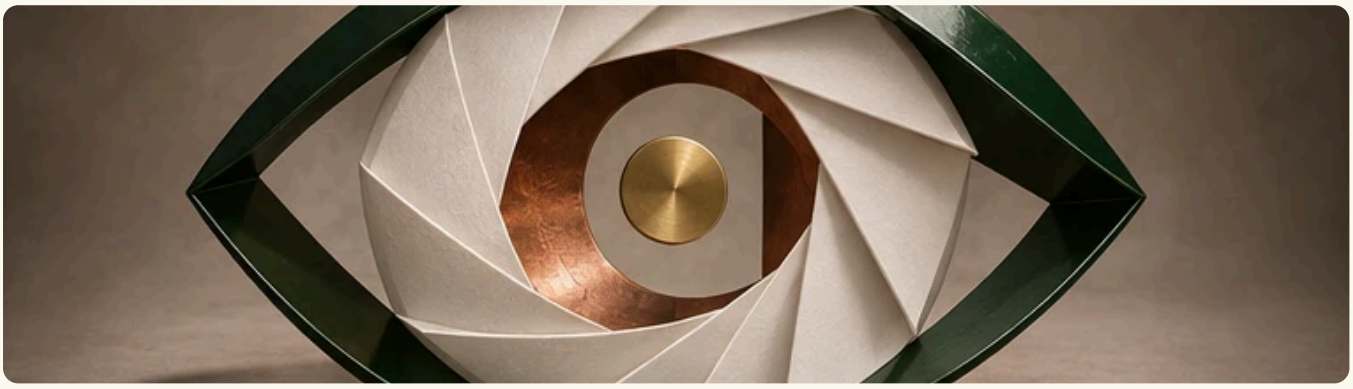
BUSINESS CASE WHITEPAPER · FND-012

Director identity verification coordination

Arrive at the identity appointment knowing what the agent needs.



The decision

A director has an appointment but is uncertain what the authorised agent expects.

What the fee buys

We prepare one director for a verified agent appointment and track completion. The agent performs the identity check.

When to commission

Buy preparation support only when it will remove avoidable uncertainty before the appointment.

SPARKLE SOLUTIONS GROUP LTD · Registered in England and Wales
71–75 Shelton Street, Covent Garden, London, WC2H 9JQ, United Kingdom
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SCOPE AND OPERATING CASE

How the work changes the decision

Starting position

A director has the appointment confirmation but cannot locate the agent's latest evidence instructions.

In this illustrative case

Request the instructions directly from the appointed agent. Record the appointment status without emailing identity material.

Inputs and ownership

Have your appointment details and the authorised agent's instructions ready. Send identity evidence through the agent's designated channel.

1. Agree appointment scope
2. Prepare required items
3. Agent verifies identity

Using the handover

Use the appointment checklist to prepare for the agent and keep track of completion.

An alternative to buying

Follow the agent's own instructions directly if the director is already prepared.

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INVESTMENT AND EVALUATION

Test the case before approving spend

£149 GBP · one-time catalogue fee excluding applicable VAT

Full cost to the buyer

Government, agent, address and bank charges are separate where applicable. Include the cost of preparing inputs, reviewing the output and implementing any subsequent changes.

A time-only comparison

At an illustrative £40 per staff hour, the fee alone equals 3.73 hours. Replace £40 with your own fully loaded hourly cost. Divide the full incremental cost by that rate to find your break-even hours. Count only effort you can reasonably avoid. This illustration predicts no saving.

What to measure

Record which appointment instructions are confirmed and which questions remain with the agent. Record a baseline before work begins. Use the same scope and definition at follow-up, and note changes outside this service.

Timing and dependencies

Pay upfront at the external checkout. You can prepare immediately. We track clearance and start intake when payment clears, which can take up to seven business days depending on the payment system. The estimate after start and receipt of complete inputs is 2–3 working days for our work. Provider and applicant waiting time is additional.

Approval test

Buy preparation support only when it will remove avoidable uncertainty before the appointment. Assign an owner for the handover and a date for checking the measure. If the inputs or owner are missing, defer the purchase.

Basis: Routine Works service specification FND-012, GBP catalogue fee and an illustrative working case. View service scope.

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