

Introducing Director ID's

A mandatory new requirement for Directors



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What Are Director ID's?

Director ID's are a new requirement from Australian Business Registry Services (ABRS), enforced by ASIC under the Corporations Act, providing Directors with a unique identifier to be used by them to prevent the use of false or fraudulent director identities. All Directors of eligible entities must apply for their ID based on the instructions below by the due dates as indicated.

Important Information

- **All Directors of affected entities must apply for an ID**, irrespective of when the entity was formed. Refer to the application due dates on the next page
- **Directors only need to apply for the ID once**. You do not need to apply for a new ID each time you become a Director of a different eligible entity
- **Only the Director can apply for their own Director ID**. We are not legally permitted to lodge this for you (but we're here to help you if you get stuck)
- **Failure to lodge your ID application by the due dates can result in criminal penalties**. As such, we urge you to complete your application as soon as possible

We're Here To Help

For more information on Director ID's **CLICK HERE** or visit **www.abrs.gov.au/director-identification-number**

Please review the information on the above website and on this leaflet carefully. If you have any questions or need support with your application contact us via email at **reception@badawy.com.au** or phone **03 9836 1188**.

Who Needs A Director ID?

You need a Director ID if you are a Director of *any* of the following organisations:

- Company (including Trustee Companies of Family Trusts)
- Corporate trustee, for example, of a self-managed super fund
- Charity or not-for-profit organisation that is a company or Aboriginal and Torres Strait Islander corporation
- Foreign company registered with ASIC and carrying on business in Australia (regardless of where you live)
- Registered Australian body, for example, an incorporated association that is registered with the Australian Securities and Investments Commission (ASIC) and trades outside the state or territory in which it is incorporated
- Aboriginal and Torres Strait Islander corporation

Who Does NOT Need A Director ID?

You do *not* need a Director ID if you are any of the following:

- A company secretary but not a director
- Running a business as a sole trader or partnership
- Acting as an external administrator of a company
- Referred to as a 'director' in your job title but have not been appointed as a director under the Corporations Act or the CATSI Act
- A director of a registered charity with an organisation type that is not registered with ASIC or ORIC to operate throughout Australia
- An officer of an unincorporated association, cooperative or incorporated association established under state or territory legislation, unless the organisation is also a registered Australian body.

How To Apply

Please read the detailed instructions, including the sections explaining the documents and any certification requirements required to complete your application **prior** to starting your application by **CLICKING HERE** or visiting **www.abrs.gov.au/director-identification-number/apply-director-identification-number**

If you do not live in Australia, please ensure you visit the link above as the requirements are slightly different to those of someone living in Australia.

Email **reception@badawy.com.au** or call **03 9836 1188** if you need copies of any documents required as part of your application, if you don't have these on file. You can apply via:

Online



The recommended method by ABRS. You must first setup myGovID by downloading the myGovID app (if you haven't done so already) and setting it up by providing at least two Australian identity documents (e.g. passport, drivers licence, Medicare card, birth certificate).

Once this is complete, **CLICK HERE** or visit **mygovid.gov.au/AuthSpa.UI/index.html#login** using your myGovID details to login and complete your application.

Phone



To be used if you cannot lodge your application online.

Call **13 62 50** (if in Australia) or **+61 2 6216 3440** (if outside Australia) between 8.00am and 6.00pm Monday to Friday to lodge your application over the phone. Ensure you have the required identification documents

Mail



To be used if you cannot lodge your application online or if you are living outside Australia.

CLICK HERE to download a copy of the Application Form that must be completed and sent to ABRS along with the additional identity documents.

Application Due Dates

Please ensure complete your Director ID Application by the dates below, based on the date *you were first appointed as a Director*.

DATE APPOINTED AS A DIRECTOR	YOU MUST APPLY FOR DIRECTOR ID BY
On or before 31 October 2021	30 November 2022
Between 1 November 2021 & 4 April 2022	Within 28 days of being appointed as a Director
From 5 April 2022	Before being appointed as a Director