



# Vendors & Customers

Onboarding & Digital Verification Process

KYVC - PREVALIDATED VC PROFILES



[www.witsync.co](http://www.witsync.co)



Ensure You have duly updated  
Profiles of Your Vendors & Customers  
with their KYC and timely updated  
VATIN /Peppol ID

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A Valid VATIN/Peppol ID  
Ensure Your E-Invoicing  
Destination Point Accuracy

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# About KYVC & How it Works

KYVC Module is a secure digital platform designed to:

- Enable KYVC-based digital verification
- Streamline vendor & customer onboarding
- Generate verified e-KYC reports
- Facilitate trusted business collaboration
- Support compliance and audit readiness



01 STEP 01

# Account Registration

Access the Registration Page:  
<https://witsync.co/register>

**User Action:**

- Enter company details
- Add authorized user information
- Create secure password
- Accept Terms & Conditions
- Submit form

Then Verify your email address to activate the account.

HOW IT WORKS

**WITSYNC**

**Register Your Business**

**Country Of Incorporation \***  
Select Country  
(Please ensure that you select the correct country, as it cannot be changed once registered).

**Registered Address \***  
Enter Registered Address

**Legal Entity Name \***  
Enter Legal Entity Name

**Authorized Person Name \***  
Enter Authorized Person Name

**Primary Applicable Gaap \***  
Select Primary Applicable Gaap

**Authorized Person Designation \***  
Enter Designation

**Select Gender \***  
Select Gender

**Authorized Person Date Of Birth \***  
Select Date Of Birth

**Authorized Person Email \***  
Enter Authorized Person Email

**Are you going to operate with admin rights? \***  
 Yes  No

**Upload Company Incorporation Certificate ?**  
Only Doc, Pdf, Docx, Zip with 10MB size of files are allowed **Browse**

I hereby confirm that the company name as mentioned in the upload certificate matches with the legal entity name.

Please confirm that you are authorized as per norms of the company policies and procedures to register your company for use of the witsync leasing software.

I hereby confirm that I have read and agree to WITSYNC [Terms and Conditions](#) and [Privacy Policy](#).

**Register**  
Already have an account? [Login](#)

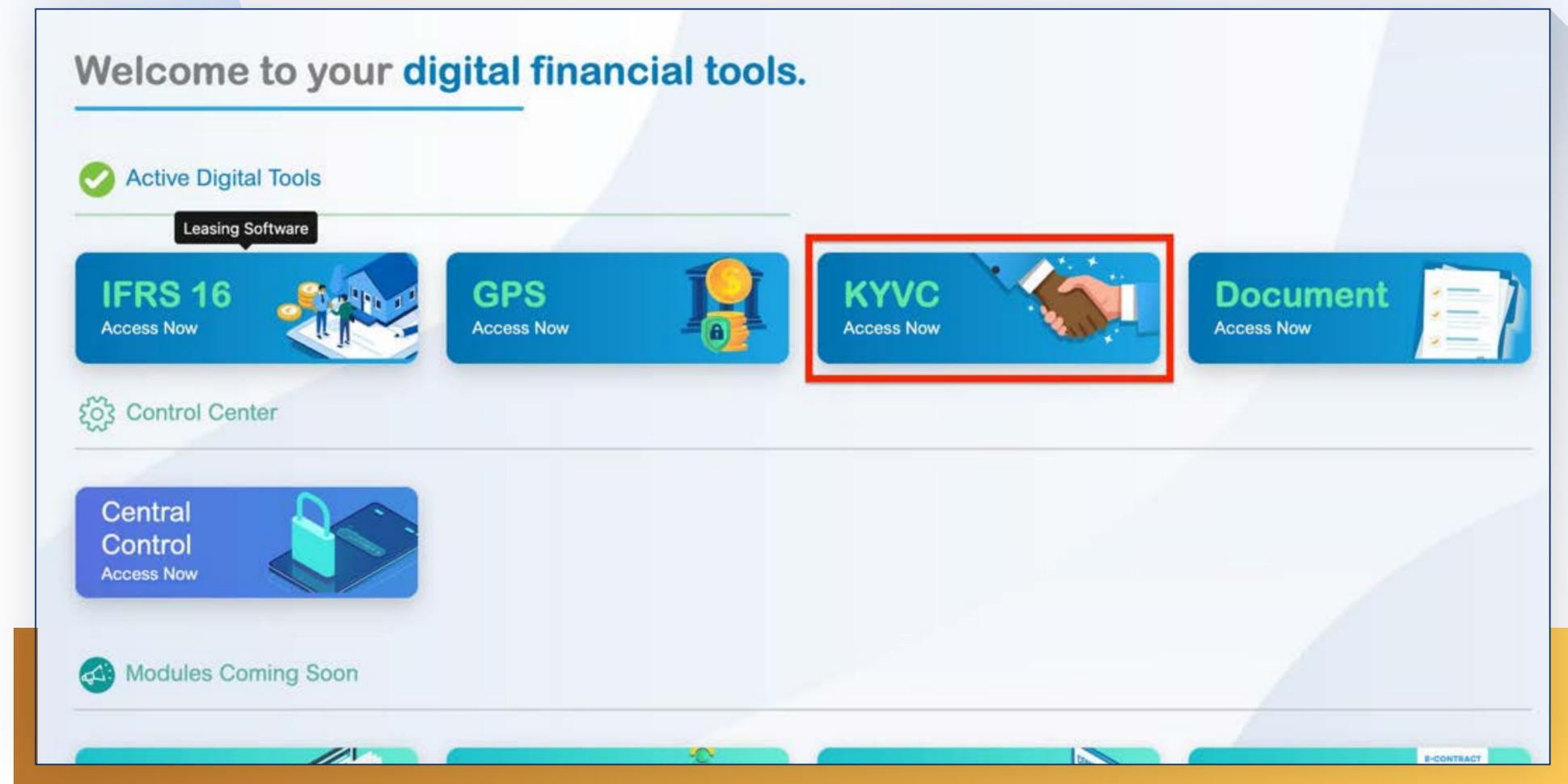
## 02 STEP 02

# Company and Profile Creation

Navigate to Active Digital Tools

Choose KYVC to start your Company Registration

## HOW IT WORKS

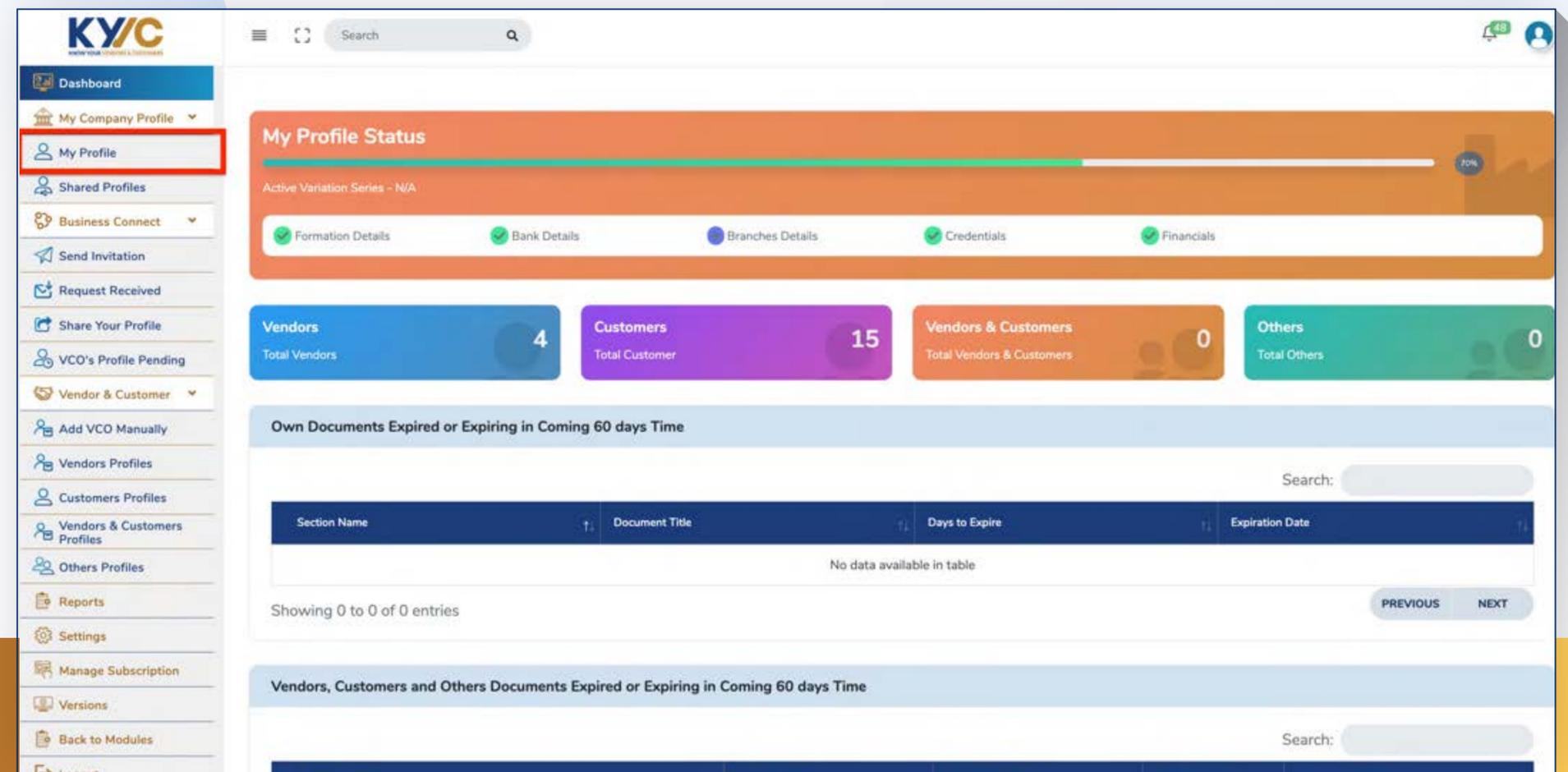


03 STEP 03

# Company and Profile Creation

Go to the **“My Profile”** on the left side of dashboard and enter your company name and country to start KYVC.

## HOW IT WORKS



04 STEP 04

# Company and Profile Creation

HOW IT WORKS

Under the Profile – details are categories under each stage as below:

- 1. Formation Details
- 2. Bank Details
- 3. Branches / projects
- 4. Credentials
- 5. Financials

Variation Series Number : 4 | Reason : Test for SAS

### 1. Company Name and Registration Authority

Active Legal Entity Name\*  
WITSYNC Soft Solutions FZE

Registration Authority\*  
Umm Al Quwain Free Zone Authority

Legal Form\*  
Free Zone Establishment (FZE)

Corporate License Number issued by Registrar of Companies\*  
4344

### 2. Certificate of Incorporation Details

Is Certificate of Incorporation Available?\*  
 Yes  No

Show 10 Entries

S.No	Title	Certificate Number	Start Date	Expiry Date	Status	Attachment	Actions
1	Certificate of Incorporation	4344	December 05, 2017		Active	Download	Details

05 STEP 05

# Company and Profile Creation

Complete Formation Stage with Key Details like as below:

- 1. Company Name & Reg. No. Authority | Country | Date
- 2. License Details.
- 3. Legal Structure.
- 4. Business Activities.
- 5. Registered Address.
- 6. Official Contact: Phone | Email | Website
- 7. Tax Details: VAT | Corporate Tax | Peppol ID**
- 8. MOA & AOA.
- 9. Owners / Directors: Names & Ownership %
- 10. Transaction Currency & Trademark: USD/EUR | Logo Status

HOW IT WORKS

Variation Series Number : 4 | Reason : Test for SAS

### 1. Company Name and Registration Authority

Active Legal Entity Name\*  
WITSYNC Soft Solutions FZE

Legal Form\*  
Free Zone Establishment (FZE)  
If you do not find your option in the drop-down above, please submit it [here](#) and we'll activate it at the earliest possible.

Registration Authority\*  
Umm Al Quwain Free Zone Authority  
If you do not find your option in the drop-down above, please submit it [here](#) and we'll activate it at the earliest possible.

Corporate License Number issued by Registrar of Companies\*  
4344

### 2. Certificate of Incorporation Details

Is Certificate of Incorporation Available?\*  
 Yes  No

Show 10 Entries

Search: Reference Number

S.No	Title	Certificate Number	Start Date	Expiry Date	Status	Attachment	Actions
1	Certificate of Incorporation	4344	December 05, 2017		Active	Download	Edit Delete Archive

06 STEP 06

HOW IT WORKS

# Bank Details

We will now move on to the Bank Details section in this module.

If you like to add business Bank details. Click on YES and Add Row for updating the details as below:

- (a) Bank account details
- (b) Bank documents
- (c) Bank contact details
- (d) Banker’s contact person/ Relationship manager details.
- (e) Operational Status.

Click “Save & next” to proceed next section.

Variation Series Number : 4 | Reason : Test for SAS

### 1. Bank Accounts

Would you like to add business Bank details to share among your vendors?\*

Yes  No

S.No	Bank Name	Country Name	Beneficiary Name	Account Number	Status	Actions
1	Mashreq Bank PJSC	United Arab Emirates	WITSYNC Soft Solutions FZE		Active	<a href="#">Edit</a> <a href="#">Delete</a>
2	WIO Bank PJSC	United Arab Emirates	WITSYNC Soft Solutions FZE		Active	<a href="#">Edit</a> <a href="#">Delete</a>

[Add Row](#)

[Previous](#) [Save & Next](#)

07 STEP 07

# Add Branches /Project

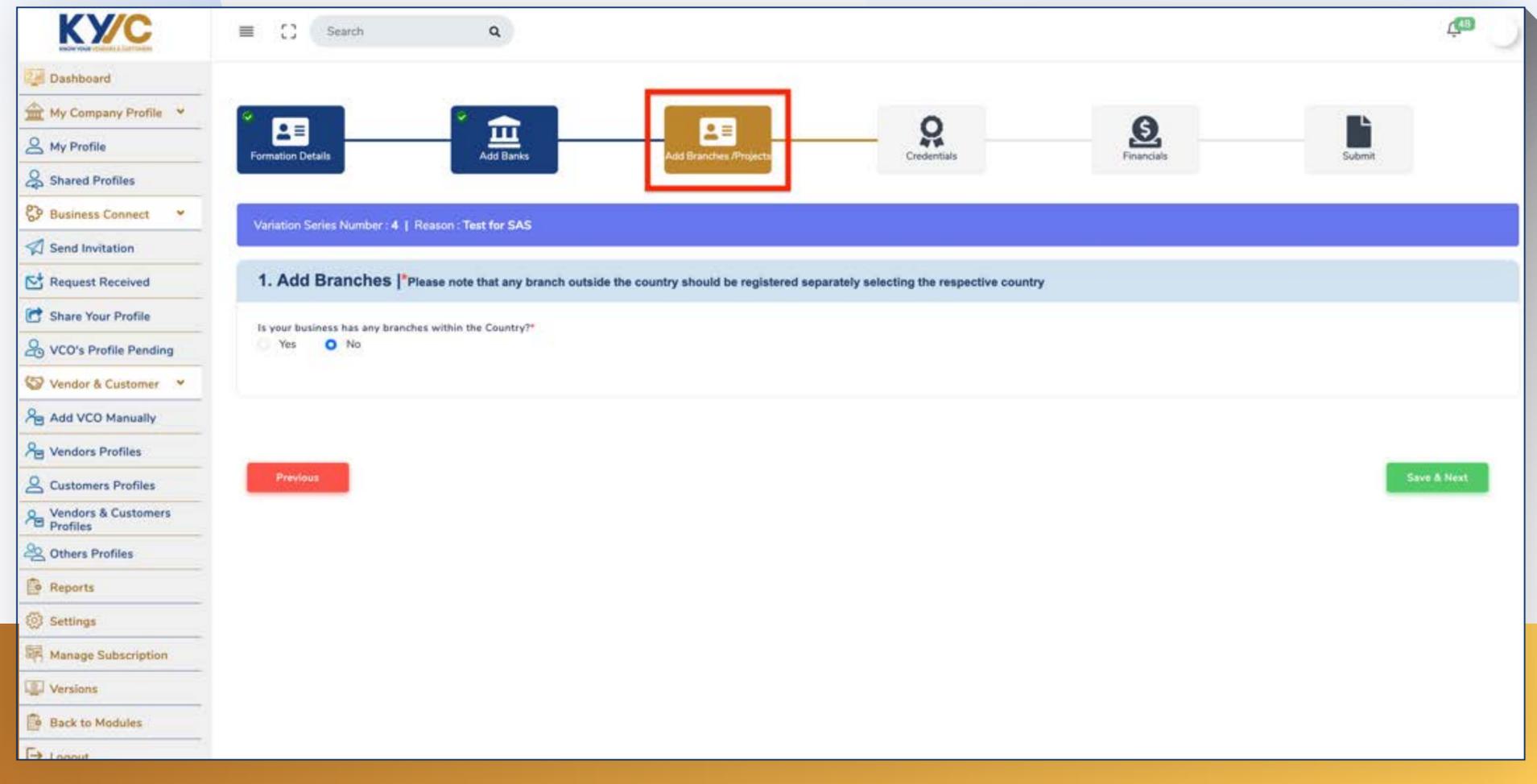
Now we move to Add Branches/Project section.

If Your Business has any branches within the country.

click to YES and update the details.

And click **“Save & Next”** to proceed next section.

HOW IT WORKS



08 STEP 08

HOW IT WORKS

# Credentials

In Next section, proceed to the Credentials and fill in all mandatory fields:

- 1. Credit Rating Obtained
- 2. Membership/Certificates Obtained.
- 3 In Country Value Certificate (ICV)

click on **“Save & Next”** for next section.

S.No	Name of Organization	Certificate Name	Date of Certificate	Certificate Expiry	Upload Certificate	Actions
1	SIS Certifications Pvt. Ltd.	QMS ISO 9001:2015	January 25, 2025	May 10, 2025	Download	Edit, Delete, Archive
2	SIS Certifications Pvt. Ltd.	ISO/IEC 27001:2013	January 25, 2025	May 10, 2025	Download	Edit, Delete, Archive

09 STEP 09

HOW IT WORKS

# Financials

Now we move on to Financials, In this section please enter the below details:

1. Write the Source of Funds.
2. Select the Financial Reporting standards.
3. Statutory Audit Details.
4. Any Other Financial Documents.

click on **“Save & Next”** for next page.

**Note :** Source of Funds is mandatory to complete.

Variation Series Number : 4 | Reason : Test for SAS

**1. Sources of Funds** Archive

S.No	Enter Description	Upload Document	Actions
1	Accounting, and Taxation Consulting Revenue from Clients		<span>Edit</span> <span>Delete</span> <span>Archive</span>

Add Row

**2. Financial Reporting System**

Name of the Financial Reporting Standards Followed\*

International Financial Reporting Standards (IFRS)

**3. Statutory Audit Details**

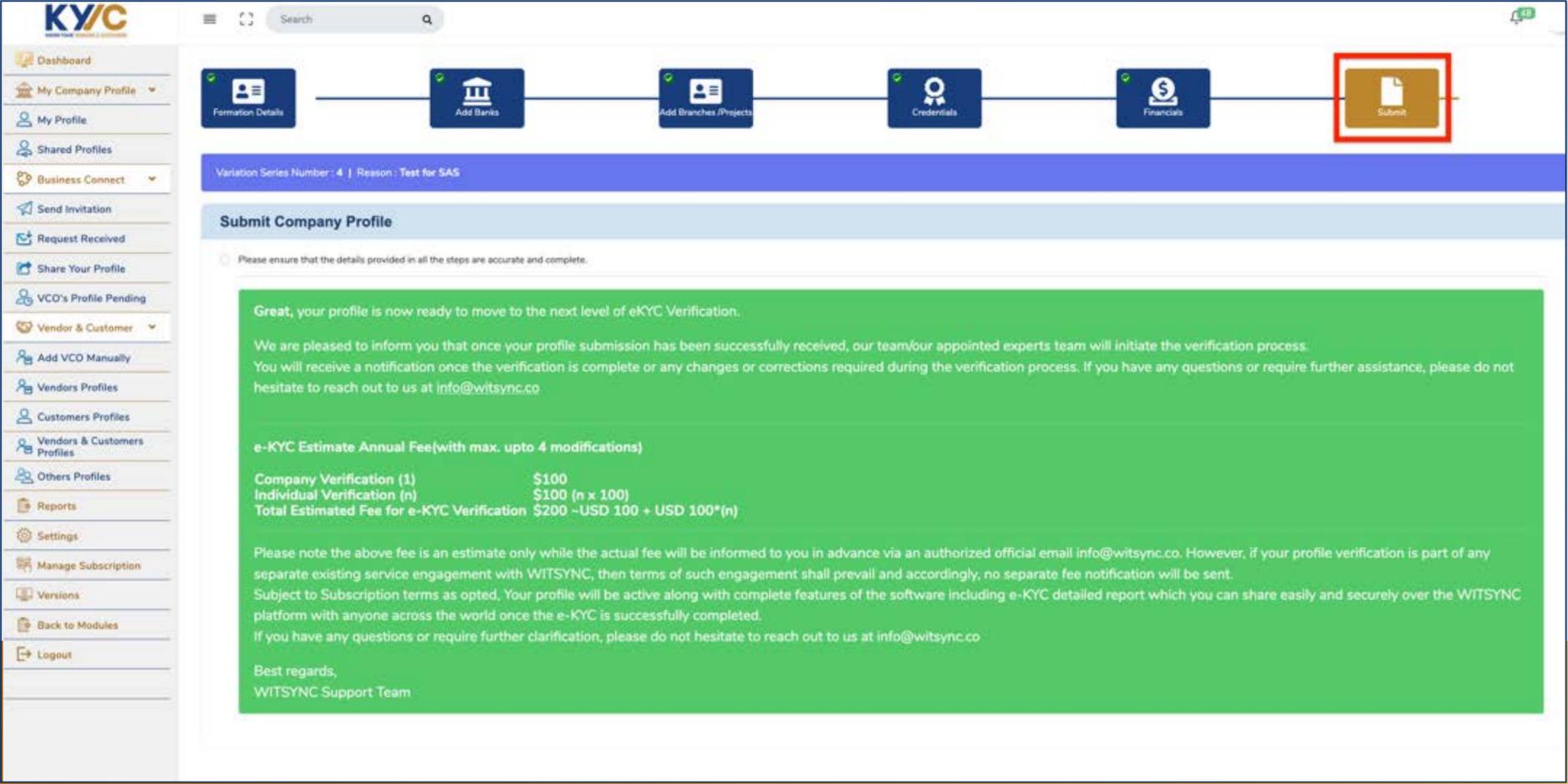
10 STEP 10

Submit

HOW IT WORKS

\*Please ensure that the details provided in all the steps are accurate and complete.

Click the "Submit" Button for your Company profile Verification.



**A SAMPLE E.KYC REPORT**

Verification & Approval Performed in Deep by WITSYNC Team or External Appointed Experts for eKYC so as to ensure all details are duly correct and authentic

- Sanction Screening
- PEP Screening
- Adverse Media



**KY/C**  
KNOW YOUR VENDORS & CUSTOMERS

**WITSYNC**  
LETS SYNC

**E.KYC REPORT**

CLIENT NAME: WITSYNC SOFT SOLUTIONS FZE  
PERFORMED BY: WITSYNC SOFT SOLUTIONS FZE

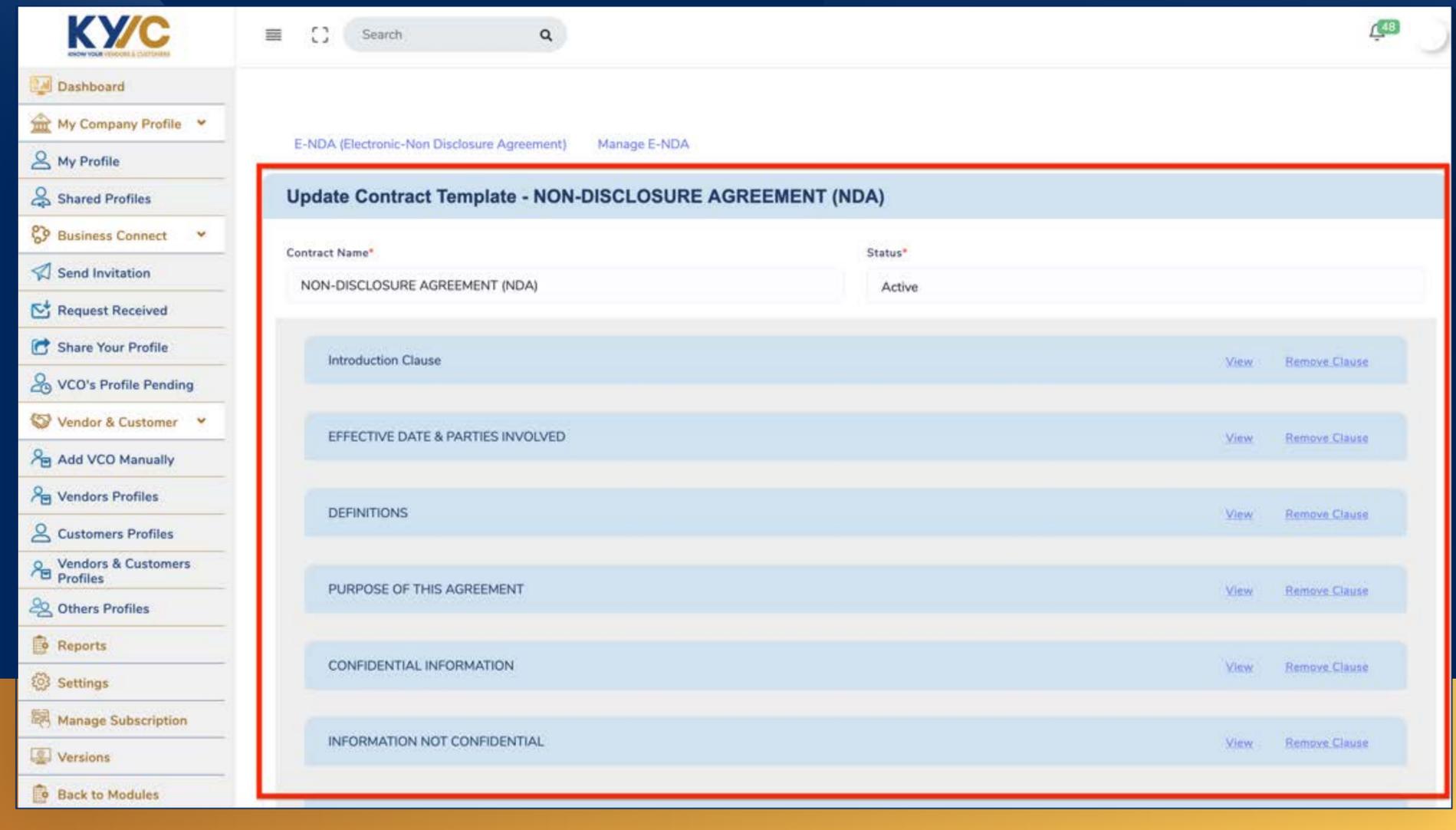
KYC Scan: **NO MATCH**

Date and Time: **January 14, 2026, 08:16 AM GST**

info@witsync.co  
www.witsync.co

# Bind Your VCO with NDA Terms Define Your E-NDA terms as you deem fit

- Go to the Settings in Left Menu Bar.
- Please select “Require Acceptance by VC’s of the E-NDA terms as listed in the “Manage E-NDA” settings
- You can now edit your E-NDA as per your requirement.



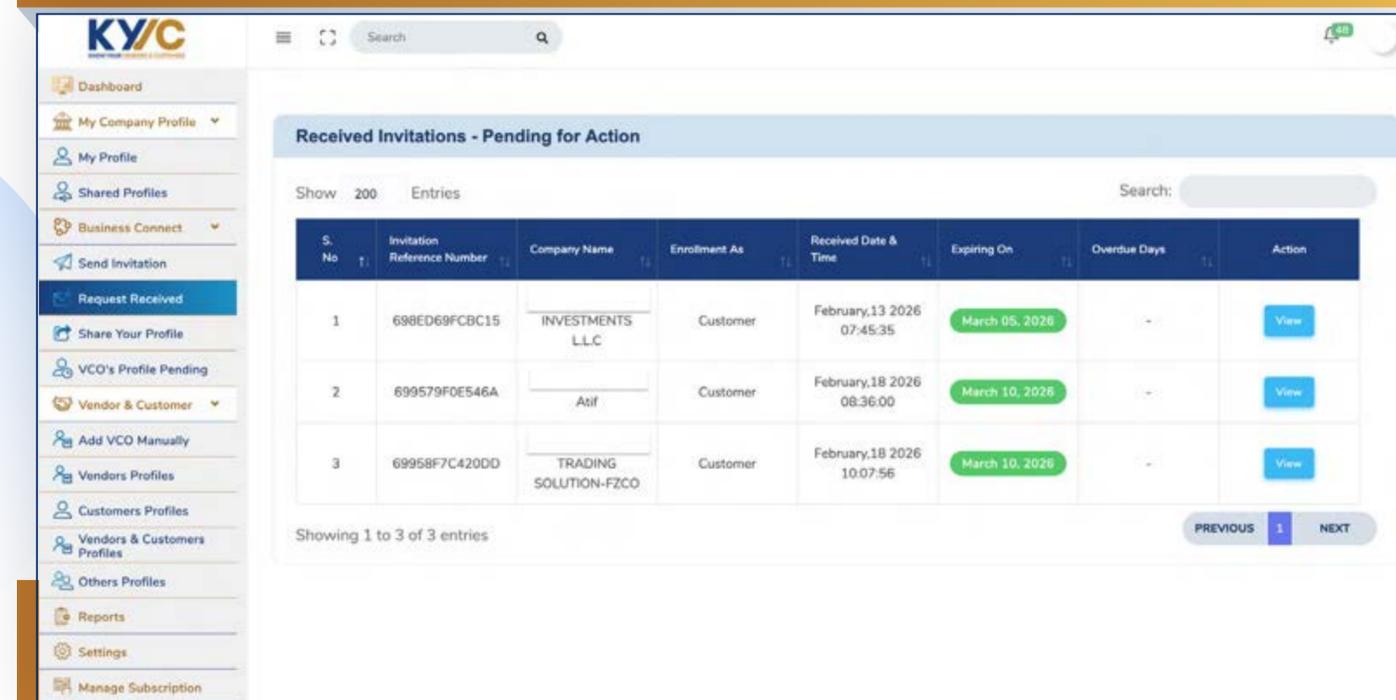
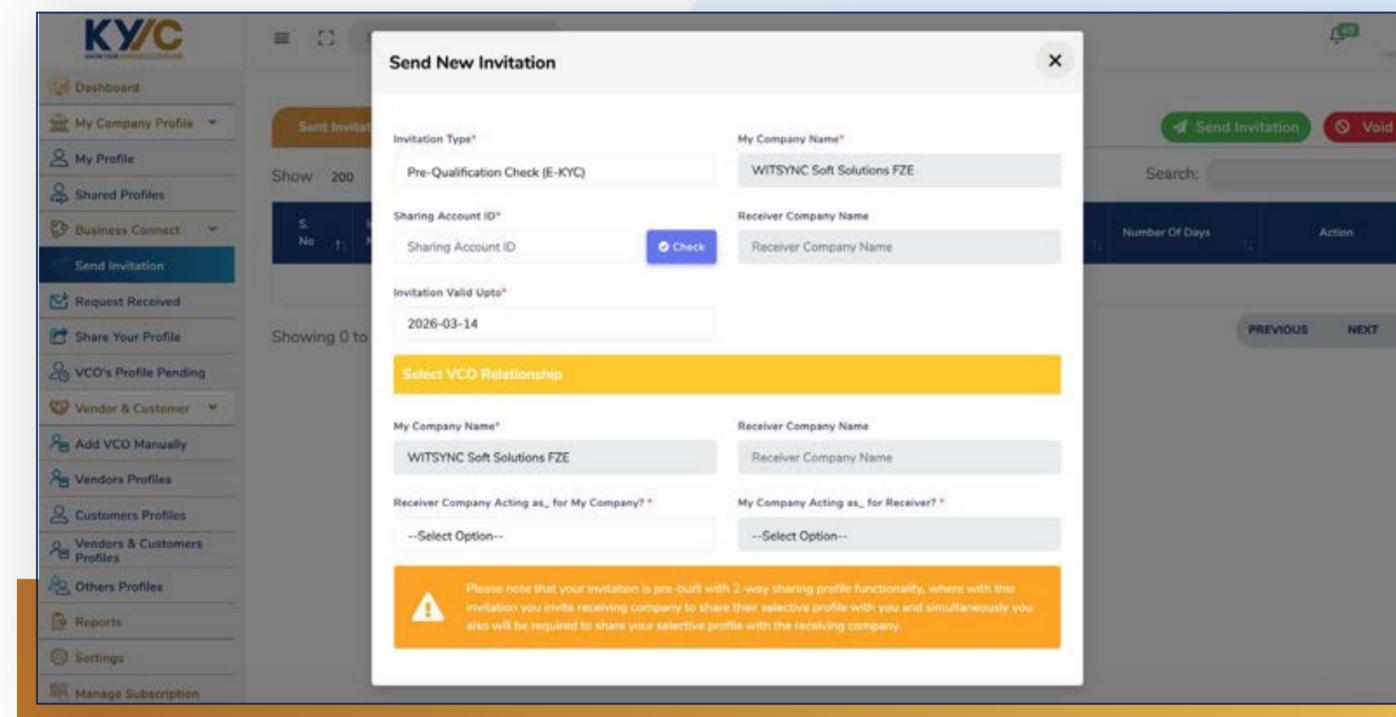
# Send or Receive Invitation to any verified company on WITSYNC – by default 2-Way Sharing across any company in the world

## To Send Invitation

- Go to the Send Invitation in Left Menu Bar.
- Click Send Invitation on right side of the page.
- Enter valid email id of verified company on WITSYNC.
- Select VCO relationship.
- Accept NDA Terms and Send Invitation.

## To Accept Invitation

- Go to the Request Received in Dashboard.
- Accept E-NDA Terms, If you require any modification you can decline and provide your comment in the box.



# Selective sharing of Data

In this feature you can select options that you want to share with your VCO.

- Go to the Share Your Profile in Left Menu Bar.
- Choose tab 'Pending for Sharing'.
- Select each section that you want to share with your VCO.

Company Name : **WITSYNC SOFT SOLUTIONS FZE**      Enrollment For : **CUSTOMER**      Variation Series : **2**

**FORMATION DETAILS**    Banking    Branches    Credentials/Membership Certificates    Financials    e.KYC

**FORMATION DETAILS**    **SHARE DETAILS**  YES

Legal Entity Name	WITSYNC Soft Solutions FZE
Legal Form	Free Zone Establishment (FZE)
Registration Authority	Umm Al Quwain Free Zone Authority
Corporate License Number issued by Registrar of Companies	4344

**CERTIFICATE OF INCORPORATION DETAILS**    **SHARE DETAILS**  YES

Serial Number	Certificate Title	Certificate Number	Start Date	End Date	View/Download Attachment
1	Certificate of Incorporation	4344	2017-12-05		<a href="#">Download</a>

**COMPANY LICENSE DETAILS**    **SHARE DETAILS**  YES

Serial Number	License Title	License Number	Start Date	End Date	View/Download Attachment
1	Service License	4344	2025-12-05	2026-12-04	<a href="#">Download</a>

# Review and Accept Shared Profiles and add under Your Profiles Data History

- Go to the VCO's Profile Pending in Dashboard.
- Choose tab VC Profile – Pending for Acceptance.
- Review and Accept shared profile.

**View Shared Profile Details**

1 Memorandum [Download](#)

**ARTICLE OF ASSOCIATIONS**

**PAST LEGAL NAMES**

**INDIVIDUAL DETAILS**

Serial Number	First Name	Middle Name	Last Name	Full Name	Any Nick Name or Other Name	Email	Phone	Gender	Date of Birth	Designation	First Nation
1								Male	1962-12-05	Manager	Austr

**COMPANY REGISTRATION DETAILS**

**TRANSACTION CURRENCIES**

Serial Number	Currency Title	CODE
1	United Arab Emirates Dirham	AED

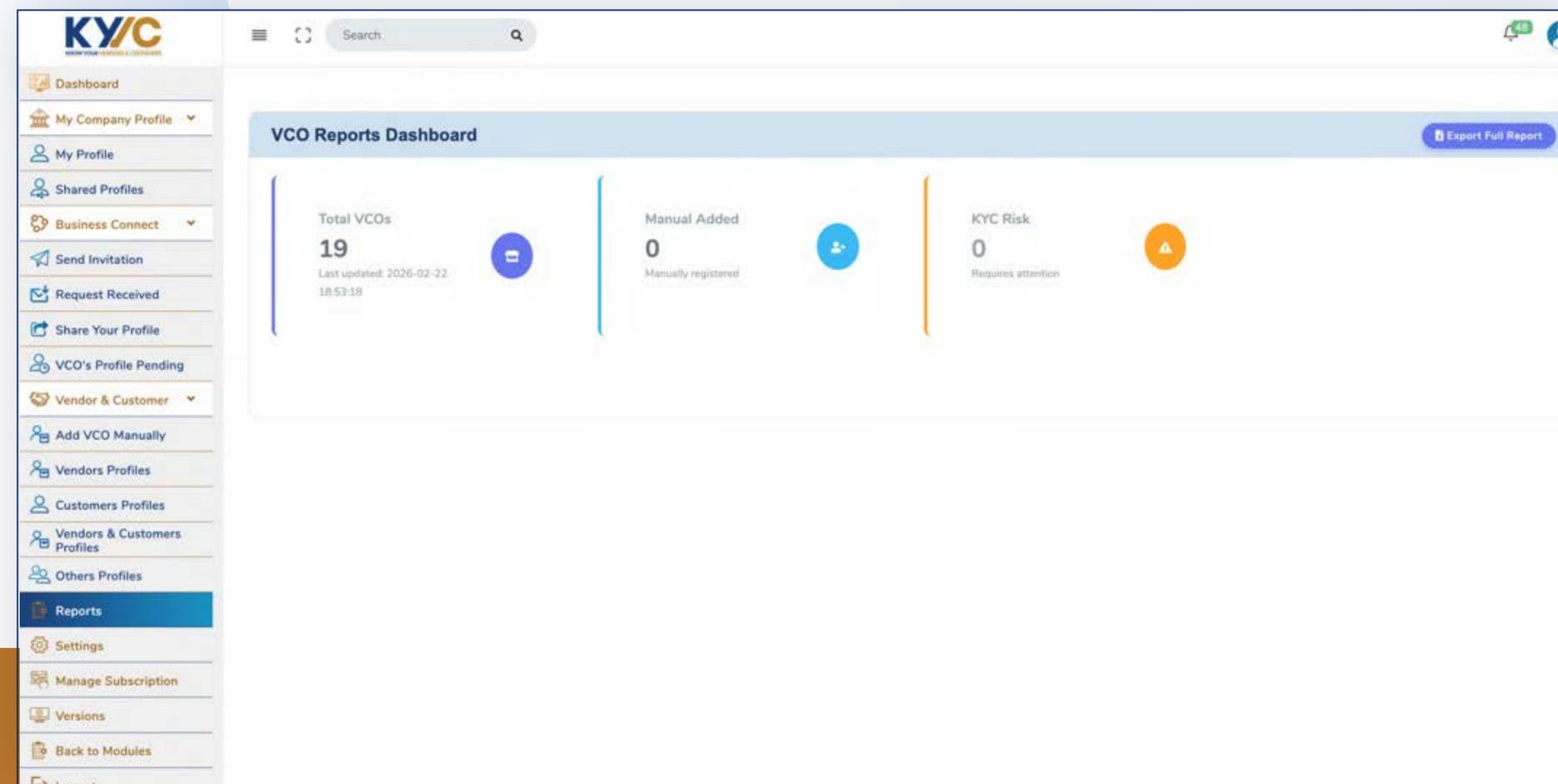
**TRADEMARK/LOGO OR BRAND IMAGE**

[Accept](#) [Reject](#)

# Review Report for all your VCO

- For this feature, Go to the Reports in Left Menu Bar.
- Click on the option 'Export Full Report'.

**Now you can access all data of your valued VCO's.**



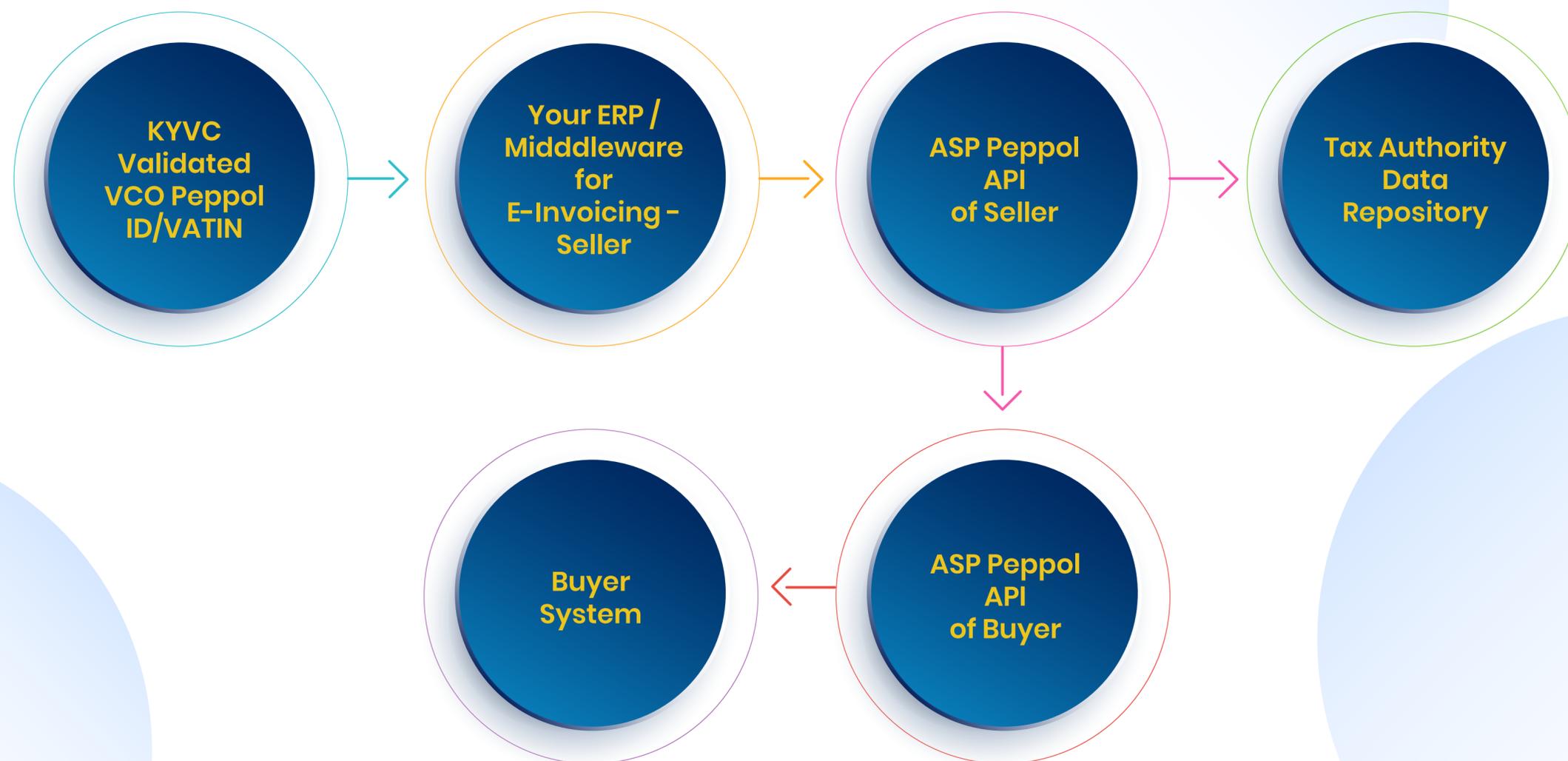
# Manage Profiles Amendments / Document Expiry from Dashboard

- Go to the Dashboard.
- Scroll down the page.
- Here you can manage profiles documents like check expiry of available documents

The screenshot displays the KY/C dashboard interface. On the left is a navigation sidebar with options like Dashboard, My Company Profile, My Profile, Shared Profiles, Business Connect, Send Invitation, Request Received, Share Your Profile, VCO's Profile Pending, Vendor & Customer, Add VCO Manually, Vendors Profiles, Customers Profiles, Vendors & Customers Profiles, Others Profiles, Reports, Settings, Manage Subscription, Versions, Back to Modules, and Logout. The main content area is titled 'My Profile Status' and features a progress bar at 70%. Below this are four summary cards: Vendors (4), Customers (15), Vendors & Customers (0), and Others (0). Two tables follow, both titled 'Expired or Expiring in Coming 60 days Time'. The first table, 'Own Documents', is currently empty. The second table, 'Vendors, Customers and Others Documents', contains the following data:

Company Name	Section Name	Document Title	Days to Expire	Expiration Date
	Company License Details	Business License	47	April 10, 2026 12:00 am
	Company License Details	Commercial License	12	March 6, 2026 12:00 am
	Company License Details	Trade License	-331	March 28, 2025 12:00 am

# Finally You Can use the Updated & Authentic Profile Data for E-Invoicing



# Benefits of Vendor/Customer

## Stronger Trust & Security:

Secure exchange and reduced fraud risk enhance confidence.

## Real Time Updates:

Changes to KYC data automatically propagate, ensuring currency of Information.

## Scalable Across Partners:

One verified profile works for multiple counterparties.

## Improve Risk Assessment:

Enables risk-based classification (Low / Medium / High risk customers), allowing enhanced due diligence where required.

**“KYVC acts as the first line of defense in AML/CFT compliance by ensuring identity verification, risk monitoring, and regulatory alignment.”**



# Pricing for KYVC

The pricing for Per VCO (Vendor Customer & Other) is separated into 2 parts as below based on 2 features/Services:

Per VCO Received Profiles Management / Addition of Verified VCO Profiles	Per VCO Profile Verification with e.KYC
USD 4 Per VCO Profile Received Per Year	USD 100 Per VCO Profile Per Year

The Structure of Pricing “You Pay” is clarified as below in 2 scenarios:

Profiles	You PAY	
	Scenario 1: When VCO Pay for their Part of Profile Verification with e.KYC	Scenario 2: When VCO Doesn't Pay for their Part of Profile Verification with e.KYC
Your Profile Verification with e.KYC	USD 100 Per Year	USD 100 Per Year
VCO Received Profiles Management / Addition of Verified VCO Profiles	USD 4 Per VCO Profile Per Year multiplied by “n” numbers	USD 0 (in this Scenario we'll discount this charge as VCO's e.KYC Verification you pay)
VCO Profile Verification with e.KYC	USD 0 (in this scenario, each VCO is paying their fees so no fee in on you )	USD 100 Per VCO Profile Verification with e.KYC Per Year multiplied by “n” numbers (You can charge back this fee to your suppliers)
<b>Finally You Pay Per Year</b>	<b>USD100 + USD (4 x “n”)</b>	<b>USD100 + USD (100 x “n”)</b>

For volume profile verification, a volume discount will be applied under scenario 2 on mutual agreement.

# Our Compliance Team



**Aaditya Arora**  
MLRO

Certified Anti-Money Laundering Manager with over 10 years of experience in financial compliance, client onboarding, customer due diligence (CDD), sanctions screening, and regulatory reporting.



**Priyanka Tandon**  
Executive Compliance

Supervises KYVC due diligence and manages KYVC verification, ensuring regulatory conformity, timely escalation of exceptions, and robust internal control adherence.



**Dishant Kumar**  
Executive Compliance

Executes KYVC operational controls, conducts preliminary due diligence reviews, and supports compliance monitoring in accordance with regulatory standards.

# Get in Touch with Our Team

Let's discuss your specific needs and build your roadmap to e-invoicing readiness.

## Key Contacts

**Sajal Arora**

*Associate Partner, Indirect Tax*

**Nagacharan C S**

*Senior Manager, Indirect Tax*

## Contact Details

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[charan@mcmillanwoods.com](mailto:charan@mcmillanwoods.com)

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**Thanks for Your Time**

Stay Compliant Stay Ahead

[www.witsync.co](http://www.witsync.co)