23 November 2021

The Directors

[ABC Super Pty Ltd] ATF

ABC Super Fund

Address

Dear [salutation],

**Re: Introduction of Director IDs**

The Australian Government has introduced a new requirement for **all**directors of companies from 1 November 2021 to obtain a Director Identification Number ('Director ID'). This applies to individuals who have an SMSF with a corporate trustee, which is why we wanted to bring this to your attention and explain the steps you will need to take to comply with this new requirement.

An application for a Director ID must be made individually by you - it **cannot**be completed by [insert company name] on your behalf or any other third party, as you must prove your identity as part of this process.

**As you are a director prior to the introduction of these new laws, you will be required to apply for a Director ID by 30 November 2022.**

A Director ID is a unique identifier that directors need to apply for, like a Tax File Number. Where you are a director of multiple companies, you are only required to have one Director ID that will be used across all companies.

Whilst we cannot physically make the application for you on your behalf, we are happy to guide you through this requirement, which includes:

* details on the **3-step process** that you will need to take to complete this Director ID application; and
* A detailed **fact sheet** for you to download that provides more information about the new Director ID requirements

Throughout this transitional period, we will be actively monitoring registrations and reminding you of this important new requirement to comply.

**Applying for a Director ID**

We have included for you below the three steps that must be followed to obtain your Director ID:

**Step 1 – Setup myGovID**

You are required to have a myGovID set up before you can apply for a Director ID online. Please note that myGovID is different to an individual’s myGov account. Information on how to setup a myGovID can be found by downloading the app at:

[https://www.mygovid.gov.au/set-up](https://ng239.infusionsoft.com/app/email/broadcast/~Link-2086~)

**Step 2 – Gather your documents**

Before you apply for your Director ID, you will need to gather some information that the ATO already knows for identity verification - your TFN, your address held by the ATO, and information from two of the following is required:

* bank account details
* ATO assessment notice
* super account details
* dividend statement
* Centrelink payment summary
* PAYG payment summary

Please note that most of the above information can be downloaded from your myGov account. Therefore, it is recommended that you link this service ahead of applying for your Director ID.

**Step 3 – Complete your application**

Once you have a myGovID and information to verify your identity, you can apply for a Director ID. This application process can be started using the link below (est. < 5 minutes):

[https://abrs.gov.au/persons/ui/secure/start/applyForDirectorID?action=applyfordirectorid](https://ng239.infusionsoft.com/app/email/broadcast/~Link-2088~)

## How to apply if you cannot get a myGovID?

If you can’t get a myGovID, you have the option to either apply by phone or with a paper form - please refer to the**fact sheet**for more details to apply using these methods.

Please note that as this is a much slower process, you will need to action the registration well before 30 November 2022.

## Let us know

Once you have successfully obtained your Director ID, we ask that you please notify our office of this number to ensure that we have this included against your company register.

## Penalties

Please note that significant penalties apply where directors fail to comply with these new laws. The maximum penalties that can be applied are 60 penalty units (or $13,320) and 1 year imprisonment.

We will be in further communication with you about the progression of these new laws throughout 2022, but in the meantime if you do have any questions, please do not hesitate to get in contact with us on [phone].

Yours sincerely,

Insert Name

Firm