

FREE TEMPLATE | SAVE AND USE

Supplier Verification (KYC) Form

The onboarding form your procurement team can use from 1 October 2026, built around FTA Decision No. 13 of 2026.

WHAT THE FORM COVERS

- Supplier identity, license and TRN check
- Place of business and risk indicators
- Bank confirmation for suppliers above AED 375,000
- Supply verification for each transaction
- Threshold guide: AED 10,000, 100,000 and 375,000
- Document checklist and sign-off trail

Download this PDF. Pages 2 and 3 are fillable, or print and file them with each supplier record.

WHICH CHECKS APPLY? (supplies received, rolling 12 months, excluding VAT)

- Below AED 10,000 per supply: verification not required, unless total supplies from this supplier exceed AED 100,000.
- Above AED 100,000 from one supplier: complete Sections A, B, D and F in full, regardless of invoice size.
- Above AED 375,000 from one supplier: also complete Section C (written bank confirmation and reputation check).

A. SUPPLIER IDENTITY

Verify on first dealing and every 12 months

☐ Company ☐ Individual ☐ New supplier ☐ Re-verification

LEGAL NAME (AS PER LICENSE)

TRADING NAME

TRADE LICENSE NO.

ISSUING AUTHORITY

LICENSE EXPIRY

LICENSED ACTIVITIES

TRN (15 DIGITS)

TRN CHECKED ON FTA WEBSITE (DATE)

CORPORATE TAX TRN

Name on FTA TRN result matches the legal name on the license and invoices?

☐ Yes☐ No

REGISTERED ADDRESS

EMIRATE / COUNTRY

AUTHORISED REPRESENTATIVE / INDIVIDUAL SUPPLIER NAME

EMIRATES ID OR PASSPORT NO.

ID EXPIRY

PLACE OF BUSINESS VERIFIED BY (SITE VISIT OR ELECTRONIC CHECK), DATE AND BY WHOM

B. RISK INDICATORS

Record a justified explanation for any Yes

Supplier changed address more than twice in the last 12 months?

☐ Yes☐ No

Key personnel changed more than twice in the last 12 months?

☐ Yes☐ No

Transaction volumes out of proportion to the supplier's size and history?

☐ Yes☐ No

EXPLANATION FOR ANY FLAG RAISED

C. BANK CONFIRMATION AND REPUTATION

Required above AED 375,000 in 12 months

BANK NAME

ACCOUNT NAME

IBAN

Account is in the supplier's legal name and a written bank confirmation is on file?

☐ Yes☐ No

Bank details confirmed by callback to a number already on record (never from an email)?

☐ Yes☐ No

Review of publicly available information on the supplier completed?

☐ Yes☐ No

D. SUPPLY VERIFICATION

Complete for each taxable supply in scope

- ☐ The transaction has a genuine commercial reason, not just paperwork.
- ☐ Payment terms are commercially justified. Any third-party or foreign-account payment is explained in writing.
- ☐ Payment is made electronically. Any cash payment has a documented reason and stays within legal limits.
- ☐ Price and margin are in line with the market, or the difference is explained.
- ☐ The goods or services fall within the supplier's licensed activity.
- ☐ The origin and ownership of goods received can be verified.
- ☐ If the supplier acts as an intermediary, its role in the chain has a clear commercial reason.

EXPECTED VALUE FROM THIS SUPPLIER, NEXT 12 MONTHS (AED, EXCL. VAT)

SUPPLIES RECEIVED, LAST 12 MONTHS (AED)

E. ADDITIONAL CHECKS

Good practice

- ☐ Screened against the UAE Local Terrorist List and the UN Consolidated List.
- ☐ Signed supplier agreement on file with approved terms.
- ☐ E-invoicing readiness confirmed (ASP appointed or appointment planned before the supplier's deadline).

F. DOCUMENTS ON FILE

- ☐ Trade license copy
- ☐ Certificate of incorporation or official registry record
- ☐ Representative's Emirates ID or passport
- ☐ VAT TRN certificate and dated FTA check result
- ☐ Corporate Tax registration certificate
- ☐ Place of business evidence (visit note or electronic check)
- ☐ Written bank confirmation (above AED 375,000)
- ☐ Supplier agreement

G. SIGN-OFF

Named owners per your written verification policy

VERIFIED BY: NAME

ROLE

SIGNATURE

DATE

REVIEWED BY: NAME

ROLE

SIGNATURE

DATE

APPROVED BY: NAME

ROLE

SIGNATURE

DATE

NEXT RE-VERIFICATION DUE (WITHIN 12 MONTHS)

SUPPLIER ID / VENDOR CODE IN ACCOUNTING SYSTEM

RECORD KEEPING

File this form with the supplier record, together with the documents in Section F. Keep it for as long as you keep the related VAT records, so it can be produced if the FTA asks how the supplier and supply were verified.