



Registration for a primary digital certificate

! Only use this paper application if you have difficulty viewing or completing the online registration available at www.ato.gov.au/onlineservices

WHO CAN COMPLETE THIS APPLICATION?

You can only complete this application if you are:

- an individual (if you are a sole trader)
- a partner in a partnership
- a director of a company or a corporate trustee
- the public officer of a company or association (unincorporated or incorporated)
- the trustee (a natural person – an individual) of a trust or superannuation fund
- the chief executive officer of a government entity, or
- a registered contact officer of a government entity.

HOW TO COMPLETE THIS APPLICATION

- Questions marked with an asterisk (*) must be completed.
- Print clearly in BLOCK LETTERS using a black pen only.
- Place in ALL applicable boxes.
- Do not use whiteout or covering stickers.
- Sign next to any corrections with your full signature (not initials).

HOW TO COMPLETE THIS APPLICATION (ON SCREEN)

Complete your application in one session as data entered cannot be saved when you close the file. We suggest that on completion of the form you print two copies – one for us and one for your records.

- Questions marked with an asterisk (*) must be completed.
- Sign the declaration on the copy you send to us.

➤ The details you supply in this application must match our records.
If you have a digital certificate check your details at www.abr.gov.au
If you do not have a digital certificate, phone us on **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

! If you are a tax agent, do not use this application. You should use the *Registration for a primary digital certificate – tax agents* (NAT 5287) form available at www.ato.gov.au/onlineservices

Section A: Applicant information

***1 What is the Australian business number (ABN) of the registering entity?**

2 What is the GST branch/client account number of the entity (if applicable)?

***3 What is the legal name of the entity?**

This is the name that appears on the Australian Business Register and all official documents or legal papers. It may be different from your trading name.

***4 What is the entity's postal address for service of notices and correspondence?**

Suburb/town/locality

State/territory

Postcode

Country if outside Australia

Section B: Certificate holders details

Primary certificates give unrestricted access to our online services. Generally, primary certificates are restricted to principals (for example see 'Who can complete this application?') and, in some cases, employees who are in positions of authority. You need to consider the risks of inappropriate access if you decide to apply for primary certificates for anyone other than a principal of the business as you will not be able to control that person's access.

If you are a primary certificate holder and you would prefer to nominate an individual for a secondary certificate, you can do this online at www.ato.gov.au/onlineservices by selecting 'secondary certificate request'.

*5 What are the details of the person you are nominating as a primary certificate holder?

Title: Mr Mrs Miss Ms Other

*Family name

*First given name

Other given name/s

*Date of birth / /

Sex: Male Female

*Business hours phone number

Alternate phone number

*Email address of certificate holder

Tax file number (TFN) of certificate holder

! The Tax Office is authorised by the *Taxation Administration Act 1953* to collect TFNs. It is not an offence not to quote your TFN. However, not quoting it may:

- increase the risk of administrative error, and
- result in processing delays.

If we cannot identify a person from the information you provide, we will contact you for more information.

6 Do you want to nominate an additional primary certificate holder?

No Go to next section.

Yes Provide details. The fields marked with an asterisk (*) are only required if you are nominating an additional primary certificate holder.

Title: Mr Mrs Miss Ms Other

*Family name

*First given name

Other given name/s

*Date of birth / /

Sex: Male Female

*Business hours phone number

Alternate phone number

*Email address of certificate holder

TFN of certificate holder

! The Tax Office is authorised by the *Taxation Administration Act 1953* to collect TFNs. It is not an offence not to quote your TFN. However, not quoting it may:

- increase the risk of administrative error, and
- result in processing delays.

If we cannot identify a person from the information you provide, we will contact you for more information.

*Section C: Declaration

The declaration must be completed by an authorised person as specified under 'Who can complete this application?'

Before you sign this application

Check that you have answered all questions correctly.

Penalties

We may impose penalties if you give false or misleading information.

Privacy

We are authorised by tax laws, including *A New Tax System (Australian Business Number) Act 1999*, to ask for the information on this application. We need this information to establish your identity and the identity of the nominated certificate holder/s so we can process your application for a primary digital certificate. We may give this information to other government agencies authorised by law to receive it including:

- law enforcement agencies
- assistance agencies (such as Centrelink)
- the Australian Bureau of Statistics, and
- the Australian Customs Service.

Where the information provided on this form does not match your Australian Business Register (ABR) record we may contact you to confirm your details and to update the ABR. Selected information on the ABR may be made publicly available and some may be passed to other government agencies, including Commonwealth, state, territory and local agencies, authorised by law to receive it.

You can find details of the government agencies regularly receiving information from the ABR at www.abr.gov.au You can also phone us on **13 28 66** between 8.00am and 6.00pm, Monday to Friday and have a list of agencies sent to you.

*Name of signatory

*Business hours phone number

Alternate phone number

I declare that:

- *I am authorised to complete this application, and*
- *the information given on this form is accurate and complete.*

*Signature

*Date

Day	Month	Year
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Lodging your application

To lodge your completed application:

- fax it to us on **1300 130 917**, or
- mail it to us at **Australian Taxation Office
PO Box 3373
PENRITH NSW 2740**

WHAT HAPPENS NEXT

When we have processed your application, the nominated certificate holder/s will receive:

- an access code at the email address you provided on this application, and
- the following information via the business postal address as recorded on the ABR
 - a PIN and password, and
 - a set-up CD-ROM.

MORE INFORMATION

For help with completing your application or for more information about digital certificates:

- visit our website at www.ato.gov.au/onlineservices or
- phone us on **13 28 66** between 8.00am and 6.00pm, Monday to Friday.

If you do not speak English well and want to talk to a tax officer, phone the Translating and Interpreting Service on **13 14 50** for help with your call.

If you have a hearing or speech impairment and have access to appropriate TTY or modem equipment, phone **13 36 77**. If you do not have access to TTY or modem equipment, phone the Speech to Speech Relay Service on **1300 555 727**.