RGM Client Guide - Setting up a MyGov ID

The following is a 'do-it-yourself' guide on how to set up your MyGov ID that then allows you to proceed with obtaining a Director ID.

Note: To set up a Director ID, your MyGov ID needs to be Standard or Strong. You will need your own mobile phone & email address; these cannot be shared.

To set up a standard MyGov ID, you will be required to enter information from two of the following Identification documents, so please have any two of these documents at your disposal upon commencement of the application:

- Driver's licence or Learner's permit
- Passport (not more than three years expired)
- Birth certificate
- Visa (using your foreign passport)
- Citizenship certificate
- ImmiCard
- Medicare card

Go to the following website to follow the instructions to download the app:

https://www.mygovid.gov.au/set-up

Download the MyGovID app on your phone and follow the prompt to create a MyGov ID. The app will send an email to you so ensure you are able to log into your email.

Generally, input your details exactly as they are on the document. However, if it fails, you may need to drop or add the middle initial from your driver's licence.

Step one

Open the app, select 'Create a myGovID' and accept the terms of use (please note the app will inform you cannot access proof of COVID-19 vaccination – this is okay and you may proceed)



Step two

Enter your email address and select 'get code'



Get code

Step three

Enter the six digit code sent to your chosen email address and click 'next'



Vei	ify	yo	ur	em	ail
Enter of provint				ent to y	our email

Step three (optional)

You can choose to use the built-in security features in your device such as fingerprint or face to access the app in future. If you do not wish to use these features, click 'not now'.



Turn on Touch ID

Step four

Create a password (must be 10 or more characters with an uppercase, lowercase and either a number or a special character)



Step five

Enter your name, family name and date of birth



Personal details



Your myGovID now has a **Basic** identity strength.

To apply for a Director ID, you need at least a **Standard** identity strength. To achieve this, you need to verify two Australian identity documents, including:

- Drivers Licence or Learner's Permit
- Passport (not more than three years expired)
- Birth Certificate
- Visa (using your foreign passport)
- Citizenship Certificate
- ImmiCard
- Medicare Card

If your name doesn't match across your two identity documents, you may be able to link your documents using a change of name certificate (Tasmania, South Australia, the Northern Territory and the Australian Capital Territory.

Step six

On the home screen, you'll see a list of document types.



Click on the document you'd like to verify and either scan or enter the required details. If you scan your details you can update these by selecting 'Edit' in the top right-hand corner of the app. Where you verify your passport, the app will prompt you to take a photo of yourself to verify your photo.

Step 6 - Drivers Licence Example





Step 6 Passport Example





Once you verify your identity, your identity strength will increase to either **Standard** or **Strong** depending on what you've verified.

Applying for a Director ID

Only proceed to this step once you have your MyGov ID at a 'Standard' or 'Strong' level. See figure below to determine whether you have this.



Note: You will require at least two of the following, if possible, check these on your MyGov login as sometimes account numbers will have extra digits compared to information on your statement.

- Superannuation Account Details
- Bank account details that you receive your tax refund in
- Centrelink Payment Summary
- Any dividend statement
- Notice of Assessment from your last tax return
- PAYG Payment Summary/Income Statement from your employer

Navigate to the following website on your computer:

https://www.abrs.gov.au/director-identification-number/apply-director-identification-number

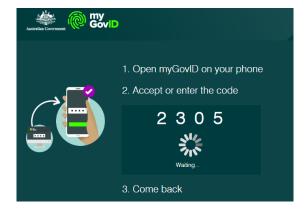
Click on the Apply now with MyGovID button on the above site, this is towards the bottom of the page:



Log into your MyGov ID on your phone, then on the computer put your email into the MyGov ID page and click Login.



Input the code from your computer into the app on your phone and click accept. The webpage will then refresh.



Agree to the terms and conditions and click 'Next'



Link to ATO



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

- > 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

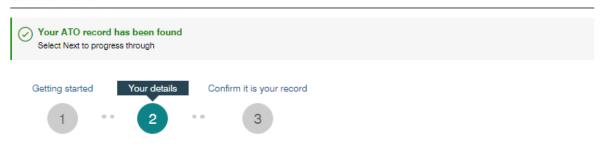
Privacy: For important information about your privacy, see our Privacy Notice ♂

✓ I agree to the terms and conditions of use. *

Cancel

Double check the 'your details' and click 'next'

Link to ATO



Your identity details



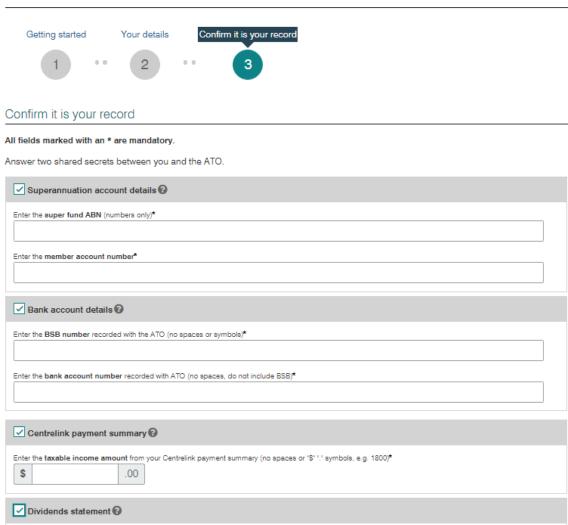
Input at least two of the details shown below then tick the 'agree' tick box and click 'submit'.

You will only have two chances before you get locked out for an hour.

Click below for instructions on how to obtain your:

Super Fund Details from MyGov Account Bank account details from MyGov Account

Link to ATO



Enter the investment reference number from your dividend statement (no spaces or '/' symbols, e.g. X0011223344)**

✓ Notice of assessment ②	
Enter the date of issue from your notice of assessment (dd/mm/yyyy)* dd/mm/yyy	
dc/mm/yyyy Enter the our reference number from your notice of assessment (no spaces)*	
and the state of t	
PAYG payment summary ②	
Enter the gross amount from your PAYG payment summary (no spaces or "\$" "." symbols, e.g. 43000)* S. 00	
By continuing, you agree to this information being provided to the ATO to verify your ATO record. If successful, you agree to having your Identity permanently linked to your ATO record.	
Privacy: For important information about your privacy, see our <u>Privacy Notice</u> ♂	
☐ I agree to verifying and linking my record.*	
Cancel	Submit

Link to ATO



Continue

Tick the tick boxes, then 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 (director ID) 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 or an Indigenous corporation.

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 ID if you already have an active director ID 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
- > be at least 18 years of age; and
- > not be <u>disqualified from managing corporations</u> or unless your appointment is made with the permission of ASIC, ORIC, or with leave of the Court.



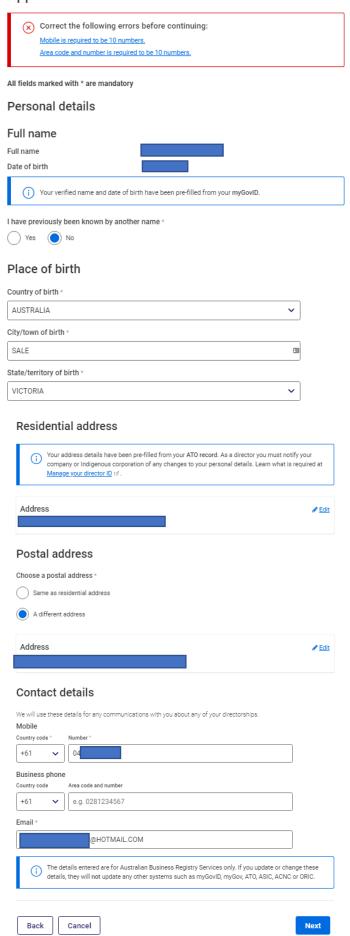
I acknowledge that to be a director I must meet the requirements of the Corporations Act 2001 and /or the Corporations (Aboriginal and Torres Strait Islander) Act 2006 *

Cancel

Next

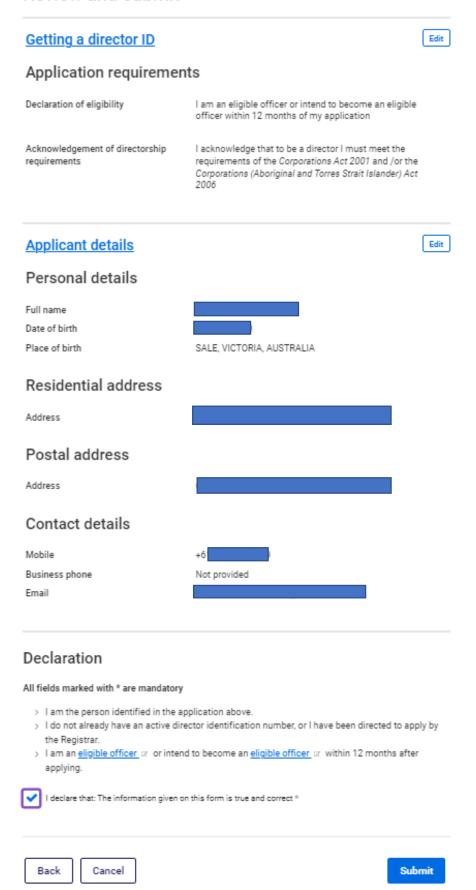
Apply for a director identification number

Applicant details



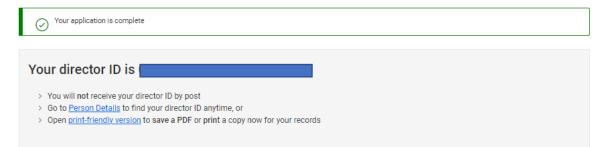
On the next page, review all your details, tick the tick box, then click 'submit'

Review and submit



Either save or print the below page so that you have a copy of your Director ID Number for your files. To ensure we have it on file, please email moe@rgmgroup.com.au so that we can update your profile.

Apply for a director identification number



Next steps

- > Print or save a PDF record of your director ID.
- > Give your director ID to the person responsible for maintaining the records of any companies or Indigenous corporations that you are a director of. This may be the company secretary, another director, an authorised agent or contact person.

Protect yourself

Your director ID confirms your identity and relationship to a company or Indigenous corporation. Only give your written consent to being appointed if you will play an active role in overseeing the business affairs of the company or Indigenous corporation.

If you suspect someone has been misusing your identity or director ID, $\underline{contact\ us}\ \square$

♣ Print-friendly version

☆ Home

Instructions:

Obtaining Super fund details from MyGov

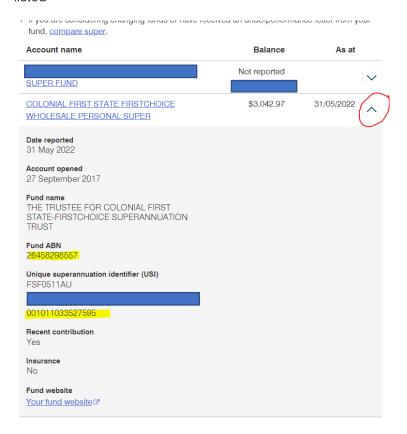
Log into your MyGov on a computer and click on the ATO service. If it isn't linked, you will require details such as bank account details (the one that is used to receive your tax refund annually) and tax file number to link it.



Click on 'Super' at the top, then click on 'Fund Details'



Click the arrow next to one of your accounts, if you scroll down the ABN and Account number are listed

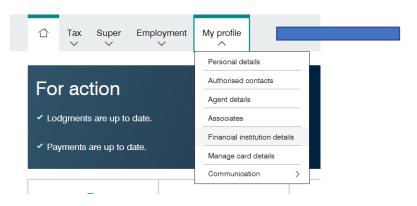


Obtaining Bank account details from your MyGov

Log into your MyGov on a computer and click on the ATO service. If it isn't linked, you will require details such as bank account details (the one that is used to receive your tax refund annually) and tax file number to link it.



Click on 'My Profile' along the top, then click on 'Financial Institution Details'



Use the BSB and Account number listed for you

