

The Chairman
Board of Inland Revenue
IRD Tower, Government Campus Plaza
2 - 4 Ajax Street
Port of Spain

Date:

Attention: **Supervisor, Registration Unit**

Re: **REQUEST FOR BOARD OF INLAND REVENUE (BIR) FILE NUMBER FOR:**

Please note that we were unable to provide the checked items below

Identification Card/Passport/Driver's Permit/Birth Certificate

Application Form signed by the employee

Address of the Employee

Date of Birth of the employee

Telephone Number of the employee

Email address of the Employee

Other _____

The following steps were taken in trying to obtain the information/items checked above:

We hereby certify that diligent attempts were made to obtain all the required information.

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