

## Applying for a Director ID, Corporate Trustee

In this fact sheet, we will cover some helpful tips on applying for a Director ID.

### Why do I need a Director ID?

When establishing a Corporate trustee for your SMSF, a Director(s) must be appointed. Under the Corporations Act 2001 (Cth) (Corporations Act), an eligible officer (Director in this case) must apply for a Director ID prior to their appointment.

Once all Directors have obtained a myGovID, all Directors must apply for their Director's ID via the Australian Business Registry Services (ABRS). Once each Director has completed this step, the Director ID must be provided to your adviser.

*NB: Before you apply for your Director ID – you will need to have your myGovID, please refer to the HUB24 SMSF Access Fact Sheet – myGovID.*

### Applying for a Director ID:

#### Gathering the required documentation to apply for your Director ID

Once you have your 'myGovID', further personal information is required to complete your Director ID application. Collecting this prior to commencing the Director ID application will streamline the process.

From the ABRS website, depending on your myGovID identity strength, you will require the following documentation:

If you have a myGovID with a Standard identity strength, you need to provide:

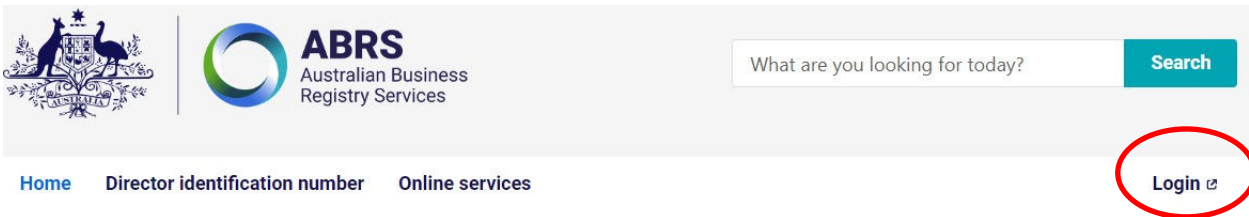
- your individual Tax File Number (TFN) – optional but it will help speed up the process
- your residential address as held by the ATO
- information from 2 of the following documents to verify your identity, including:
  - bank account details the ATO has on record – most likely where you've received a tax return refund in the last 2 years
  - an ATO notice of assessment
  - Australian Prudential Regulation Authority (APRA) super fund account details including super fund's Australian business number (ABN). Note: Self-managed super fund details are not accepted
  - a dividend statement
  - a Centrelink payment summary
  - a PAYG payment summary – this is different to your income statement or your PAYG

Preferred - If you have a myGovID with a Strong identity strength, you only need to provide one of the following:

- your individual tax file number (TFN)
- your residential address as held by the ATO.

To complete your application, please follow the steps below (The ABRs recommend that you use Google Chrome or Firefox web browser to complete your online application.)

1. Navigate to <https://www.abrs.gov.au/> and log in to ABRs online with your newly established myGovID.



2. When you log in, a 4-digit code will display on your browser. You must open the myGovID app separately and enter in the code (this is a 2-factor authentication process).

3. Once logged in, apply for your director ID by clicking “Apply for a director ID”:



Once you receive your Director ID, the Director ID MUST be shared with your Adviser so the ID can be included on your SMSF Access application. A Director ID must be completed for all Directors.

### Additional Support

If you’re having difficulty with any of the above steps, please see the points below for further assistance. Alternatively, please contact your Advisers for assistance.

- myGovID help: For further information/help with applying for your myGovID, please view the myGovID website for more information/helpful tips. <https://www.mygovid.gov.au/>
- Director ID help: For further information/help with applying for your Director ID, please view the ABRs website for more information/helpful tips. <https://www.abrs.gov.au/director-identification-number>

#### General Advice Warning

The information in this document is intended to be general information only and not financial product advice. It does not take into account your individual objectives, financial situation, needs or circumstances. Accordingly, the viewer should consider the appropriateness of the information, having regard to their objectives, financial situation and needs. Before you make any decision about whether to acquire or continue to hold a financial product or an investment available in the financial product, you should consider the relevant disclosure document and it is recommended you obtain professional financial advice tailored to your personal circumstances, from your financial adviser. Past performance is not indicative of future performance. No representations or warranties express or implied, are made as to the accuracy or completeness of the information contained in this document. To the maximum extent permitted by law, neither HUB24 nor its directors, employees or agents accept any liability for any loss arising in relation to this document.

#### Important Information

This document has been prepared by HUB24 Custodial Services Ltd (ABN 94 073 633 664, AFSL 239 122) (HUB24) and is current as at the date of issue. HUB24 is the operator of HUB24 Invest (an investor directed portfolio service) which includes HUB24 SMSF Access and a promoter and service provider of HUB24 Super which is a regulated superannuation fund. The trustee and issuer of interests in HUB24 Super Fund is HTFS Nominees PTY Limited (ABN 78 000 880 553, AFSL 232500, RSE L0003216). This document must not be copied or reproduced without the prior written consent of HUB24. If you require additional assistance, please call: 1300 854 994. © HUB24

HUB<sup>24</sup>