

How to apply for your Director 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
 - o 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.

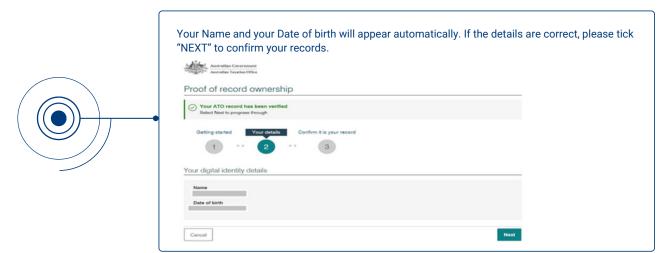
STEP 2 – Complete your application.

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

Read and Agree to the terms and conditions of use.



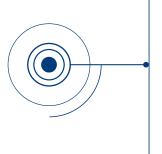




If your myGovID has a **strong** identity strength; you will now have a 15 digit Director ID and the process is complete!

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





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 secount details C Centrelink payment summary C Notice of assessment C Superannuation secount details C By continuing, you agree to this information being provided to the ATO to verify your ATO record. If successful, you agree to this information about your privacy, see our Physicy Notice, CP

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.

