DATE

NAME

COMPANY

ADDRESS

ADDRESS

Dear XXXX

**RE: DIRECTOR IDENTIFICATION NUMBER (director ID)**

As part of the Digital Transformation Plan, the government has introduced a requirement for all directors to apply for a director identification number.

This will be a unique identifier that you need to apply for once and will keep forever. It will help address issues of fraud and remove the need for personal information to be displayed on public registers.

Importantly, you must apply for the director ID yourself because as part of the process you will be required to verify your identity.

To understand the requirements and to assist you with the process please see the attached information sheet we have prepared for you.

If you have any questions or would like further information, please contact us.

Yours faithfully

NAME

DIRECTOR

FIRM NAME

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