

DIRECTOR IDENTIFICATION NUMBER

Manage your director ID

Once you have your director ID, there are important steps you can take to help you use, view and update your details from November 2021.

Using your director ID

When you receive your director ID, you need to pass it on to your company or Aboriginal and Torres Strait Islander corporation record-holder. This could be your company secretary, another director, contact person or an authorised agent of the company.

If you are appointed as a director of any other companies or Aboriginal and Torres Strait Islander corporations, in the future, you also need to give your director ID to the people responsible for maintaining the records of those companies or Aboriginal and Torres Strait Islander corporations.

View or update your details

If you have a myGovID, from November 2021 you can log in to ABRS online to view your director ID or update your details whenever you need to.

You can:

- check your director ID number and status, including when it was issued
- view things to do, actions in progress and past activity
- edit your profile preferences and some of your personal details.

Update your details with your company

Corporations Act directors

If your personal details change, you must notify your company within seven (7) days. Details may include your name, role or address.

In turn, the person (or people) responsible for keeping your company officeholders' details up to date must notify ASIC of the change. They need to do this within 28 days to avoid late fees. They can update officeholders' names and addresses and other details using ASIC's online services at [Changing officeholder details](#)

CATSI Act directors

If you're a director of an Aboriginal and Torres Strait Islander corporation, you must notify your corporation of any changes to your personal details within 14 days. The corporation

must notify the Office of the Registrar of Indigenous Corporations (ORIC) of the change within 28 days.

Protect your identity

Your director ID confirms your identity and will in future show which companies you're linked to.

The director ID only disclose to you or to:

- someone you give permission to disclose to
- certain commonwealth, state and territory government bodies
- courts and tribunals.
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A director ID isn't governed by the same rules or laws that apply to a tax file number (TFN). An authorised agent or company secretary must ensure that information about a company and its officeholders is:

- handled according to their legal obligations
- securely stored.

The law doesn't authorise to disclose director IDs to the public without the director's consent. For now, your director ID will not be searchable by the public. The Registrar will consult the community about what details can be disclosed and searched in the future.

Source : <https://www.abrs.gov.au/director-identification-number/manage-your-director-id>
