

# How to apply for your Director Identification Number (DIN)

There are 3 ways to apply for your DIN...

## 1. Online via your myGovID

### 1. Set up a myGovID account

For instructions on how to create an account, please follow the steps here:

<http://www.mygovid.gov.au/set-up>

### 2. Prepare your documents

You will need the following pieces of supporting documentation to verify your information with the ATO:

- o Your tax file number (TFN);
- o Your residential address (as held by the ATO);
- o Information from two of the following documents:
  - Bank account details;
  - An ATO notice of assessment;
  - Super account details;
  - A dividend statement;
  - A Centrelink payment summary or;
  - A PAYG payment summary.

### 3. Complete your application

Once you have created your myGovID and have your necessary information, apply for your DIN via the following link: <https://mygovid.gov.au/AuthSpa.UI/index.html#login>

The application should take no more than 5 minutes.

## 2. Apply by Phone

### 1. Prepare your documents

You need the following supporting documentation to verify your information with the ATO:

- o Your tax file number (TFN);
- o Your residential address as held by the Australian Taxation Office (ATO) and;
- o Two Australian identity documents – refer to this link for details:

<https://www.abrs.gov.au/director-identification-number/apply-director-identification-number/verify-your-identity#accordion-212>

In addition to the above information, you will need to answer two questions based on details the ATO knows about you.

### 2. Contact the ABRS on 13 62 50

Once you have collected all the listed information, phone the ABRS on **13 62 50** between 8:00am – 6:00pm (AEST), Monday to Friday.

For further information on how to contact the ABRS, go to: <https://www.abrs.gov.au/contact-us>

## 3. Apply with a Paper Form

### 1. Download and fill out an application form

Download the PDF form from: [https://www.abrs.gov.au/sites/default/files/2021-10/Application\\_for\\_a\\_director\\_identification\\_number.pdf](https://www.abrs.gov.au/sites/default/files/2021-10/Application_for_a_director_identification_number.pdf)

### 2. Gather copies of certified identity documents

In addition to the application form, you will need to provide one certified primary document and two certified secondary documents. To find examples of these documents, please refer to this link: <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number/verify-your-identity#accordion-212>

**NOTE: DO NOT SEND ORIGINAL DOCUMENTS AS THESE WILL NOT BE RETURNED TO YOU.**

### 3. Send completed application form and certified proof of identity documents to the following address:

Australian Business Registry Services  
Locked Bag 6000  
ALBURY NSW 2640  
Australia

## Who can certify your documents?

The following individuals can certify copies of your original identity documents as true and correct:

- Barrister
- Solicitor
- Judge
- Justice of the Peace (JP)
- Minister of religion (who is authorised to celebrate marriage)
- Police officer
- Medical practitioner
- Bank, building society or credit union officer with at least five years of service
- Sheriff's officer
- Commissioner of Declarations (in Queensland only).

For further information on how to certify your documents, please refer to:

<https://www.abrs.gov.au/director-identification-number/apply-director-identification-number/verify-your-identity#accordion-212>

## Next Steps

Once you have acquired your Director Identification Number (DIN), you must provide this number to your company secretary and your tax or ASIC agent.

For security purposes, please do not email your DIN to our office. Instead, please call our office on **03 5221 6399** to provide your DIN over the phone or contact your Davidsons team member to facilitate uploading of your correspondence to your Online Portal for us to access securely.

If you have any questions or require any assistance in completing your DIN application, please contact us via phone or email, ([info@davidsons.com.au](mailto:info@davidsons.com.au)) at your convenience.