



Vendors & Customers

Onboarding & Digital Verification Process

KYVC - PREVALIDATED VC PROFILES



www.witsync.co



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

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

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 LET'S SYNC

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 Authorised 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 Authorised 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](#)

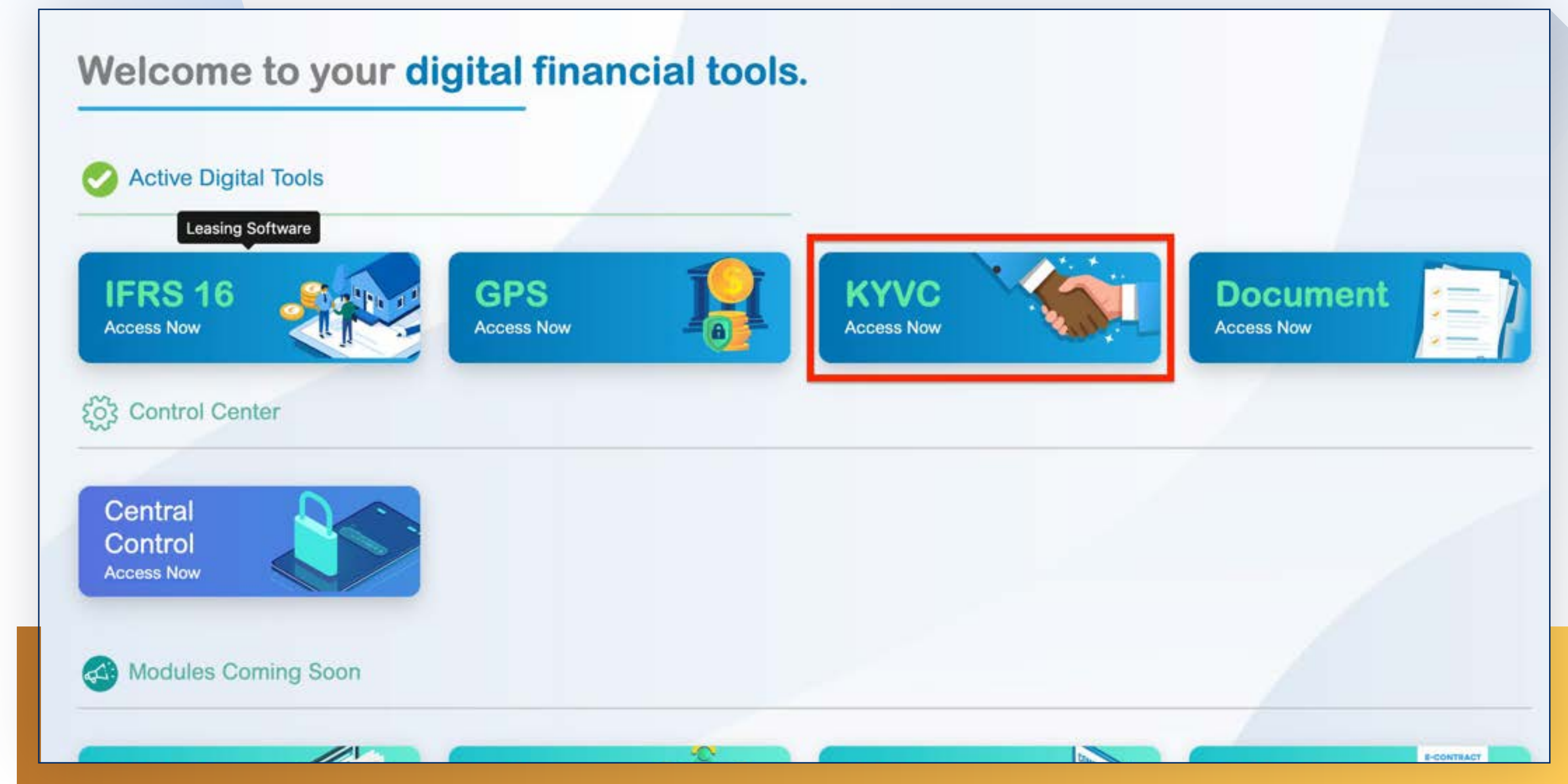
02 STEP 02

Company and Profile Creation

Navigate to Active
Digital Tools

Choose KYVC to
start your Company
Registration

HOW IT WORKS

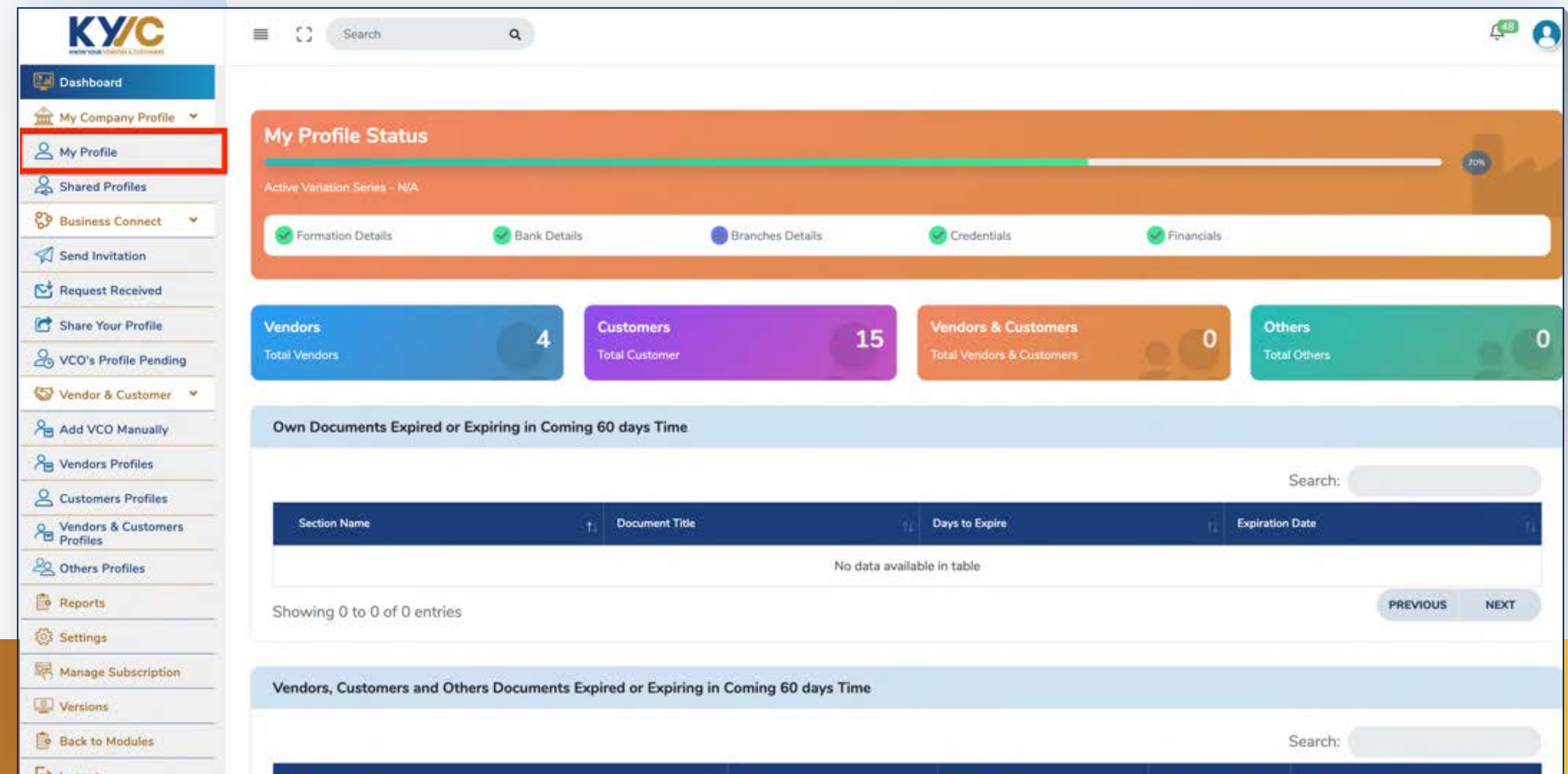


03 STEP 03

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

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

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

HOW IT WORKS

The screenshot displays the KY/C web application interface. The sidebar menu on the left lists various options: 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 top navigation bar includes a search bar and a user profile icon. The main content area shows the 'Formation Details' stage, which is highlighted with a red box. Below this, there are two sections: '1. Company Name and Registration Authority' and '2. Certificate of Incorporation Details'. The '1. Company Name and Registration Authority' section contains fields for 'Active Legal Entity Name' (WITSYNC Soft Solutions FZE), 'Legal Form' (Free Zone Establishment (FZE)), 'Registration Authority' (Umm Al Quwain Free Zone Authority), and 'Corporate License Number issued by Registrar of Companies' (4344). The '2. Certificate of Incorporation Details' section includes a radio button for 'Is Certificate of Incorporation Available?' (Yes) and a table with columns: S.No, Title, Certificate Number, Start Date, Expiry Date, Status, Attachment, and Actions. The table shows one entry with a status of 'Active'.

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

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

PREVIOUS NEXT

06 STEP 06

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.

HOW IT WORKS

The screenshot displays the KY/C WITSYNC application interface. The sidebar menu on the left includes 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 top navigation bar features a search bar and a user profile icon. The main content area shows a flowchart with steps: Formation Details, Add Banks (highlighted with a red box), Add Branches/Projects, Credentials, Financials, and Submit. Below the flowchart, a blue banner displays 'Variation Series Number : 4 | Reason : Test for SAS'. The section '1. Bank Accounts' contains a question: 'Would you like to add business Bank details to share among your vendors?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a table with columns: S.No, Bank Name, Country Name, Beneficiary Name, Account Number, Status, and Actions. The table lists two bank accounts: Mashreq Bank PJSC and WIO Bank PJSC, both with 'Active' status. Each row has 'Edit' and 'Delete' buttons. An 'Add Row' button is at the bottom right of the table. At the bottom of the page, there are 'Previous' and 'Save & Next' buttons.

S.No	Bank Name	Country Name	Beneficiary Name	Account Number	Status	Actions
1	Mashreq Bank PJSC	United Arab Emirates	WITSYNC Soft Solutions FZE		Active	Edit Delete
2	WIO Bank PJSC	United Arab Emirates	WITSYNC Soft Solutions FZE		Active	Edit Delete

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

The screenshot displays the KY/C WITSYNC user interface. The top navigation bar includes the KY/C logo, a search bar, and a notification bell. The main navigation menu on the left lists various sections: 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 top navigation bar also features a series of icons representing different sections: Formation Details, Add Banks, Add Branches /Project (highlighted with a red box), Credentials, Financials, and Submit. The main content area shows a form titled '1. Add Branches' with a note: 'Please note that any branch outside the country should be registered separately selecting the respective country'. Below the note is a question: 'Is your business has any branches within the Country?' with radio buttons for 'Yes' and 'No'. The 'No' button is selected. At the bottom of the form are 'Previous' and 'Save & Next' buttons.

08 STEP 08

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.

HOW IT WORKS

KY/C KNOW YOUR VENDORS & CUSTOMERS

Search

48

Formation Details Add Banks Add Branches / Projects **Credentials** Financials Submit

Variation Series Number : 4 | Reason : Test for SAS

1. Credit Rating Obtained Archive

Is Credit Rating Obtained ?*

☐ Yes ☒ No

2. Membership/Certificates Obtained Archive

Is any other Membership/Certificates Obtained ?*

☒ Yes ☐ No

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

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.

HOW IT WORKS

KY/C KNOW YOUR VENDORS & CUSTOMERS

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
Logout

Formation Details Add Banks Add Branches/Projects Credentials **Financials** Submit

Variation Series Number : 4 | Reason : Test for SAS

1. Sources of Funds

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

[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.

The screenshot displays the WITSYNC KY/C web application interface. On the left is a sidebar menu with options: 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 shows a progress bar with six steps: Formation Details, Add Banks, Add Branches/Projects, Credentials, Financials, and Submit. The 'Submit' step is highlighted with a red box. Below the progress bar, a blue banner indicates 'Variation Series Number : 4 | Reason : Test for SAS'. The main heading is 'Submit Company Profile'. A green box contains the following text:

Great, your profile is now ready to move to the next level of eKYC Verification.

We are pleased to inform you that once your profile submission has been successfully received, our team/our appointed experts team will initiate the verification process. You will receive a notification once the verification is complete or any changes or corrections required during the verification process. If you have any questions or require further assistance, please do not hesitate to reach out to us at info@witsync.co.

e-KYC Estimate Annual Fee(with max. upto 4 modifications)

Company Verification (1)	\$100
Individual Verification (n)	\$100 (n x 100)
Total Estimated Fee for e-KYC Verification	\$200 –USD 100 + USD 100*(n)

Please note the above fee is an estimate only while the actual fee will be informed to you in advance via an authorized official email info@witsync.co. However, if your profile verification is part of any separate existing service engagement with WITSYNC, then terms of such engagement shall prevail and accordingly, no separate fee notification will be sent. Subject to Subscription terms as opted, Your profile will be active along with complete features of the software including e-KYC detailed report which you can share easily and securely over the WITSYNC platform with anyone across the world once the e-KYC is successfully completed. If you have any questions or require further clarification, please do not hesitate to reach out to us at info@witsync.co.

Best regards,
WITSYNC Support Team

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



The image displays a digital KYC report template for 'E.KYC'. At the top left is the 'KY/C' logo with the tagline 'KNOW YOUR VENDORS & CUSTOMERS'. At the top right is the 'WIT SYNC' logo with the tagline 'LET'S SYNC'. The central graphic is a 3D illustration of a laptop displaying a form with checkboxes labeled A, B, C, and D. A yellow pencil rests on a printed version of this form. To the right of the laptop is a clock and a vertical sidebar with labels: 'Name', 'Time', and 'Result'. A cloud icon with three books is positioned above the laptop screen.

E.KYC REPORT

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

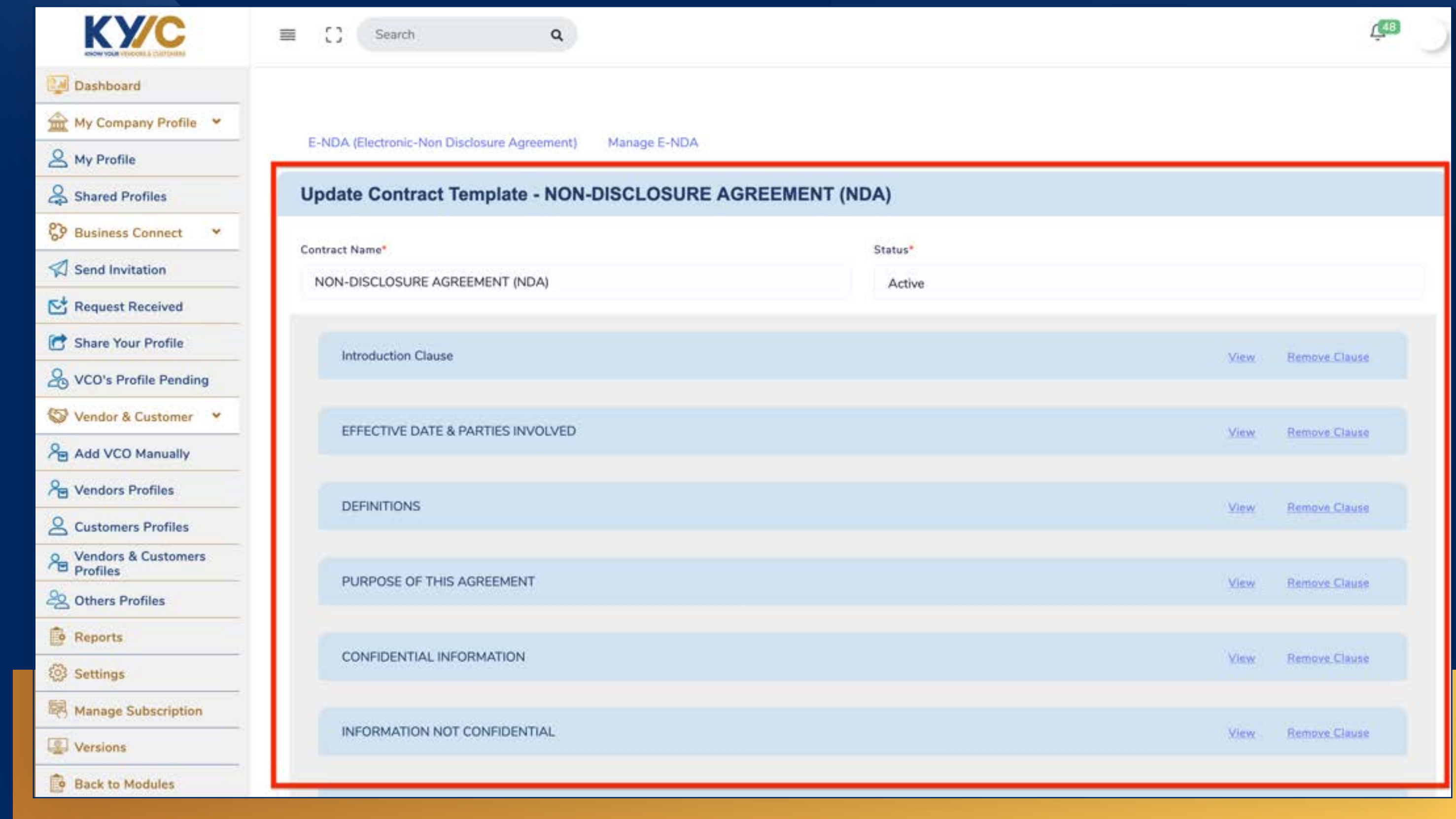
KYC Scan: **NO MATCH**
Date and Time: **January 14, 2026, 08:16 AM GST**

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.



The screenshot displays the KY/C web application interface. On the left is a sidebar menu 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, and Back to Modules. The main content area shows the 'Update Contract Template - NON-DISCLOSURE AGREEMENT (NDA)' form. At the top, there are tabs for 'E-NDA (Electronic-Non Disclosure Agreement)' and 'Manage E-NDA'. The form has two input fields: 'Contract Name*' with the value 'NON-DISCLOSURE AGREEMENT (NDA)' and 'Status*' with the value 'Active'. Below these are several clause templates, each with a 'View' and 'Remove Clause' button:

- Introduction Clause
- EFFECTIVE DATE & PARTIES INVOLVED
- DEFINITIONS
- PURPOSE OF THIS AGREEMENT
- CONFIDENTIAL INFORMATION
- INFORMATION NOT CONFIDENTIAL

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.

The screenshot shows the 'Send New Invitation' modal. It contains the following fields and options:

- Invitation Type***: Pre-Qualification Check (E-KYC)
- My Company Name***: WITSYNC Soft Solutions FZE
- Sharing Account ID***: Includes a 'Check' button.
- Receiver Company Name**: (Empty field)
- Invitation Valid Upto***: 2026-03-14
- Select VCO Relationship**: (Yellow button)
- My Company Name***: WITSYNC Soft Solutions FZE
- Receiver Company Name**: (Empty field)
- Receiver Company Acting as, for My Company? ***: --Select Option--
- My Company Acting as, for Receiver? ***: --Select Option--
- Disclaimer**: Please note that your invitation is pre-built with 2-way sharing profile functionality, where with this invitation you invite receiving company to share their selective profile with you and simultaneously you also will be required to share your selective profile with the receiving company.

The screenshot shows the 'Received Invitations - Pending for Action' table. It contains the following data:

S. No	Invitation Reference Number	Company Name	Enrollment As	Received Date & Time	Expiring On	Overdue Days	Action
1	698ED69FCBC15	INVESTMENTS LLC	Customer	February,13 2026 07:45:35	March 05, 2026	-	View
2	699579F0E546A	Atif	Customer	February,18 2026 08:36:00	March 10, 2026	-	View
3	69958F7C420DD	TRADING SOLUTION-FZCO	Customer	February,18 2026 10:07:56	March 10, 2026	-	View

Showing 1 to 3 of 3 entries

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

COMPANY NAME AND REGISTRATION AUTHORITY **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		Download

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	Download

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

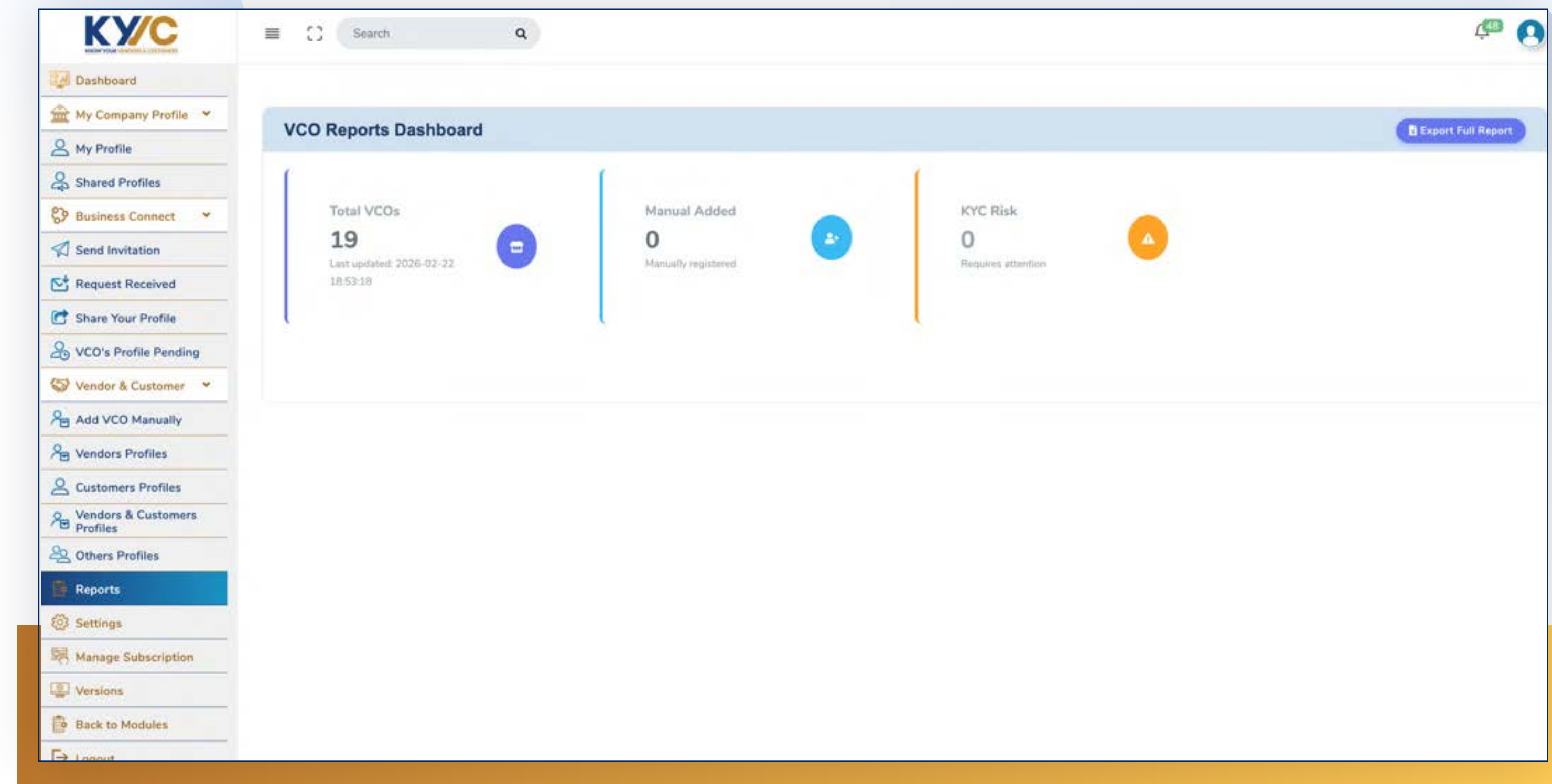
TRADEMARK/LOGO OR BRAND IMAGE

[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

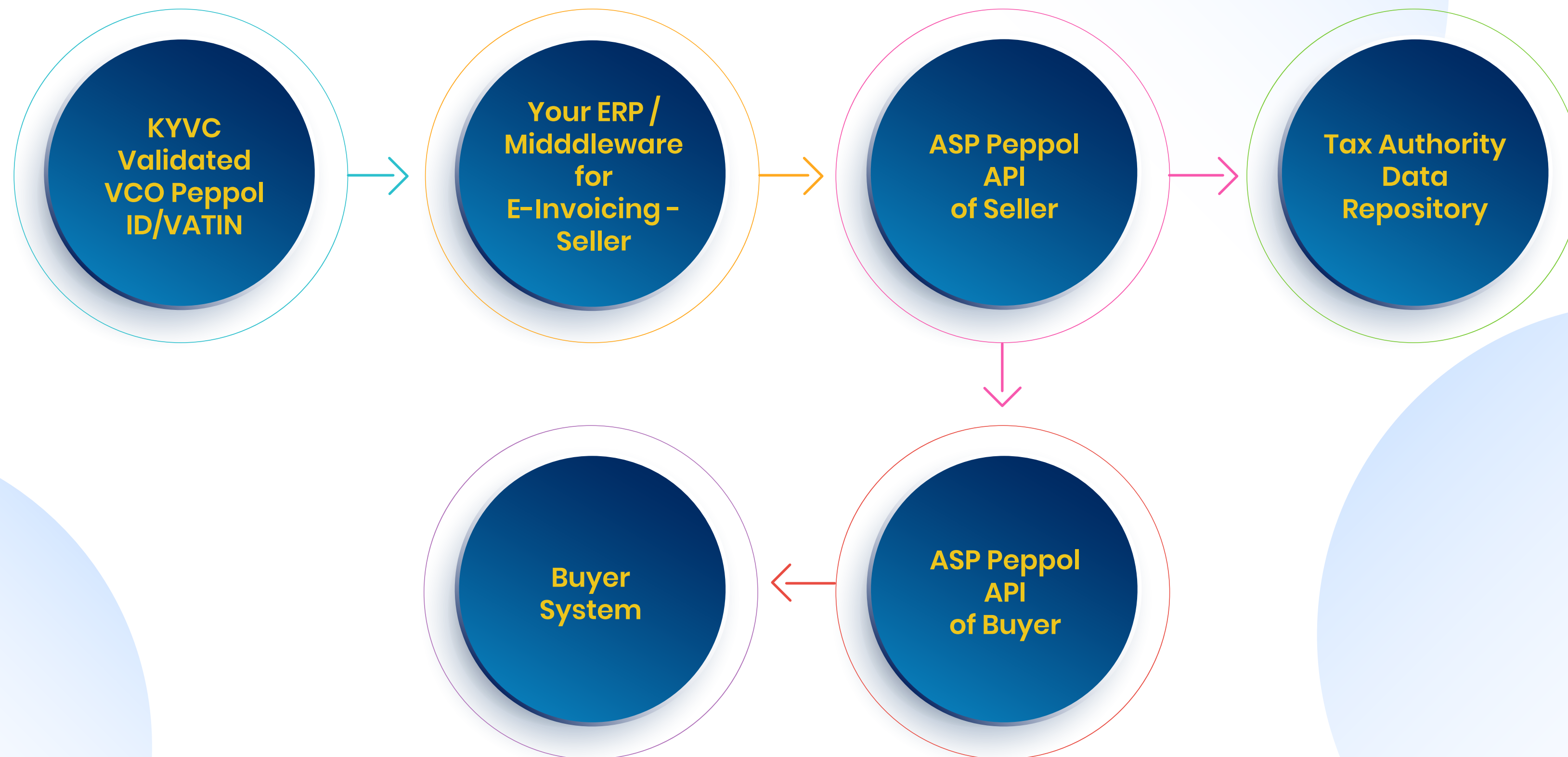
The screenshot displays the KY/C dashboard interface. On the left is a sidebar menu with options: Dashboard, My Company Profile, My Profile, Shared Profiles, Business Connect, Send Invitation, Request Received, Share Your Profile, VCO's Profile Pending, Vendor & Customer, Add VCO Manually, Vendors Profiles, 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 shows a progress bar at 70%. Below this are five status indicators: Formation Details (checked), Bank Details (checked), Branches Details (unchecked), Credentials (checked), and Financials (checked). A summary section shows counts for 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 empty. The second table, 'Vendors, Customers and Others Documents', contains three rows of license data.

Section Name	Document Title	Days to Expire	Expiration Date
No data available in table			

Showing 0 to 0 of 0 entries

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)
Finally You Pay Per Year	USD100 + USD (4 x “n”)	USD100 + USD (100 x “n”)

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

Manager/CEO

Nagacharan C S

Senior Manager, Indirect Tax

Contact Details

✉ info@witsync.co

☎ +971 564092973

📍 Umm Al Quwain Free Zone | Dubai
United Arab Emirates



Thanks for Your Time

Stay Compliant Stay Ahead

www.witsync.co