

[Print or insert Address]

<<Individual's Name>>  
<<Address>>  
<<Address>>  
<<Postcode>>

<<Date>>

Dear << >>

In the interests of corporate  
Companies House requirements  
be required under the Economic  
considers that there is a necessi

To accurately verify each direct  
Company requires this to be b  
[certified copy] of your driving lice

Please complete the attached co  
photographic ID and return it to t

Please do not hesitate to contac  
this request.

This information will be collecte  
Data Protection Regulation (UK  
Policy [and Data Retention Policy

Yours sincerely,

<<Name & Title>>  
For and on behalf of <<Company

<sup>1</sup> If the ID is to be certified, this should be by a  
original seen by me and presented to me by t  
document and provide their registration detail  
actual copy of the document and not on a sep  
<sup>2</sup> These policies should be cross referenced i

S

A

M

P

L

E

ty

Considering the upcoming changes to  
all new and existing directors that will  
Transparency Act 2023, the Company  
the identity of each director.

es you to prove your identity. The  
, photographic ID, for example, a

a [certified<sup>1</sup>] clear copy of your valid  
days of the date of this letter.

>> if you have any questions about

n compliance with the UK General  
in the Company's Data Protection

and should state, "Certified true copy of the  
must sign, date and clearly print their name on the  
body. The certification is required to be on the  
n place.