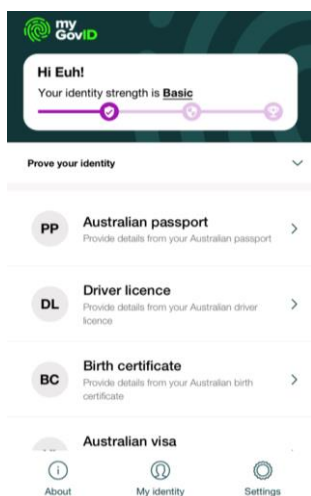


Establishing a Director ID

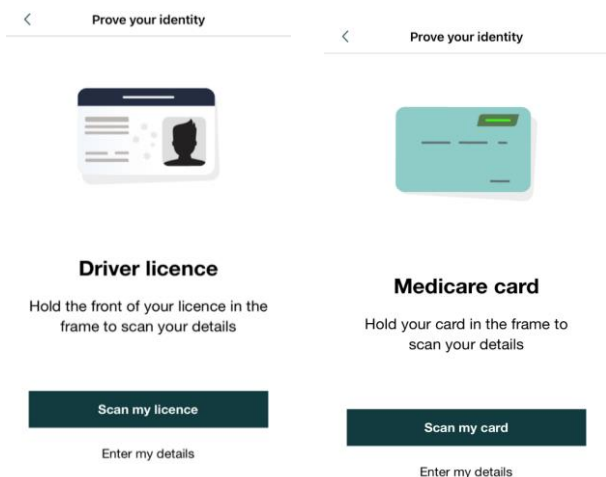
A step-by-step guide for domestic directors

Step 1: Set up your myGovID.

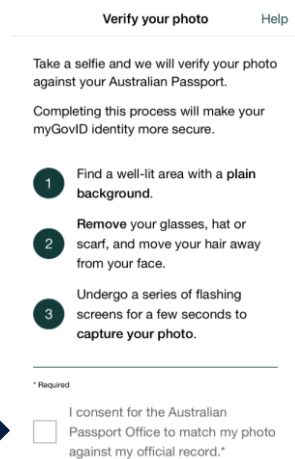
- i. Using a smart device, download the myGovID app from the Apple App Store or Google Play store.
- ii. Enter the required details, including name, date of birth and email address. Use a personal (rather than work or shared) email address.
- iii. A list of options will become available for you to upgrade your identity verification strength from “Basic”. In order to have a Director ID, your account must have at least “Standard” identity verification strength.



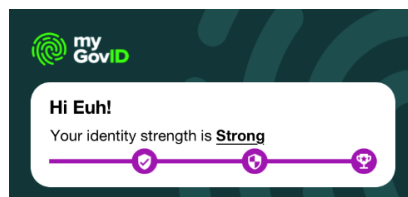
- iv. Take a photo of the required documents (shown in the screenshot above) via the app using the “Scan my card” or equivalent feature shown on the screenshots below. Examples of the Driver’s licence and Medicare card screens are found below.



- v. To create a “Strong” identity verification strength account, take a photo of yourself following the below instructions.



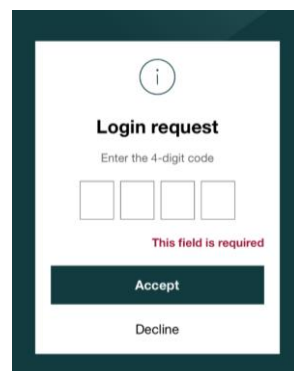
- v. Once your myGovID is established, it will tell you the strength of your identity.



Step 2: Using your computer, login to the following website using the same email address that you used to create your myGovID profile.

Website link can be found [here](#).

Step 3: Enter the 4-digit code that appears on the web page into your smart device on your myGovID app and click “Accept”.



Step 4: Return to your computer, where you will be redirected to a page titled ‘Proof of record ownership’.

Agree to the terms and conditions and click “Next”.

Proof of record ownership

Getting started 1 ** 2 Your details

Getting started

All fields marked with an * are mandatory.

By continuing, you agree to your digital identity provider sharing your name and date of birth with the Australian Taxation Office (ATO) for the purpose of:

- > Identifying your individual ATO record - you may be asked for your Tax file number (TFN) or address
- > Confirming the matched ATO record belongs to you - you may be asked further questions
- > Linking your digital identity with your ATO record

Privacy: For important information about your privacy, see our [Privacy Notice](#).

I agree to the terms and conditions of use. *

Cancel Next

Step 5: Agree to the application acknowledgements and requirements for applying for a Director ID and click “Next”.

Apply for a director identification number

Getting a director ID

All fields marked with * are mandatory

Application requirements

You can apply for a director identification number if you are:

- > an eligible officer or
- > intend to become an eligible officer within 12 months after applying.

An eligible officer is:

- > an appointed director or alternate director (acting in that capacity), of a company, body corporate that is a registered Australian body or registered foreign company.

The Registrar may make a determination that a particular person or class of persons are not eligible officers.

You should not apply for a director identification number if you already have an active director identification number unless you have been directed to by the Registrar.

I am an eligible officer or intend to become an eligible officer within 12 months of my application *

To be eligible to be a director of a company, you must:

- > be an individual, (i.e. a natural person)
- > be at least 18 years of age; and
- > not be disqualified from [managing corporations](#), or unless the appointment is made with the permission of ASIC or leave of the Court.

I acknowledge that to be a director of a company I must meet the requirements of the Corporations Act 2001 *

Cancel Next

Step 6: Enter your TFN, and other required details, such as:

- previous names you have been known by (if any);
- place of birth;
- residential address;
- postal address; and
- contact details.

Apply for a director identification number

Applicant details

All fields marked with * are mandatory

Personal details

Full name

Full name Euh Hwang

Cancel Next

Step 7: Review and submit your application.

Apply for a director identification number

Review and submit

Step 3 of 3

Getting a director ID Get ID

Application requirements

I am an eligible officer or intend to become an eligible officer within 12 months of my application Yes

I acknowledge that to be a director of a company I must meet the requirements of the Corporations Act 2001

Back Submit

Step 8: Make the relevant declaration and submit your application.

Declaration

All fields marked with * are mandatory

- > I am the person identified in the application above.
- > I do not already have an active director identification number, or I have been directed to apply by the Registrar.
- > I am an [eligible officer](#) or intend to become an [eligible officer](#) within 12 months after applying.

I declare that: The information given on this form is true and correct *

Back Cancel Submit

Step 9: A Director ID will be issued to you. Provide this ID to the Company Secretary or relevant officer of any companies that you are a director of as soon as possible.

Apply for a director identification number

Your application is complete

Contact our team



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