

GBK's Quick Guide to DIRECTOR IDs

Are you a Director of a corporation registered with ORIC, or want to become one? Find out about how to get your Director ID

Directors of Aboriginal and Torres Strait Islander corporations registered under the CATSI Act must apply for a director ID. If you want to become a director, or you already are one, you'll need a director ID.

A director ID is a unique 15-digit identifier given to directors (or those intending to become directors) who have verified their identity through Australian Business Registry Services (ABRS).

When to apply

- Apply as soon as you think you could become a director.
- If you unexpectedly become a director, apply as soon as you can.
- If you're already a director, apply as soon as possible.
- Before an Annual General Meeting (AGM) where director appointments are made. Tell all candidates to apply for their director IDs beforehand if they can

How to apply

The quickest way is by phone, but you can also apply:

- **Online:** Use the myGovID app to access ABRS online and fill out the application form.
- **By Paper:** Fill in a paper application form, include certified copies of identity documents, and mail it to ABRS. If you don't have enough identity documents, ask someone who knows you well to confirm your identity.

Make sure to apply for your own director ID. While others can help you, they can't apply on your behalf.

What to do with your ID

Tell your corporation within 14 days of getting your director ID. Pass it on to the designated record keeper within your corporation(s), such as the corporation secretary or an authorised agent. **Your corporation must notify ORIC within 28 days.**

Note: You can be appointed as a director, participate in directors' meetings, and perform your duties without a director ID. But not applying for a director ID on time is an offence and you may face a penalty.

Applying By Phone

STEP 1: GATHER YOUR INFORMATION

You'll need to provide at least 2 identity documents, with one being photo ID.

- Some examples include driver's license, passport, a government-issued photo ID card (e.g. proof of age card, working with children card)
- Some examples of other identification include Medicare card, bank statement or debit/credit card, Centrelink payment summary.

If you have changed your name, you will also need to change of name certificate or marriage certificate.

If you know your tax file number, that can help speed up the process.

STEP 2: CALL THE ABRS

Call ABRS on their dedicated CATSI Directors phone line operating between 10am and 3pm (AEDT), Monday to Friday
- 1300 342 353
and enter pin 108

The ABRS officer will tell you your director ID on the phone and will then send you a letter in the mail with the number.

Tell your corporation your director ID number



NEED ASSISTANCE?

Contact ORIC
Phone 1800 622 431
email info@oric.gov.au
website oric.gov.au

