



QUIDDITCH
AUSTRALIA

QA Director Identification Number Policy

Policy to comply with Legislation for Company Directors



Background

New legislation that comes into effect from November 2021 will require the Directors of companies to apply for and hold a Director Identification Number (DIN). As Quidditch Australia (QA) is in the process of becoming a Company Limited by Guarantee (CLG) this legislation will affect QA and its directors.

This policy has been put in place to help current and future QA Directors to comply with the legislation as and when it applies to them.

Requirement for all Current Directors

At the time of writing (November 2021), QA is still an Incorporated Association under NSW Fair Trade, and as such the new legislation does not apply to them at this time. Once the transfer to being a CLG occurs, all Directors must immediately apply with the Australian Business Registry Services (ABRS) to receive a DIN.

The legislation holds that Directors that are appointed on or before the 31st of October 2021 have until the 30th of November 2022 to complete the DIN application. Directors that are appointed at any point from the 1st of November 2021 till the 4th of April 2022 have 28 days from appointment to complete the DIN application. Based on professional advice all Directors that fall into either of these categories are to complete the DIN application immediately on appointment or as soon as QA fully transfers to a CLG, whichever happens first. It is recommended that the application is done sooner, however not required.

Requirements for Future Directors

Future Directors of QA will be required, both by this policy and the legislation, to have a DIN before they can be appointed to the board. As such, moving forward this policy shall tie into the nominations for Directorship, and require that all nominations for Director have the nominees DIN listed in their application for the Company Secretary to put on file.



Directors nominated at the 2021 QA AGM

Due to the timing of the legislation and QA transitioning into a CLG, those directors that are appointed during the 2021 AGM will be held to fall under the Requirements for Current Directors if the transition to a CLG is not completed before the AGM. Directors elected at the 2021 QA AGM will be held to the Requirements for Future Directors if the transition is finalised before the AGM.

For the purpose of current nomination requirements however, if nominees are held to fall under the Requirements for Future Directors, there will be an amendment for these nominees that their nomination will not be required to include the nominees DIN for the 2021 AGM only. Any nominees appointed at the 2021 AGM shall be required to immediately apply to receive a DIN. It is recommended that the application is done sooner, however not required

How to apply

To apply for a DIN, individuals will need to go to <https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>. Applicants will be required to have a Standard or Strong MyGovID account to begin the application process. If an individual does not have such an account, they will need to first get one in order to proceed. Once a Standard or Strong MyGovID account is held, applicants will be directed to login to MyGovID, and then on the MyGovID phone app either accept the log in or enter the 4 digit code.

Applicants will then be taken to an ATO Proof of record ownership page. This consists of 3 steps to prove your identity. Applicants will need to provide two of the following in order to complete this proof;

- Bank account details held by the ATO (this can either be the bank account held on file used to pay any tax return each year, or an interest bearing account that provides the ATO with how much interest you have earned in a year)
- Centrelink payment summary from any of the last two years
- Dividends statement from any of the last two years (Investment reference number can be either your investor or CHESS holding reference number)
- Notice of Assessment from the last five years
- PAYG payment summary from any of the last two years
- Superannuation account details



Once this has been completed you will be returned to the ABRS site to finalise the application. Firstly it will ask you to confirm that you are an eligible officer or intend to become one within 12 months of your application (this applies to all current and future directors) then it will ask you to confirm that you meet the requirements of the Corps Act to be a director (these are listed). Secondly it will take you through filling out your personal details; name, current address listed with the ATO, mobile number, and personal email account (this will be the email account you use to log in to MyGovID/ATO).

Once that has all been complete and you submit the application, you will immediately be provided with your DIN. Please ensure you keep a record of this number, as you will need to provide it to the Company Secretary.

Should anyone have any questions or concerns either with this policy or with completing their application, please direct them to Matt Blissenden (current Director of Strategic Operations) who is a professional accountant and can provide the appropriate advice and support.