



Appendix 2: KYC reverse invoicing questionnaire

S/No.	Question	Response
1.	Kindly provide the name and brief description of your system or platform.	<hr/> <hr/> <hr/>
2.	Have your suppliers been formally notified, sensitized and on boarded onto your system? If so, have invoices previously been generated on their behalf through this platform?	<hr/> <hr/> <hr/>
3.	Please outline the revenue distribution model in your system, including applicable percentages or ratios allocated to each stakeholder.	<hr/> <hr/> <hr/>
4.	Who within your organization or ecosystem is designated to initiate tax invoice generation?	<hr/> <hr/> <hr/>
5.	Describe your process for generating and issuing credit notes. In your response, indicate whether your system ensures full transparency and visibility of credit note details to both the buyer and the seller.	<hr/> <hr/> <hr/>
6.	Is there a regulatory authority or industry body that governs or provides oversight in your sector	<hr/> <hr/> <hr/>
7.	What specific goods or services does your business deal in? Please indicate the applicable tax rate and item classification code for each product or service.	<hr/> <hr/> <hr/>
8.	What risk mitigation controls have you implemented to safeguard against issues such as; delays, failed invoice transmission, data inconsistencies, or fraudulent invoice generation?	<hr/> <hr/> <hr/>
9.	What mechanisms are in place to confirm and document mutual agreement between buyers and suppliers prior to invoice	<hr/> <hr/> <hr/>



S/No.	Question	Response
	issuance?	
10.	What is the formal procedure for a supplier who wishes to opt out or disengage from your invoicing platform?	_____ _____ _____
11.	Does your organization have the technical capability to independently integrate with eTIMS APIs, or will you require the support of a third-party integrator?	_____ _____ _____
12.	Does your platform provide a centralized dashboard for real-time monitoring of invoice activity for both buyers and suppliers? Additionally, highlight any features or functionalities in your system that makes reverse invoicing simpler.	_____ _____ _____
13.	In a case there are expenses incurred by a seller, how do you handle such? For instance, transportation of goods.	_____ _____ _____
14.	Where do you see opportunities for innovation within reverse invoicing?	_____ _____ _____

PIN: _____

Name of Company: _____

Signature: _____