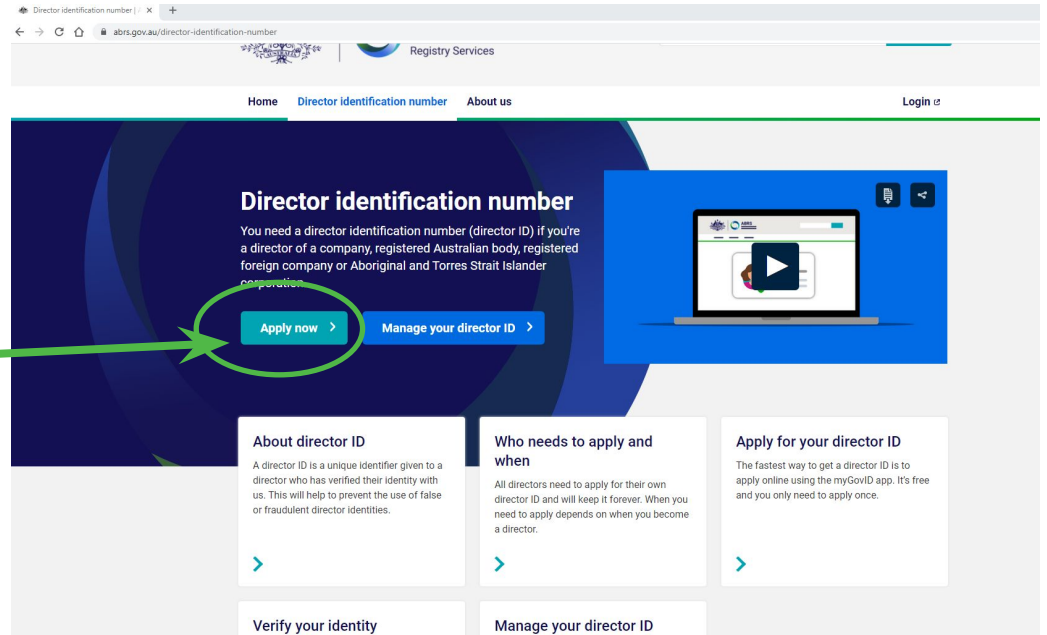
Step 1

Go to the Australian Business Registry Services website

Go to abrs.gov.au, click on the Apply now button as indicated.

If you already have a myGovID the process is fairly straightforward and you can skip to **Step 4**.

If not, you will first need to apply for your myGovID and then the director ID process will follow on from that process.



The screenshot shows the 'Director identification number' page on the abrs.gov.au website. The page features a dark blue header with the 'Registry Services' logo and navigation links for 'Home', 'Director identification number', and 'About us'. A 'Login' link is visible in the top right corner. The main content area has a dark blue background with the heading 'Director identification number' and a sub-heading 'You need a director identification number (director ID) if you're a director of a company, registered Australian body, registered foreign company or Aboriginal and Torres Strait Islander corporation'. Below this, there are two buttons: 'Apply now >' and 'Manage your director ID >'. The 'Apply now' button is circled in green, and a green arrow points to it from the left. To the right of the main text is a video player showing a laptop screen with a play button. Below the main content are three informational cards: 'About director ID', 'Who needs to apply and when', and 'Apply for your director ID'. At the bottom, there are two more buttons: 'Verify your identity' and 'Manage your director ID'.

Step 2

Set up your myGovID

myGovID is an App which you can download for free and set up on your smart device (mobile phone or ipad).

Note: myGovID and myGov are not the same:

- **MyGovID is an app** – it enables you to prove who you are and login to a range of government online services including myGov
- **MyGov is an account** – it lets you link to and access online services provided by the ATO, Centrelink, Medicare and more (this is also where your COVID vaccination documents are stored)

To set up your myGovID you should go to your Apple App store or Google Play. Importantly the myGovID creates your personal digital identity – you will not be able to use a shared email address. The preference is for this email address to be a personal one and not a work email. You must be 15 years or older to create a myGovID.

There are three levels of identity strength, the second and third identity strength will enable the Director ID process to be completed more quickly.

Prior to completing your myGovID application process you will need to gather various forms of identification. During this step your name and address details must match, if they do not, the verification process may take longer and involve additional identification documents.

- Driver's licence or learner's permit
- Passport (not more than three years expired)
- Birth certificate
- Visa (using your foreign passport)
- Citizenship certificate
- ImmiCard
- Medicare card.

Step 3

Gather your documentation

It is best to have this information available prior to commencing the director ID application process.

Gathering this data in advance will enable the process to be completed within just a few minutes.

If you have the strongest myGovID identify strength* you will need:

- Your tax file number (TFN)
- Your residential address as held by the ATO

*Note you can find your identify strength on your myGovID App when you open the App in your name, the strength is displayed as a purple bar at the top of the screen.

If you have the standard identity strength you will also need information from two documents to verify your identity, examples include:

- Bank account details
- An ATO notice of assessment
- Super account details
- A dividend statement
- A Centrelink payment summary
- PAYG payment summary.

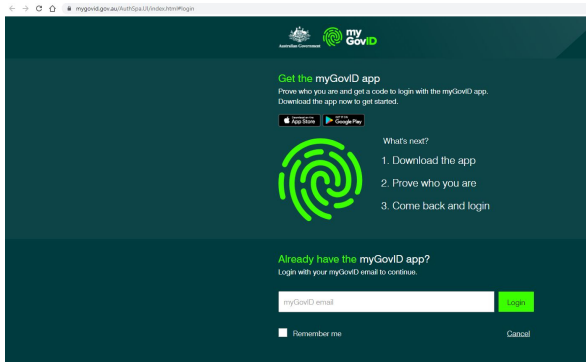
Step 4

Complete your director ID Application

1. Open the myGovID app on your phone or other device.
2. On your computer, click on the “Apply now with myGovID” link on the abrs.gov.au website (shown below)



This will redirect you to a webpage (below) that will require you to enter the email address you have your myGovID account linked to.



3. A 4-digit code will appear on the computer screen, enter this into your phone and a data match will be completed, you will now be redirected to a new webpage to verify your details and create the director ID.
 - a) Proof of record ownership – you will be required to read and agree to the terms and conditions of use.
 - b) Your details – you will be required to enter your personal details, Tax File Number (TFN) and contact details to confirm.*
 - c) If you have a strong identity strength, your Director ID should now be generated. If you have standard identity strength you may need to enter in more verification documents.

** Confirming your details will also create an account for the ABRS online portal which in the immediate term will store your director ID number and over time will be linked to other services.
If you have any questions about the director ID process, identify verification documents or inaccuracies in your personal details, please contact your client manager for assistance.*

Step 5

Save and send your Director ID number

At present the director ID's are not on a searchable register as such you will need to forward your director ID to us. We can then add this to our corporate database and link it to all companies you are a director of. This will enable us to ensure all directors of your companies meet the compliance requirements to have a director ID registered.

Save your director ID as a PDF and email to corporate@dfkgpca.com.au

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