

Director Identification Number Reminder

Members are reminded that you have until **30 November 2022** to apply for a Director Identification Number (DIN) introduced by Australian Business Registry Services (ABRS).

Please note, your authorised tax, BAS or ASIC agent can help you decide if you need to apply, but they cannot apply on your behalf.

What is a director ID

A director ID is a 15-digit identifier given to a director (or someone who intends to become a director) who has verified their identity with ABRS.

People who need to apply

It is a requirement for all current and new directors as well as alternate directors of an Australian company to apply for a Director ID. Such as for the following:

- company
- Aboriginal and Torres Strait Islander corporation
- 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
- 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
- foreign company registered with ASIC and carrying on business in Australia (regardless of where you live).

People who don't need to apply

- a company secretary but not a director
- acting as an external administrator of a company
- running a business as a sole trader or partnership
- 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.

Lodging an application

To lodge an application or for more information please visit the Australian Business Registry Services website by taking this link: <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>

The Australian Taxation Office has released a video which is a step by step process on how to apply. You can access this [here](#).

For those of you who cannot apply by the due date, please be advised extensions are available.

Penalties

It is a criminal offence if you do not apply on time. ASIC is responsible for enforcing [director ID offences](#) set out in the *Corporations Act 2001*.

Offence	Legislative section	Maximum penalties for individuals
Failure to have a director ID when required to do so	s1272C	\$13,200 (criminal); \$1,100,000 (civil)
Failure to apply for a director ID when directed by the Registrar	s1272D	\$13,200 (criminal); \$1,100,000 (civil)
Applying for multiple director IDs	s1272G	\$26,640, 1 year imprisonment or both (criminal); \$1,100,000 (civil)
Misrepresenting director ID	s1272H	\$26,640, 1 year imprisonment or both (criminal); \$1,100,000 (civil)

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