



# Application for a director identification number

The fastest way to apply for a director identification number (director ID) is online at [www.abrs.gov.au](http://www.abrs.gov.au). Only use this form if you cannot apply online.

To prevent delays in processing your application, make sure you answer all questions.

If we can confirm your details with our systems, we will issue you a director ID and provide you with the number in writing.

## When completing this form

- Answer all questions, otherwise we may need to contact you for more information.
- Print clearly, using a black or dark blue pen only.
- Use BLOCK LETTERS and print one character in each box.
- Place an **X** in all applicable boxes.
- Do not use correction fluid or covering stickers.
- Make sure you read the privacy statement and sign the declaration at the end of the form.
- Provide acceptable proof of identity documents – see section D.

### **i** For more information about director ID:

- visit [www.abrs.gov.au/directorID](http://www.abrs.gov.au/directorID)
- phone **13 62 50** between 8.00am and 6.00pm, Monday to Friday
- phone **+61 2 6216 3440** if you're overseas.

**x** 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

**!** It is not an offence if you do not provide your TFN. However, providing your TFN in addition to the identity documents in Section D, will help us verify your identity. The Registrar is authorised by the *Corporations Act 2001* and/or 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, body corporate that is a registered Australian body or registered foreign company, or an Aboriginal and Torres Strait Islander corporation.

The Registrar may make a determination that a particular person or class of persons are not eligible officers.

You should not apply for a director ID if you already have an active director ID, unless you have been directed to by the Registrar.

I am an eligible officer or intend to become an eligible officer within 12 months of my application

To be eligible to be a director, you must:

- be an individual,
- be at least 18 years of age; and
- not be disqualified from managing corporations unless your appointment is made with the permission of ASIC, ORIC, or with leave of the Court.

I acknowledge to be a director I must meet the requirements of the *Corporations Act 2001* and/or the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*

**!** If you have previously applied for and been issued a director ID, and have been asked by the Registrar to reapply, enter your previously issued director ID here and continue to the next section.

## Section C: Your details

### 2 What is your full legal name?

Family name

First given name

Other given names

### 3 Have you previously been known by another name?

No  Go to next section

Yes  Provide details below

Family name

First given name

Other given names

 If you have more names, provide details on a separate sheet of paper and include with your application.

### 4 What is your date of birth?

Day / Month / Year  
 /  /

### 5 Where were you born?

Country

Suburb/town/locality

State/territory (if born in Australia)

### 6 What is your residential address?

This must be a street address where you live, for example, 123 Smith St. It cannot be a business address, post office box number, roadside mailbag, roadside delivery or other delivery point address.

Street address

Suburb/town/locality

State/territory

(Australia only)

Postcode

(Australia only)

Country if outside Australia

### 7 What is your postal address for service of notices and correspondence?

This is the address where government departments and agencies will send notices and correspondence. If your postal address is the same as the main residential address, place a cross in this box.

As above.

Street address

Suburb/town/locality

State/territory

(Australia only)

Postcode

(Australia only)

Country if outside Australia

## 8 What is your phone number?

Mobile phone number (include country code)


Business phone (optional – include country code)

## 9 What is your personal email address? (use BLOCK LETTERS)

## Section D: Identity documents

For information about the documents you need to provide with your application, see [www.abrs.gov.au/verify](http://www.abrs.gov.au/verify)

There are different requirements for applicants from within and outside Australia. If you do not provide all the documents we ask for, we cannot issue you with a director ID.

 We only accept proof-of-identity documents that are certified copies of original documents. **Do not send us original documents.** We may check the supporting documents you supply with the agencies that issued them.

## 10 What identity documents have you included with your application?

## 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 (ABRS) is legally authorised to collect information, including personal information, about the person who signed the declaration. For information about your privacy go to [www.abrs.gov.au/privacy](http://www.abrs.gov.au/privacy)

### Declaration

- I am the person identified in 'Your details' above.
- I do not already have an active director identification number, or I have been directed to apply by the Registrar.
- I am an eligible officer or intend to become an eligible officer within 12 months after applying.
- I declare that: The information given on this form is true and correct.

Signature

**You MUST SIGN here**


Date

Day / Month / Year  
  /   /

### Lodging this form

1. Make a copy of this form for your own records.
2. Attach certified copies of your current identification documents to this original form and mail it to

**Australian Business Registry Services**  
**Locked Bag 6000**  
**ALBURY NSW 2640**  
**Australia**

 We aim to provide a decision on your application within 28 days of receiving all necessary information. If your application is incomplete or incorrect, it may take longer. Do not lodge another application during this time.