

BYFIELDS BUSINESS ADVISERS

How to apply for your Director's ID

First, ensure you have a myGovID. If not, see our instructions at www.byfields.com.au [resource centre](#).

Then, apply to the ABRS for your director ID following these instructions.

Visit www.abrs.gov.au/director-identification-number

Use the same email you use for your myGovID to start the process.

STEP 1- Gather your documents.

In addition to your myGovID, you will need to have on hand documentation that matches the information held by the ATO. If you have a myGov account linked to the ATO, you can verify details on your profile (see <https://my.gov.au/>).

You will need:

- Your tax file number; and
- Your residential address held on file by the ATO; and
- Two of the following proof of identity documents:
 - Your bank account details held by the ATO (on your myGov ATO account, see 'my profile/financial institution details'), or
 - Dividend statement investment reference number, or
 - Notice of assessment – date of issue and the reference number (on your myGov ATO account, see Tax/lodgements/income tax/history), or
 - The gross amount from your PAYG payment summary (Employer or Centrelink), or
 - Superannuation details including your super fund's ABN and your member account number.

STEP 2 – Complete your application.

Login | myGovID <https://mygovid.gov.au/AuthSpa.UI/index.html#login>

Read and Agree to the terms and conditions of use.

Proof of record ownership

Getting started 1 == 2 == 3
Your details Confirm it is your record

Getting started

All fields marked with an * are mandatory.

By continuing, you agree to your digital identity provider sharing your name and date of birth with the Australian Taxation Office (ATO) for the purpose of:

- > Identifying your individual ATO record - you may be asked for your Tax file number (TFN) or address
- > Confirming the matched ATO record belongs to you - you may be asked further questions
- > Linking your digital identity with your ATO record

Privacy: For important information about your privacy, see our [Privacy Notice](#).

☐ I agree to the terms and conditions of use.*

Your Name and your Date of birth will appear automatically. If the details are correct, please tick "NEXT" to confirm your records.

Australian Government
Australian Taxation Office

Proof of record ownership

✔ Your ATO record has been verified
Select Next to progress through

Getting started 1 == 2 == 3
Your details Confirm it is your record

Your digital identity details

Name
Date of birth

Cancel

Next

If your myGovID has a **strong** identity strength; you will now have a 15 digit Director ID and the process is complete!

If not, your myGovID is classified as only having a **standard** identity strength; you will need to continue.

STEP 3 - Proof of record ownership.

Answer two of the questions as required and based on the information and documents gathered.

Confirm it is your record

All fields marked with an * are mandatory.

To protect the security of your record the Australian Taxation Office (ATO) will need to ask you two questions.

Answer two questions from the list below

☐ Bank account details ⓘ

☐ Centrelink payment summary ⓘ

☐ Dividends statement ⓘ

☐ Notice of assessment ⓘ

☐ PAYG payment summary ⓘ

☐ Superannuation account details ⓘ

By continuing, you agree to this information being provided to the ATO to verify your ATO record.
If successful, you agree to having your digital identity permanently linked to your ATO record.

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Once these details are correctly entered and verified, your director ID will be issued immediately on screen.

You should supply your Director ID to the company's secretary and if Byfields are the company's registered ASIC agent, then to your Byfields client service administrator.

If any of your details change, for example a change of residential address or phone number, you will need to update your details through the ABRS. You will also need to notify your company within 7 days and the company will then need to notify ASIC within 28 days.

Remember we are always here to help and are only a phone call away. Speak to your client service administrator for any assistance.

Perth | Northam | Merredin | Narrogin | Wagin | York | Beverley | Esperance

www.byfields.com.au