



UNIFIED ICV CERTIFICATE

Required Documents List For: **Industrial / Manufacturing Companies**



GENERAL DOCUMENTS

- Commercial/Industrial (manufacturing)/ Trade license
- Copy of welcome registration email received from WWW.NAFIS.GOV.AE
- Owner/ Authorized Signatory details (Name, Designation, Email, Mobile, EID, Passport and POA)
- VAT registration certificate (if available)
- The financial audit report (no older than 2 years) OR the management account of the company (if the company incorporation date is less than 9 months)



FIXED ASSETS

- List of fixed assets located in the UAE
- Copy of bills of the assets purchased during the audited financials period (sample basis)



STAFF SALARIES

- Payroll register for the period of audited financials
- WPS SIF files for the period of audited financials
- Bank transfer advice/ exchange bills for WPS salaries for last 3 months of the audited financials
- EID and labour card for 5 employees
- Employee list – MOHRE
- EID, Labour card and work / employment contract for Emirati employees (if any)



SALES

- Sales ledger of UAE customers
- Sales ledger of outside UAE customers
- Copies of invoices, receipt vouchers (transaction sample will be selected from provided ledgers)



EXPENSES

- Ledger accounts for all UAE vendors
- Copies of Trade Licenses of all vendors
- ICV Certificates of all vendors (where available)
- Copies of invoice, purchase orders and payment vouchers (transaction sample will be selected from the provided ledgers)
- Rental agreement (Ejari/Tawtheeq/Tasdeeq) Copies for the period of audited financials
- Electricity and water bill copies (ADD/DEWA/SEWA/FEWA) for the period of audited financials
- Telephone and internet bill copies (Etisalat/Du) for the period of audited financials
- Copies of bills/receipts for Government services (Licensing/Permits/Visas/Fines etc.) for the period of audited financials

Important Notes:-

- All mentioned documents must be provided for the relevant audit period only
- The availability of the above-mentioned optional documents always ensure to get a better ICV score for the company.
- The requirement list is not final and we shall ask for more data, as the engagement proceeds.

